



Institute for Post Graduate Teaching & Research in Ayurveda

(Financed by Ministry of AYUSH, Govt. of India, New Delhi)

Gujarat Ayurved University

ACCREDITED GRADE "A" BY NAAC (CGPA 3.28)

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

(O) +91 – 288 – 2552014 (R) +91 – 288 – 2553669

Tel. Fax : +91 – 288 – 2676856

Website : www.ayurveduniversity.edu.in

Email: directoripgt@ayurveduniversity.com

IPGT & RA

No. PGT/IPvC /2020-21/23

Date: 13.10.2020

WALK IN INTERVIEW

For Contractual Engagement of Programme Management Unit, Intermediary Pharmacovigilance Centre (IPvC), IPGT& RA, Gujarat Ayurved University, Jamnagar

Name of The Post	Essential Qualification	Monthly Remuneration (Fixed)	Date, Time & Place of Walk in Interview
Data Entry Operator	Graduate in any discipline from a recognised university and Working knowledge in computer – MS Office	20,000/-	24-10-2020 10:00 AM Director Office, IPGT& RA, Jamnagar

1. Working Conditions –

- The engagement is on Full time basis. Six days a week (Sunday holiday), 9 am to 6 pm work schedule will be applicable. Holiday schedule of IPGT& RA will be applicable.
- The initial tentative engagement will be for 6 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 IPGT& RA 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 appointment is on purely contractual basis and he/she will have no claim whatever for further appointment or regularization to any post in the Institute.
- 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 IPGT& RA. He/she shall be required to sign a Non Disclosure Agreement during the time of appointment.



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2. 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.

3. Allowances –

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

4. Selection Procedure –

- The interested candidates might walk in on the scheduled date to apply (In the Proforma given as Annexure) with certified copies of the relevant documents and appear before the selection committee for an interview.
- If candidates will be more, suitable screening procedures will be carried out.
- The selection committee shall do the selection after following due procedures.
- The Director, IPGT& RA reserves the right to reject any candidate or cancel the selection of any candidate without assigning any reason thereof.


12-10-20

Prof. Anup B. Thakar

Director



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APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR

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)

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

Sl. No	Qualification	Board/ University	Year of Passing	% Percentage

7. Working Knowledge of MS Office(Word, PPT, Excel) : YES / NO
 (Strike out whichever is not applicable)
8. Typing Knowledge of Languages: ENGLISH / HINDI / GUJARATI
 (Strike out whichever is not applicable)
9. Details of Experience, if any –

Place:

Date:

Signature of the applicant