

Inst./Memo no: 3956

Date: 24/06/2026

### ADVERTISEMENT NOTICE

**Advertisement for post of Pharmacovigilance Assistant on Contractual basis under the Pharmacovigilance Program of India (PVPI) to be posted at IPGME&R Kolkata, Adverse Drug Reaction Monitoring centre (AMC) under Indian Pharmacopeia Commission (IPC), Ghaziabad**

As per approval email order dated 18/06/2026 issued by Indian Pharmacopeia Commission, Ghaziabad, NCC- PVPI, attached herewith is the advertisement for the above post. Salary and all service conditions are as per their rules and regulations and under sole responsibility of Indian Pharmacopeia Commission and their appointed HR agencies. The qualifications and the job responsibility are solely as per the directives from Indian Pharmacopeia Commission is attached herewith.

The ADR centre, IPGMER, Kolkata has no responsibilities in this regard.

Interested applicants may please send the application form as per the template provided duly signed and dated along with supporting self attested documents both by hard copy to the Office of the Department of Pharmacology, IPGMER, UCM Building, 1<sup>st</sup> floor 244 B AJC Bose Road, Kolkata 700020 (Monday to Saturday working hours) AND by email at [ipgmerpv@gmail.com](mailto:ipgmerpv@gmail.com) (pdf file of size less than 1mb) within 14 days of issue of the advertisement.

After screening, only the eligible applicants shall be informed about the interview date by email.

*Shatterjee*

Prof Suparna Chatterjee  
Coordinator ADR monitoring Centre  
IPGMER, Kolkata-700020

**Prof. Suparna Chatterjee**  
**Head, Dept. of Pharmacology**  
**IPGME&R, Kolkata-700020**

Director

IPGMER, Kolkata-700020

**Director**  
**I.P.G.M.E.&R.**  
**Kolkata-700020**

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Copy forwarded for information:

1. Dean of Student Affairs, IPGME&R
2. Accounts Officer, IPGME&R
3. Head, Department of Pharmacology, IPGME&R
4. Medical officer In Charge (Projects), IPGME&R
5. Office Copy
6. Mr. Atal Saha, Asst Supdt,  
(For uploading the notice in the website of IPGME&R)

*Shatterjee*  
24/06/26

Director

IPGME&R, Kolkata-700020

**Director**  
**I.P.G.M.E.&R.**  
**Kolkata-700020**

**Eligibility Criteria for recruitment for the post of Pharmacovigilance Assistant at  
IPGME&R, Kolkata ADR Monitoring centre as per Indian Pharmacopeia Commission (IPC)  
norms**

**Name of the Post:** Pharmacovigilance Assistant

**Essential Qualification:** Master degree in Pharmacology/ Clinical Pharmacology/Pharmacy Practice/ Clinical Research.

**OR**

Pharm.D/ MBBS/BDS from a recognised university/Institute.

**Desirable Qualification:**

1 year experience in drug safety/Pharmacovigilance

**Age:** Note exceeding 28 years

**Salary** – 32,000/- per month

**Job Description:**

1. Collection of ADR Reports
2. Processing of Individual Case Safety Reports (ICSRs) and managing them in VigiFlow.
3. Quality review, Clinical Review & Statistical review of ICSRs in Drug Safety database.
4. Any other work assigned by Competent Authority from time to time.

**Note:** Salary will be paid by the authorized manpower agency of Indian Pharmacopeia Commission (IPC)

**Request you to complete the recruitment process within one month**

Prof Suparna Chatterjee  
Coordinator ADR monitoring Centre  
IPGMER, Kolkata-700020  
**Prof. Suparna Chatterjee**  
Head, Dept. of Pharmacology  
IPGME&R, Kolkata-700020

Director  
IPGMER, Kolkata-700020  
**Director**  
**I.P.G.M.E&R.**  
**Kolkata-700020**

**APPLICATION FORM FOR THE POST OF PHARMACOVIGILANCE  
ASSISTANT AT IPGME&R, KOLKATA (ADR MONITORING CENTRE)  
UNDER INDIAN PHARMACOPEIA COMMISSION (IPC), NCC-PVPI.**

**NAME:**

**DATE OF BIRTH:**

**GENDER:**

**PERMANENT ADDRESS:**

**MOBILE NUMBER:**

**EMAIL ID:**

**ADHAR NUMBER:**

**PROFESSIONAL QUALIFICATIONS:**

<b>Professional degree</b>	<b>Year of passing</b>	<b>Name of College/ Institute/ University</b>	<b>Marks Grade/ CGPA</b>	<b>Award/ Honours</b>

**Current employment (if any):**

**Past employment (if any):**

**Any trainings or experience in Pharmacovigilance:**

**Please attach self attested photocopies of all documents as proof of the above information.**

**I hereby declare all the information provided above is true, if anything is found to be false, my application shall be rejected.**

**Full Name:**

**Signature with date**