

PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)



(Set up under the aegis of Department of Pharmaceuticals, Govt. of India)
E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055



Urgent requirement of Consultant on contractual basis

Advt. No. 08/2021

Pharmaceuticals & Medical Devices Bureau of India (PMBI) is the implementing agency of Pradhan Mantri Bhartiya Janaushadhi Pariyojana of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India. The objective of the scheme is to make available quality generic medicines at affordable prices to all. PMBI has urgent requirement on the post of **Consultant** on contractual basis, for a period of 01 year, extendable subject to satisfactory performance. Interested, eligible candidates may appear in Walk-in-Interviews, scheduled to be held on **28.12.2021 (Tuesday) from 01:00 PM to 04:00 PM** at **E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055**. Application form along with terms & conditions etc. of appointment are available at our website: janaushadhi.gov.in.



Details of Post, Eligibility Criteria, Emoluments and Job Description

1	Post Name	Consultant
2	Age (Maximum)	64 Years
3	Qualification	Graduation in any stream
4	Eligibility	Persons retired or likely to be retired from the positions of PA/PS/PPS/OSD to senior authorities in Public Sector Undertakings/State Government/Central Government.
5	Desirable Skills	Candidates should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel, and Power Point etc.
5	Consolidated Pay	Rs. 50,000/- per month
6	Transport Allowance	Rs. 3,000/- per month
7	Place of Posting	Delhi & NCR
8	Job Description	The selected candidate will be required to work as PS to Chief Executive Officer and will be solely responsible to manage the office of Chief Executive Officer.
9	Contract period	One Year. Contract is extendable subject to satisfactory performance.

General Terms & Conditions

1. The appointment is purely on contractual basis, and it is not against any permanent vacancy. This appointment will not entitle any candidate to claim for regular/ permanent employment in PMBI.
2. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post, in case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not fulfill the criteria, his / her candidature / services are liable for rejection/ termination without notice with further legal proceedings. The cut-off date for age, qualification and experience will be 30.11.2021.
3. The incumbent is liable to be transferred/posted in any place of India at the discretion of PMBI. The selected candidate should be able to join at earliest.
4. PMBI has the right to reject the entire selection process/advertisement at any stage and the decision of PMBI shall be final in this regard.
5. PMBI reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being eligible for appointment. Canvassing in any form will disqualify the candidate.
6. Appointment will be on whole time contractual basis on the following terms & conditions.
 - a) He/ She will be entitled to consolidated pay and transport allowance.
 - b) He/ She will be entitled to leaves as per PMBI rules.
 - c) PMBI reserves the right to revise the terms & conditions during the tenure of the contract.
 - d) The contractual appointment will automatically come to an end on the expiry of the contractual period and no notice pay or retrenchment compensation will be payable to candidate. During the contract period in case performance of candidate is not found satisfactory or for any other reason, contract can be terminated without assigning any reason by giving 30 days' notice or 30 days remuneration in lieu thereof.
 - e) Candidate will devote his/her whole time and attention in the interest of the Bureau and will not engage himself/herself in any other work/assignment either fulltime or part time, either paid or in honorary capacity. As a contractual employee, you will maintain a high standard of loyalty, efficiency and integrity.

7. Initially contractual appointment will be for one year, and which may or may not be extended based on the performance.
8. Number of posts shall be increased/decreased, basis on the requirement of department.
9. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
10. Candidates are advised to check their emails regularly for the updates.
11. Please note that no TA/DA shall be paid to any candidate for appearing in Interview in PMBI.
12. Interested, eligible candidates may appear in Walk-in-Interviews as per following schedule:

Post	Date, Day & Time of Walk-in-Interviews	Venue of Walk-in-Interviews
Consultant	28.12.2021 (Tuesday) 01:00 PM to 04:00 PM	E-1, 8 th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055

13. Application form along with terms & conditions etc. of appointment are available at our website: janaushadhi.gov.in.
14. For any other assistance, candidates may call us @ 011-49431800.

Selection Process

The selection process shall be followed by two stage process:

1. Initial Screening

2. Personal Interview

Initial Screening

Application forms (complete in all respects) with copy of all educational, experience etc. documents will be checked, verified and screened and the candidates, whose candidature will be found suitable and eligible, will be called for the next stage of Personal Interview.

Personal Interview

In the second stage, there will be Personal Interview of the candidates, whose application forms have been successfully verified and those found suitable for the requirements. Based on the credentials and performance in the personal interview, the candidates will be shortlisted, and the offer of appointment shall be issued to the suitable candidate in the order of merit.

Please also note: Candidates are required to carry all the supporting documents (marks sheet, degree, experience certificate etc.) in original along with one set of photocopies at the time of Interview, for verification. PMBI may adopt higher criteria/process in case of a more number of applicants meeting eligibility criteria.

The logo for PMBI (Pharmaceuticals & Medical Devices Bureau of India) features a stylized 'p' in blue and yellow, followed by the letters 'm', 'b', and 'i' in a light grey font. Below the logo, the text 'Pharmaceuticals & Medical Devices Bureau of India' is written in a blue sans-serif font.

**Pharmaceuticals & Medical
Devices Bureau of India**

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Application for the post of _____

1. Name of the Candidate :
2. Sex (Male/Female/Others) :
3. Father's/Mother's Name :
4. Age & Date of Birth :
5. Permanent Residential Address :

Recent
Photo

6. Present Mailing Address :

7. Contact No. & Email Id :

8. Nationality :

9. Marital Status :

10. Alternative Contact no. :

11. Languages Known
Speak
Write

12. Educational Qualification (Starting from matriculation onwards):

S. No.	Course/Certificate/ Diploma/Degree	Board/University	Year of Passing	Subjects (Main)	%age of Marks

13. Work Experience (Starting from latest organization):

S. No.	Name of the organization	Type of organization (PSU/State Govt./Cen Gov.)	Post held	Period			Job responsibilities	Total salary drawn per month
				From	To	Period in years & months		

14. Total Experience as PS/PPS/OSD(In Years) :

15. Split up details of latest drawn salary :

16. Any two references (One from latest organization is must) :

17. Any other relevant information :

Pharmaceuticals & Medical Devices Bureau of India

18. I, _____ S/o/D/o of Shri/Smt. _____ Certified that the above information is true and correct, and I shall provide originals as and when the Management desires. In case of any information furnished above is proved to be incorrect, I am liable to be terminated without any notice and suitable legal action shall be taken.

(Signature of the applicant)

Date:

Note: Resume in details may be attached.