



INDIAN PHARMACOPOEIA COMMISSION
National Coordination Centre-Materiovigilance Programme of India

STANDARD OPERATING PROCEDURE

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Title: Recruitment of Contractual Employees under NCC- MvPI, IPC

Recruitment At MDMCs Level

1. MDMC coordinator must send one request letter to NCC for the further approval for conductance of Onsite recruitment.
2. On the basis of request received from MDMC regarding onsite recruitment, NCC will take approval from the competent Authority.
3. Vacancy circular issued by NCC through IPC approved Manpower Agency to MDMC for the vide advertisement published for 15-30 days.
4. The Screening committee shall be constituted by respected MDMC. Completion of screening shall be intimated to NCC about no of application received and the total no of application selected for interview. Documents related with interview shall be provided by NCC.
5. The selection committee shall be constituted by the competent authority of NCC, the composition of selection committee shall be as follows: -
 - a. MDMC Coordinator
 - b. One Expert in Medical Science
 - c. One Expert in Pharmaceutical Science/ Biomedical Engineering
6. After completion of interview process, committee shall select the candidate(s) for the required position, and the details of the interview shall be forwarded to the Officer-In-Charge, MvPI for further approval from Competent Authority. IPC will be forwarded the details of candidate to authorised outsourcing agency to issue the offer letter and appointment order.
7. The competent authority reserves the rights to reject, accept, extend and cancel the appointment without assigning any reason thereof.
8. Period of engagement: - The contractual engagement shall be initially for a period of one year which can be extended from time to time based on individual performance or requirement of the department with the approval of competent authority. The engagement can also be terminated any time without giving any reason thereof.



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Recruitment rules for the post of Materiovigilance Associate

Name of the Post	Salary	Age	Essential Qualification & Experience
Junior Materiovigilance Associate	32,000.00	Not exceeding 28 years	<p>Graduation in Biomedical Engineering/ Clinical Engineering or Master's in Pharmacy.</p> <p>Good Knowledge of Computers.</p> <p>Experience:</p> <p>Minimum 0-1 years' experience in Medical Device Industry, Post Market Surveillance/ Medical Devices/ Quality Assurance/ Regulatory Affairs or Quality Management System.</p>



Application form for the Post of Junior Materiovigilance Associate

1. Date of Walk-in-Interview:-.....

2. Name of the Post :.....

3. Name (in block letter):.....

4. Father's Name :.....

5. Date of Birth & :.....

Age on cut-off date :.....

6. Category & Caste : UR/OBC/SC/ST/PWD -.....

7. Correspondence Address:.....

8. Permanent Address :

9. Mobile No & E-mail :

10. Educational Qualifications :

Sl. No.	Degree/Specialization	Institute/ University	Year of Admission and Award	Year of passing	Marks %	Attempt

11. Educational Qualifications (Master):

Sl. No.	Doctorate/Specialization	Institute/ University	Year of Admission and Award	Year of passing	Marks %	Attempt

12. Working Experience:

Sl. No.	Name of the Institution	Posted as	From	To	Training	Salary

13. Presently Employed /Working:.....

Declaration: I do hereby declare that all information provided are true to the best of my knowledge and my degree(s) is/are recognized by Medical Council of India.

Place:

Date:

Signature with date