

**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**



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

**ADVT. NO. - 02/2022**

**CORRIGENDUM**

**Subject: Hiring of Technical Consultant**

It has reference to the advertisement published on 28.01.2022 vide Advt. No. 02/2022 for the hiring of Technical Consultant. The said advertisement have been amended and amended details shall be read as follows:

Name of Post	
Present	Amended
Technical Consultant (Pharmaceuticals)	Technical Consultant (Project Management)

The candidates, who have already applied, may also apply in line of amended terms & conditions. The amended Job Description with detailed terms & conditions are available at our website: [www.janaushadhi.gov.in](http://www.janaushadhi.gov.in). Last date to apply is 21.02.2022 (Till 05:00 PM).

## JOB DESCRIPTION SHEET

### 1. IDENTIFICATION DATA:

JOB TITLE:	TECHNICAL CONSULTANT [PROJECT MANAGEMENT]
DEPARTMENT:	PHARMA BUREAU. DEPARTMENT OF PHARMACEUTICALS. MINISTRY OF CHEMICALS AND FERTILIZERS.

### 2. JOB SUMMARY:

THE TECHNICAL CONSULTANT WILL WORK IN PHARMA BUREAU TO STRENGTHENING THE PHARMACEUTICALS SECTOR AND TO POSITION INDIA AS A FAVORABLE INVESTMENT AND MANUFACTURING DESTINATION. THE PERSON SHOULD ALSO BE VERY CREATIVE BY HAVING AN EXPERIENCE IN PHARMACEUTICAL, MEDICAL DEVICES OR COGNATE SECTOR AND SHOULD BE ABLE TO NEW BRING IDEAS FOR SECTORAL AND INSTITUTIONAL DEVELOPMENT.

### 3. MINIMUM JOB REQUIREMENTS {JOB SPECIFICATIONS}: -

<b>EDUCATION:</b> <b><u>ESSENTIAL.</u></b>	MBA, MBS OR MA/M.SC. IN BUSINESS MANAGEMENT FROM ANY RECOGNIZED UNIVERSITY-NATIONAL OR FOREIGN.
<b><u>DESIRABLE.</u></b>	WORKING EXPERIENCE IN EXECUTION OF ANY GOVERNMENT FUNDED PROJECT, IMPLEMENTATION OF GOVERNMENT SCHEME/PROJECT AND POST GRADUATE CERTIFICATE ON BUSINESS MANAGEMENT/PROJECT MANAGEMENT
<b>AGE:</b>	MAXIMUM AGE LIMIT SHOULD NOT BE ABOVE 40 YEARS AS ON 01.02.2022.
<b>EXPERIENCE:</b>	4 YEARS POST QUALIFICATION WORK EXPERIENCE IN THE FIELD OF PROJECT MANAGEMENT/MEDICAL DEVICES PROJECTS/PHARMA PROJECT/DPR SCRUTINY AND APPRAISAL/DATA ANALYSIS/FRAMING SCOPE OF WORK/DEALING WITH STAKEHOLDERS/PROJECT PLANNING AND IMPLEMENTATION ETC.
<b>ABILITIES:</b>	<ul style="list-style-type: none"> <li>• MUST HAVE IN-DEPTH KNOWLEDGE OF SECTORS OR SUB-SECTORS.</li> <li>• EXCELLENT COMMUNICATION AND WRITING SKILLS</li> <li>• RESEARCH AND ANALYTICAL SKILLS.</li> <li>• GOOD KNOWLEDGE OF WORKING IN MS OFFICE</li> </ul>
<b>REMUNERATION</b>	MONTHLY REMUNERATION OF RS. 80,000/- TO RS. 1,45,000/- WILL BE PAYBLE. THE ACTUAL REMUNERATION WILL BE DECIDED BY THE SELECTION COMMITTEE AFTER CONSULTATIONS WITH THE APPLICANTS CONSIDERING HIS/HER DOMAIN SPECIALIZATION, YEARS OF EXPERIENCEIN THE RELEVANT

	FIELD/ DESIRABLE EXPERIENCE AND EXISTING REMUNERATION.
<b>APPLICATION FEE:</b>	NIL.
<b>4. DUTIES AND RESPONSIBILITIES: -</b>	
PREPARATION OF PROJECT IMPLEMENTATION PLAN; APPRAISAL PLAN; APPRAISAL OF PROJECT-TECHNICAL & FINANCIAL; IMPLEMENTATION OF PROJECT/SCHEME; EVALUATION & MONITORING OF SCHEME/PROJECT; PROMOTION OF THE PHARMA INDUSTRY; AND ANY OTHER WORKS AS MAY BE ASSIGNED FROM TIME TO TIME.	

### **Terms & Conditions**

1. **TA/DA:** The Individual Technical consultants may be required to undertake domestic tours subject to approval of competent authority and they will be allowed TA/DA reimbursement at par admissible to Under Secretary to the Government of India.
2. **Standards of Conduct:** The Technical Consultants shall comply with all laws/rules and regulations bearing upon the performance of their duties. Failure to comply with the same is grounds for termination of the services of the individual Technical Consultant.
3. **Prohibition of Sexual Exploitation and Abuse:** In the performance of his duties, the individual Technical Consultants shall comply with the Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Any breach of the provisions thereof shall a ground for termination of his services. Any further action may also be recommended for appropriate legal action.
4. **Other Terms & Conditions of the Contract:**
  - a)
    - (i.) Candidates shall be hired on contractual basis for a given piece of work or for a period up to 1 year. This contract can be extended up to 3 years further may depending on the performance of the candidate or need of the Department.
    - (ii.) The Technical Consultants shall be selected by a Selection Committee set up by the Department.
  - b) The contract can be terminated at any time by the Department giving one month's notice without assigning any reason. The services can also be terminated if the competent authority is dissatisfied with their performances.
  - c) The Technical Consultants shall perform the duties assigned to him. The competent authority reserves the rights to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.

- d) Technical Consultants shall be eligible for 08 days leave during the period of one year beside the Gazetted holidays. However, un-availed leave shall not be carried forward, in case of extension beyond one year.
- e) The Individual Technical Consultant will have the legal status of an independent Technical Consultant and shall not be regarded, for any purpose, as being staff member or an official of the Department.
- f) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- g) Basic support like office space, furniture, stationery, computer, access to internet etc. will be provided where needed by the department so that assigned duties may be handled smoothly.
- h) The Individual Technical Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923. They shall not use the name, emblem, or official seal of the Department for any commercial purpose other than discharging assigned duties.
- i) The Individual Technical Consultants are expected to follow all the rules and regulations of the Government of India which are in force. He/she is also expected to display utmost honesty, secrecy of office and sincerity while discharging he/her duties. In case the services of the Individual Consultants are not found satisfactory or found in conflict with the interests of the Department of Pharmaceuticals, Government of India his/her services will be liable for discontinuation without assigning any reason.
- j) An annual increment @5% on consolidated remuneration may be awarded to consultants on continuation of services (Based on satisfactory performance) after one year.
- k) The consolidated remuneration will include applicable taxes and no other allowance will be paid.
- l) The payment of consolidated pay shall be released by the Department within one week after completion of the month based on the Biometric Attendance/ Physical Attendance to be verified by the concerned Divisional Heads of Department of Pharmaceuticals.
- m) Selected Personnel hired as Technical Consultants will be offered appointment letters to get the assignment. They would be required to join within prescribed period as indicated in the appointment letter.
- n) The Technical Consultant shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.

- o) The Technical Consultants will not be granted any claim or right or preference or regular appointment to any post in Government set up.
- p) The Technical Consultants shall not be entitled to any TA for joining the appointment.
- q) If any declaration given or information furnished by Technical Consultant proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable for removal from such contract and also such other action as the Government may deem necessary.
- r) The Individual Consultants will be required to submit a Good Health Certificate from a registered Physician at the time of joining duties. In the event of death or grievous injury to the Individual Consultant during the course of his/her duties, no compensation will be payable to the Individual Consultants or his/her dependents.

Interested, eligible candidates can send their applications at [recruitment@janaushadhi.gov.in](mailto:recruitment@janaushadhi.gov.in) or can send their applications (Hard Copies) by post/courier to **CEO, PMBI at E-1, 8<sup>th</sup> Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055** up to **21.02.2022 (Till 05:00 PM)**. Application form along with detailed terms & conditions, qualifications for engagement etc. are available at our website: [www.janaushadhi.gov.in](http://www.janaushadhi.gov.in).

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**ADVT. NO. - 02/2022**

**Application for the post of Technical Consultant (Project Management)**

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. Educational Qualification (Starting from matriculation onwards):

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

**11. Work Experience (Starting from latest organization) (Add separate sheet, if required)**

S. No.	Name of the organization	Type of organization (Govt./PSU/Pvt.)	Post held	Period			Nature of Work	Remarks
				From	To	Period in years & months		

**12. Any two references :**

**13. Any other relevant information :**

**14. 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.