

No. T.12012/03/2020-DCC-(AYUSH)

Government of India

Ministry of AYUSH

“AYUSH Bhawan”

B- Block, GPO Complex,

INA, New Delhi-110023

Dated: 1st September, 2020

**Sub- Inviting applications for contractual engagement of Project staff in the Programme Management Unit in the Ministry of AYUSH under the Central Sector Scheme of Pharmacovigilance of Ayurveda, Siddha, Unani and Homoeopathy Drugs-reg.**

Applications are hereby invited from interested persons for contractual engagement of Project staff in the Programme Management Unit in the Ministry of AYUSH under the Central Sector Scheme of Pharmacovigilance of Ayurveda, Siddha, Unani and Homoeopathy Drugs as per details given below:

**Programme Manager-01**

MD (Rasa Shastra & Bhaishajya Kalpana / Gunapadam / Ilmul Advia/ Homoeopathic Pharmacy) with two years professional experience in AYUSH/health sector after Post Graduation  
(@ Rs.65000/- per month)

**Programme Assistant-01**

Graduate in Ayurveda/Unani/Siddha/Homoeopathy (@ Rs.40000/- per month)

The appointments to the above posts will initially be made for one year which may be further extended on mutual consent and based upon satisfactory performance of the incumbent. The upper age limit for all posts is 60 years. The Terms of Reference for the above posts are as follows:

**Name of Post: Programme Manager**

**Essential Qualifications:** MD (Rasa Shastra & Bhaishajya Kalpana / Gunapadam / Ilmul Advia/ Homoeopathic Pharmacy) with two years professional experience in AYUSH/health sector after Post Graduation. Preference will be given to persons having experience of working in Central Sector Schemes in AYUSH / health sector. Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential.

**Desirable-** Post Graduate degree/diploma in Public Health or Business Administration

**Responsibilities:**

- To coordinate & liaison with the nodal officers of the Peripheral Pharmacovigilance Centres (PPvCs); the Intermediary Pharmacovigilance Centres (IPvCs), the National Pharmacovigilance Co-ordination Centre (NPvCC) and other stakeholders for smooth implementation of the Central Sector Scheme of Pharmacovigilance of Ayurvedic, Siddha, Unani and Homoeopathic drugs.
- To conduct site visits for monitoring and smooth implementation of the scheme.
- To provide status updates on the progress of the scheme, when desired by senior officers.
- To assist in organizing the training programmes under the scheme.
- Any other work assigned by the senior officers time to time.

**Salary:** Consolidated salary of Rs.65000/- per month. The salary shall not be exempted from income tax.

**TA/ DA entitlement during official tour:** TA-Reimbursement of Second tier AC train Fare/ air fare (economy class); DA-Reimbursement of Hotel accommodation of up to Rs. 1500/- per day; reimbursement of local travel charges up to Rs. 150/- per day for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day.

**Leave:** Programme Management Unit Staff shall be eligible for 8 days Leave in a calendar year (with prior permission) on pro-rata basis and thereafter remuneration would be deducted on prorata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to next year.

**Allowance:** Except TA/DA on official tour, no transport, mobile or medical allowance shall be admissible.

**Selection Procedure:** A Selection Committee headed by an officer in the rank and pay of Joint Secretary to the Govt. of India and consisting of at least three members including an expert outside the concerned division shall be formed to make selection after following due procedures.

**Name of Post: Programme Assistant**

**Essential Qualifications:** Graduate in Ayurveda / Unani / Siddha / Homoeopathy

Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential.

**Desirable-** Post Graduate degree/diploma in Public Health or Business Administration

**Responsibilities:**

- To assist the Programme Manager in liaising with the Peripheral Pharmacovigilance Centres (PPvCs); the Intermediary Pharmacovigilance Centres

(IPvCs), the National Pharmacovigilance Co-ordination Centre (NPvCC) and other stakeholders for smooth implementation of the scheme.

- To assist in providing the status updates on the progress of the scheme, when desired by senior officers and in organizing the training programmes under the scheme.
- Any other work assigned by the senior officers time to time.

**Salary:** Consolidated salary of Rs.40000/- per month. The salary shall not be exempted from income tax

**Leave:** Programme Management Unit Staff shall be eligible for 8 days Leave in a calendar year (with prior permission) on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to next year.

**Allowance:** No TA/ DA, no transport, mobile or medical allowance shall be admissible.

**Selection Procedure:** A Selection Committee headed by an officer in the rank and pay of Joint Secretary to the Govt. of India and consisting of at least three members including an expert outside the concerned division shall be formed to make selection after following due procedures.

**Interested persons may submit their applications in soft copy to [dec-ayush@nic.in](mailto:dec-ayush@nic.in) by 15th September 2020 with their resume and scanned copies of all relevant documents in the enclosed application format:**

### APPLICATION FORM

Passport size  
recent  
coloured photo

- Name of post applied for:
  - Name of the candidate:
  - Address for communication with telephone number & email :
- .....

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iv. Date of birth and present age:.....

v. Educational qualifications

Sr. No	Qualification	Board/ University	Year of Passing	Max. Marks	Marks obtained	% age

vi. Details of employment:

Sr. No	Post held	Name of Organization/ Dept.	From	To	Nature of duties performed

Vii. Any other relevant information:.....

Signature of applicant  
Date: