

**Advertisement for Contractual Engagement of Data entry operator at
Programme Management Unit, Intermediary Pharmacovigilance Centre (IPvC), ITRA,
Jamnagar**

Name and number of the Post	Qualification	Monthly Remuneration (Fixed)	Date, Time & Place of skill test
Data entry operator (under pharmacovigilance programme for ASU & H) Number of post-01	Essential- ➤ Degree qualification (Degree issued by recognized Indian University. ➤ Knowledge of computers [Degree or diploma in computer science from recognized Indian University/ University affiliated college] Desirable- ➤ Typing speed of 40 words per minute (WPM), and proficiency in computer skills, particularly in MS Office, MS Excel, Power point, proficiency in using Hindi, English keyboard, basic knowledge of statistics. ➤ Knowledge of English (good communication skill). ➤ Experience of office work for more than or equal to 2 years ➤ Experience of work in research project (Not less than 1 year). ➤ Applicants with Knowledge/experience of clinical work, documentation, worked as Data entry operator at pharmacovigilance centre, and having experience in monitoring of pharmacovigilance programme, may be given preference.	Rs. 20,000/-	22-07-2026 10:00 AM (Reporting time and submission of filled, signed application by 9.30am) Venue- Dean Office, Institute building, 1 st floor, ITRA, Jamnagar (In case of more applications, Physical written suitable screening test shall be conducted for computer knowledge, relevant knowledge and skills followed by skill test)



आयुर्वेद शिक्षण एवं अनुसंधान संस्थान

Institute of Teaching and Research in Ayurveda

(Institute of National Importance, Ministry of Ayush, Government of India)
Opp. B - Division Police Station, Gurudwara Road, Jamnagar - 361 008

Additional eligibility criteria-Age-not exceeding 35yrs (Relaxation-OBC (Non-Creamy Layer): 3 years. SC / ST: 5 years)

1. Scope of work-Data entry, using software, viz. windows OS MS office etc., Generation of reports online offline from google sheets, forms, documents, document, file management, printing, circulation, communication of data, reports with multiple centres and any assigned official, administrative works time to time.

2. Working Conditions –

- The engagement is purely on contractual, full time basis. Institutional office work schedule (Six days a week (Sunday holiday), 9 am to 6 pm work schedule) will be applicable. Holiday schedule of ITRA will be applicable.
- The initial tentative engagement will be for 3 months, which is likely to extend on mutual consent and subject to satisfactory performance of the appointee. The institute however reserves the right to terminate the services of the appointee before the stipulated period without assigning any reason thereof. The appointee can resign from the assignment with one month prior written notice. The post of IPvC is co-terminus with the project.
- All relevant Rules and Regulations of ITRA shall be applicable and the appointee will have to give an undertaking to this effect.
- The appointee is expected to work sincerely to achieve the deliverables and maintain good conduct at the workplace.
- The appointee shall maintain confidentiality of the data / information that will be collected as part of this programme. He / She shall not utilize / publish / disclose any such data / information to any third party without consent of ITRA. He/she shall be required to sign a Non-Disclosure Agreement during the time of appointment.

3. Leave –

- The appointee will be entitled to Twelve (12) leaves in a calendar year (Two leave per month on pro rata basis).
- Un availed leaves will be carried forward to next month, but the leaves will not to be carried forward to the next calendar year, not could be encashed.
- Normally more than 3 continuous leaves will not be permitted.

4. Allowances –

The appointee will not be paid any Transport / Daily / Medical / Travelling / Telephone / any other allowance.

5. Disclaimer: The appointee shall not claim any benefit/compensation/absorption/regularization of service with this Institute under the provision of Industrial disputes act 1947 or Contract labour (Regulation and Abolition) Act 1970 and give a notarised bond at the time of renewal to the effect that their engagement shall not confer any right or claim of regularization of his or her service in the Institute

6. Selection Procedure –

- The interested candidates should physically appear for skill test at ITRA. Application form should be downloaded from website of Institute (<https://itra.ac.in/>) or (with filled Proforma given as Annexure) and submit on the scheduled date by 9.30am along with relevant attested documents and appear before the scrutineer committee, selection committee for skill test. Applications may be accepted in advance. Candidates should bring Resume, and relevant original certificates for scrutineer.
- **Receiving applications in advance-**Applicant should submit signed and filled application form along with certified copies of the relevant documents before 18-07-2026 by 11am at the office of



<https://itra.ac.in>

आयुर्वेद शिक्षण एवं अनुसंधान संस्थान Institute of Teaching and Research in Ayurveda

(Institute of National Importance, Ministry of Ayush, Government of India)

Opp. B - Division Police Station, Gurudwara Road, Jamnagar - 361 008

RSBK Dept., Institute Building, ITRA, Jamnagar room number 205, second floor in closed envelop. **Applications sent by post** or courier should be addressed to "Coordinator, Intermediary Pharmacovigilance Centre (IPvC), Institute of Teaching and Research in Ayurveda, Opposite City B Div. Police station, Jamnagar, 361008, Gujarat". Applications sent by post after 18-07-2026, 11 am shall not be received and shall not be considered for any processing. **On envelop "Application for post of Data entry operator for at IPvC, ITRA" should be written.**

- If candidates are more, suitable screening procedures [Physical written Screening test (MCQ) etc.] will be carried out.
- The selection committee shall do the selection after following due procedures.
- The Director, ITRA reserves the right to reject any candidate or cancel the selection of any candidate without assigning any reason thereof.

Note:

- Applicants with experience of clinical work, documentation, worked as Data entry operator at pharmacovigilance centre, and having experience in monitoring of pharmacovigilance programme, may be given preference.
- **Please see attached Application form**


18/07/26

Prof. Tanuja Nesari
Director, I.T.R.A.



<https://itra.ac.in>

आयुर्वेद शिक्षण एवं अनुसंधान संस्थान
Institute of Teaching and Research in Ayurveda
(Institute of National Importance, Ministry of Ayush, Government of India)
Opp. B - Division Police Station, Gurudwara Road, Jamnagar - 361 008

**APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR UNDER
PHARMACOVIGILANCE PROGRAMME**

Paste Recent
Passport Sized
Photograph with
Self Attestation
done on front
side.

1. Name of the candidate:
2. Address for communication:
.....
.....
3. Mobile No. :
4. Email id. :
5. Date of birth and present age:
(Enclose self certified copy of Matriculation or Equivalent Certificate)
6. Educational qualifications (Attach the self certified copies of the relevant Certificates)

Sl. No	Qualification with speciality (if applicable)	Board/ University	Year of Passing	% Percentage

7. Completed additional regular courses (From recognised Institute affiliated to University) for computer knowledge, skills-
8. Proof of working experience with computer skill application (Knowledge of MS Office-Word, PPT, Excel etc.) : YES / NO
(Strike out whichever is not applicable)
9. Typing, communication Knowledge of Languages: ENGLISH / HINDI / GUJARATI/ Others
(Strike out whichever is not applicable)
10. Details of additional experience, if any – Clinical, Pharmacovigilance, Research projects, Government Institutes/schemes etc. [Mark (as right) which ever is applicable]

Note: Attach attested copies of supportive documents

Place:

Date:

Signature of the applicant