

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

No. ITRA/IPvC /2026-27/ 36

Date: 07.08.2026

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 reporting
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/-	21-08-2026 10:00 AM (Reporting time by 9.30am) Venue- Committee room/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)

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.
- **Receiving applications in advance** - Application form should be downloaded from website of Institute (<https://itra.ac.in/>). Aspiring candidates must submit duly filled, signed application form with self attested copies of relevant certificates and attested recent passport sized photograph well in advance **on or before 19th August 2026 by 5pm** to consider their candidature for evaluation. Applications should be submitted in person at the **office of 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,

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

Intermediary Pharmacovigilance Centre (IPvC), Department of Rasashastra, Room No. 214, Institute of Teaching and Research in Ayurveda, Opposite City B Div. Police station, Jamnagar, 361008, Gujarat". For applications sent by post, on envelop "Application for post of Data entry operator for at IPvC, ITRA" should be written.

- Following Applications shall be rejected and not considered for further processing (in any of the condition)-Not submitted/ received (in case of applications sent by post) within prescribed time line (**19th August 2026 by 5pm**), not signed, without attested copies of supporting documents, not in prescribed format.
- Candidates should bring **Resume, and relevant original certificates for scrutiny at the reporting time (9.30am)** on the scheduled date of preliminary screening test on **21.08.2026**.
- Document verification of candidates shall be done on the date of screening test before commencement of the test. However preliminary eligibility of all candidates allowed for preliminary screening test might be confirmed eligibility and may be subjected to second document verification if needed before commencement of skill test.
- On the basis of preliminary screening of applications, list of preliminary eligibility for screening test, preliminary rejection, preliminary ineligibility/ conditional eligibility shall be prepared and will be either displayed before screening test/ status shall be communicated to respective applicant.
- If candidates are more, suitable screening procedures/short listing [Physical written Screening test (MCQ) etc.] will be carried out. Selected shortlisted candidates will be called for skill test.
- The selection committee shall do the selection after following due procedures.
- The Director, ITRA and selection committee reserves all rights to adopt method of selection (screening test, skill test and weightage of their evaluation, weightage of value added qualification and experience) and reject any candidate or cancel the selection of any candidate without assigning any reason thereof.

Note:

- Applicants should visit Institute website- <https://itra.ac.in/> (Recruitments/ notice for updates)
- Any attempt for any type of Canvassing (direct/indirect) / recommendation/ political or personal influence by applicant shall lead to disqualification of his/her candidature.
- 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**

Date: 07. 08.2026



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

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

1. Name of the candidate:
2. Address for communication:
.....
.....
3. Mobile No. :Alternate mobile no.....
4. Email id: :
5. Date of birth and present age (As on 7.08.2026):

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

(Enclose self certified copy of Matriculation or Equivalent Certificate or birth certificate, caste certificate & certificates for age relaxation if applicable and attach relevant documents)

6. Educational qualifications (Attach the self certified copies of the relevant Certificates)

Sr. No	Essential and additional Qualification	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, Use sheets as annexure or type fresh application if needed. **Acknowledgement-**I have read the complete advertisement.

Place:

Date:

Signature of the applicant