

# PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)



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



## RECRUITMENT IN PMBI

Advt. No. 02/2023

PMBI invites applications from eligible candidates for the following posts on contractual basis for a period of 03 years, extendable subject to satisfactory performance:

S. No.	Name of Posts	No. of Vacancy	Department	Place of Posting
1.	Assistant Manager	03	Procurement	Delhi & NCR
2.	Senior Executive	02		Delhi & NCR
3.	Executive	01		Delhi & NCR
4.	Assistant Manager	01	Quality	All India
5.	Senior Executive	02		All India
6.	Executive	01		All India
7.	Executive	04	Finance & Accounts	Delhi & NCR
8.	Senior Executive	01	Legal	Delhi & NCR
9.	Assistant Manager	03	IT & MIS	Delhi & NCR
10.	Assistant Manager	03	Media & PR	Delhi & NCR
11.	Senior Executive	03	Logistics & Supply Chain	All India
12.	Executive	03	Sales & Marketing	Delhi & NCR
13.	Dy. General Manager	01	International Assistance Division	Delhi & NCR
14.	Manager	01		Delhi & NCR
15.	Assistant Manager	02		Delhi & NCR
16.	Senior Executive	06		Delhi & NCR

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 22.06.2023 (Till 05:00 PM). Application form along with terms & conditions etc. of appointment are available at our website: [janaushadhi.gov.in](http://janaushadhi.gov.in).

## Details of Posts, Eligibility Criteria, Emoluments and Job Description

### **PROCUREMENT**

#### **01. Assistant Manager (Procurement)**

1	<b>Post Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	03
3	<b>Department</b>	Procurement
4	<b>Age (Maximum)</b>	32 Years
5	<b>Qualification</b>	B. Pharma. /B.Sc. (Biotech.) Preference will be given to M. Pharma/M.Sc. (Biotech.) (MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	<b>Experience</b>	Minimum 04 years' experience in Procurement/Purchase department. Candidates having experience of the same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 40,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. Assist in preparation of tender documents by obtaining the specifications, quantity and analyzing the product cost and materials of product. 2. Responsible for the procurement of all assigned therapeutic group of products. 3. Responsible for timely placing of purchase orders. 4. Ensure all rules laid down by the Central Vigilance Commission (CVC) & General Financial Rules are being followed while preparing the tender documents. 5. Assist in the tendering opening processes during opening stages and finalization of the bid by following all the guidelines. 6. Ensure purchase orders are placed within prescribed timelines. 7. Ensure timely receipt of medicine from suppliers. 8. Devise and employ fruitful sourcing strategies to maintain the availability of products.

		9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance

## **02. Senior Executive (Procurement)**

1	<b>Post Name</b>	Senior Executive
2	<b>No. of Vacancy</b>	02
3	<b>Department</b>	Procurement
4	<b>Age (Maximum)</b>	30 Years
5	<b>Qualification</b>	B. Pharma. /B.Sc. (Biotech.) Preference will be given to M. Pharma/M.Sc. (Biotech.)  (MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	<b>Experience</b>	Minimum 03 years' experience in Procurement/Purchase department.  Candidates having experience in same profile in Government sector shall be given preference
7	<b>Consolidated Pay</b>	Rs. 30,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. Prepare purchase orders and share the copies of same to suppliers. 2. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders. 3. Processing files to forfeit EMDs in case of quality failure. 4. Prepares evaluation reports and other corresponding documents for approval and signing the finalized proposals. 5. To prepare reports of purchase orders with updated status. 6. To settle vendor's issues related to payment and material quality rejection.

		7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance

### 03.Executive (Procurement)

1	<b>Post Name</b>	Executive
2	<b>No. of Vacancy</b>	01
3	<b>Department</b>	Procurement
4	<b>Age (Maximum)</b>	28 Years
5	<b>Qualification</b>	B. Pharma. /B.Sc. (Biotech.) Preference will be given to M. Pharma/M.Sc. (Biotech.) (MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	<b>Experience</b>	Minimum 01-year experience in Procurement/Purchase department. Candidates having experience in same profile in Government sector shall be given preference
7	<b>Consolidated Pay</b>	Rs. 25,000/month
8	<b>Conveyance Allowance</b>	Rs. 5,000/month
9	<b>Telephone Allowance</b>	Rs. 500/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. Prepare purchase orders and share the copies of same to suppliers. 2. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders. 3. Processing files to forfeit EMDs in case of quality failure. 4. Prepares evaluation reports and other corresponding documents for approval and signing the finalized proposals. 5. To prepare reports of purchase orders with updated status. 6. To settle vendor's issues related to payment and material quality rejection. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.

13	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance
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### **QUALITY**

#### **04. Assistant Manager (Quality)**

1	<b>Post Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	01
3	<b>Department</b>	Quality
4	<b>Age (Maximum)</b>	32 Years
5	<b>Qualification</b>	B. Pharma.  (M. Pharma from reputed Institutions/Universities will be an added advantage.)
6	<b>Experience</b>	Minimum 04 years' experience in Quality Control/ Quality Assurance/Quality Regulatory profile in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference
7	<b>Consolidated Pay</b>	Rs. 40,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. To check and verify the reviewed in-house test reports, in case found discrepancy, communication with manufacturer for rectification or completion for remaining test. 2. Preparation of Lab tender, evaluation of technical bid, price bid execution of agreement, EMD submission /release recommendation, bid security, submission/release. Communication with bidder by email, mobile etc. 3. Review of NABL test reports, in case discrepancy found communication with NABL laboratories for rectification or completion for remaining test. 4. Receiving/checking/monitoring test report at retail graph and also stock transfer from hold to saleable for each batch of each medicine. 5. Examine the control sample as well as stock, in the case of complaint received from market and make the report. 6. Responsible for all Lab payments after examination.

		<p>7. Recommendation of supplier's payment after review of test reports received from NABL Labs as well as IHTR from Supplier.</p> <p>8. Responsible for all artwork related works.</p> <p>9. All day-to-day matters pertaining to above &amp; any other responsibilities assigned by Management.</p>
13	<b>Contract Period</b>	<p>03 Years.</p> <p>Contract shall be renewed on satisfactory performance</p>

### **05.Senior Executive (Quality)**

1	<b>Post Name</b>	Senior Executive
2	<b>No. of Vacancy</b>	02
3	<b>Department</b>	Quality Control
4	<b>Age (Maximum)</b>	30 Years
5	<b>Qualification</b>	<p>B. Pharma.</p> <p>(M. Pharma from reputed Institutions/Universities will be an added advantage.)</p>
6	<b>Experience</b>	<p>Minimum 03 years' experience in Quality Control/ Quality Assurance/Quality Regulatory profile in Pharma Sector.</p> <p>Candidates having experience in same profile in Government sector shall be given preference</p>
7	<b>Consolidated Pay</b>	Rs. 30,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	<ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lac</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. To review in-house test reports and communication of the same with manufacturer for further process.</li> <li>2. To review NABL test reports, in case discrepancy, communication with NABL laboratories for further procedures.</li> <li>3. Receiving / checking / monitoring test reports and communications for stock transfer from hold to saleable.</li> <li>4. Examine the control as well as stock in case complaint received from market and make the report.</li> </ol>



		<p>5. Responsible for all Lab payments after examination.</p> <p>6. Responsible for all artwork related works.</p> <p>7. All day-to-day matters pertaining to above &amp; any other responsibilities assigned by Management.</p>
13	<b>Contract Period</b>	<p>03 Years.</p> <p>Contract shall be renewed on satisfactory performance</p>

### 06. Executive (Quality)

1	<b>Post Name</b>	Executive
2	<b>No. of Vacancy</b>	01
3	<b>Department</b>	Quality Control
4	<b>Age (Maximum)</b>	28 Years
5	<b>Qualification</b>	<p>B. Pharma.</p> <p>(M. Pharma from reputed Institutions/Universities will be an added advantage.)</p>
6	<b>Experience</b>	<p>Minimum 01-year experience in Quality Control/ Quality Assurance/Quality Regulatory profile in Pharma Sector.</p> <p>Candidates having experience in same profile in Government sector shall be given preference</p>
7	<b>Consolidated Pay</b>	Rs. 25,000/month
8	<b>Conveyance Allowance</b>	Rs. 5,000/month
9	<b>Telephone Allowance</b>	Rs. 500/month
10	<b>Other Facilities</b>	<ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lac</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. To review in-house test reports and communication of the same with manufacturer for further process.</li> <li>2. To review NABL test reports, in case discrepancy, communication with NABL laboratories for further procedures.</li> <li>3. Receiving / checking / monitoring test reports and communications for stock transfer from hold to saleable.</li> <li>4. Examine the control as well as stock in case complaint received from market and make the report.</li> <li>5. Responsible for all Lab payments after examination.</li> <li>6. Responsible for all artwork related works.</li> <li>7. All day-to-day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol>

13	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance
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## **FINANCE & ACCOUNTS**

### **07. Executive (Finance & Accounts)**

1	<b>Post Name</b>	Executive
2	<b>No. of Vacancy</b>	04
3	<b>Department</b>	Finance & Accounts
4	<b>Age (Maximum)</b>	28 Years
5	<b>Qualification</b>	B.Com. (MBA (Finance)/M.Com. will be an added advantage)
6	<b>Experience</b>	Minimum 1 year experience in Finance & Accounts.  Candidates having experience of the same profile in the Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 25,000/month
8	<b>Conveyance Allowance</b>	Rs. 5,000/month
9	<b>Telephone Allowance</b>	Rs. 500/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Medclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. To manage daily accounting processes. 2. To assist in the preparation of financial reports. 3. To assist in preparation of all statutory compliances. 4. To prepare financial data as per the requirements of the organization e.g. Goods and Services Tax, Income Tax, Sales Tax, Service Tax etc. 5. Maintenance of accounts payable, accounts receivable and credit control. 6. To assist in preparation of various reports on spending, savings, strategies of expansion, resources required, cost saving and profit maximization etc. 7. To update and maintain the accounting software. 8. To coordinate with all departments (Internal & External) for financial queries & their solutions. 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.



13	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance
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**Legal**

**08. Senior Executive (Legal)**

1	<b>Post Name</b>	Senior Executive
2	<b>No. of Vacancy</b>	01
3	<b>Department</b>	Legal
4	<b>Age (Maximum)</b>	30 Years
5	<b>Qualification</b>	LLB  (LLM from reputed Institutions / Universities will be an added advantage.)
6	<b>Experience</b>	Minimum 03 years' experience in Legal work/procedures.  Candidates having experience in same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 30,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. Responsible to handle all legal matters of the organisation. 2. Draft and review contracts such as agreements, leases, licenses and more. 3. To provide legal advice on legal matter and obligations of organisation. 4. To review and edit all legal, regulatory, tender documents. 5. To review the legal risks involved in various business deals and share the same with the management. 6. Responsible to handle all litigation works (Attending all court cases on dates etc.) 7. Responsible to deal with external law authorities 8. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	<b>Contract period</b>	03 Years.

Contract shall be renewed on satisfactory performance.

## **IT & MIS**

### **09. Assistant Manager (IT & MIS)**

1	<b>Post Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	03
3	<b>Department</b>	IT & MIS
4	<b>Age (Maximum)</b>	32 Years
5	<b>Qualification</b>	BCA/B.Tech. or B. Sc. in Computer Science.  (MCA/M. Tech. or M. Sc. Computer Science in will be an added advantage)
6	<b>Experience</b>	Minimum 04 years' experience in IT/MIS.  Candidates having experience in same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 40,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. To work on coding language like ASP. NET/PHP with CMS (content management system) or any other frameworks including database i.e.; SQL / My SQL 2. Responsible for preparation of algorithms, flow charts and payment gateway integration. 3. Responsible for Functional/Technical design documentation and Crystal reports analysis. 4. Responsible to work with any open-source cross-platform/web servers. 5. Research and identify solutions to software and hardware issues of PMBJKs users. 6. Diagnose and troubleshoot technical issues, including account setup. 7. Refer to internal database or external resources to provide accurate tech solutions. 8. Prioritize and manage several open issues at one time. 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.

13	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.
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**MEDIA**

**10. Assistant Manager (Media & PR)**

1	<b>Post Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	03
3	<b>Department</b>	Media
4	<b>Age (Maximum)</b>	32 Years
5	<b>Qualification</b>	Graduation in any discipline except music & fine arts. Candidate must have good writing and oral communications skills of English language. (MBA (Mass Communication/Journalism) will be an added advantage)
6	<b>Experience</b>	Minimum 04 years' experience of working in Communication / Media /PR / Advertising /Designing department in any reputed organization. Candidates having experience of the same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 40,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. Noting, drafting, designing and preparation of various documents reports etc. 2. To manage all written communication of Media Department and social media platforms. 3. Responsible for writing and producing press releases and presentations. 4. Responsible for replying all RTIs, Parliamentary Questions and other queries of general public. 5. To deal with enquiries from the ministry, public, press and other Government agencies. 6. To coordinate and oversee the publicity functions for the awareness of the PMBJP scheme Organize mass contact programs and activities among the society through social

		organizations to increase awareness about PMBJK Any other responsibilities assigned by Management.
13	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

### **LOGISTICS & SUPPLY CHAIN**

#### **11. Senior Executive (Logistics & Supply Chain)**

1	<b>Post Name</b>	Senior Executive
2	<b>No. of Vacancy</b>	03
3	<b>Department</b>	Logistics & Supply Chain
4	<b>Age (Maximum)</b>	30 Years
5	<b>Qualification</b>	Graduation in any discipline except music & fine arts. (Knowledge of logistics software like SAP will be an added advantage)
6	<b>Experience</b>	Minimum 03 years' experience in Logistics & Supply Chain Candidates having experience in same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 30,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	All India
12	<b>Job Description</b>	1. To ensure availability of stock at all points Distributors, Kendras etc. 2. Responsible to keep all records of dispatches w. r. t. payments. 3. Ensure proper communication between End-to-End Supply Agency, Central warehouse, Regional warehouse and Kendras. 4. Ensure proper coordination between Finance & Accounts and other stake holders for payment and other issues and processing of all commission claim / expense claims of all stakeholders. 5. Ensure proper dispatches of free supplies as per PMBI policy.

		6. Ensure timely inbound or outbound supply operations in co-ordination with End-to-End Supply agency. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

## **SALES & MARKETING**

### **12. Executive (Sales & Marketing)**

1	<b>Post Name</b>	Executive
2	<b>No. of Vacancy</b>	03
3	<b>Department</b>	Sales & Marketing
4	<b>Age (Maximum)</b>	28 Years
5	<b>Qualification</b>	Graduation in any discipline except music & fine arts. (MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	<b>Experience</b>	Minimum 01- year experience in Sales or Marketing. Candidates having experience in same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 25,000/month
8	<b>Conveyance Allowance</b>	Rs. 5,000/month
9	<b>Telephone Allowance</b>	Rs. 500/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	All India
12	<b>Job Description</b>	1. Responsible for data collection of all activities related to Sales & Marketing. 2. Responsible to ensure smooth working of customer care/call centre and collection of all information/data in software. 3. Preparation of daily reports of operations. 4. Ensure effective implementation of PMBJP scheme guidelines. 5. Responsible for issuance of approval of opening of PMBJK in timely manner. 6. To maintain record related to PMBJK applications. 7. Responsible for taking regular feedback from PMBJK owners. 8. To solve problem received from PMBJK owners and applicants.

		9. To take follow up with concerned Marketing Officers on regular basis. 10. Any other duties assigned by seniors, all day-to-day matters pertaining to above & and other responsibilities assigned by management.
13	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance

**INTERNATIONAL ASSISTANCE DIVISION**

**13. Deputy General Manager (International Assistance)**

1	<b>Post Name</b>	Deputy General Manager
2	<b>No. of Vacancy</b>	01
3	<b>Department</b>	International Assistance Division
4	<b>Age (Maximum)</b>	40 Years
5	<b>Qualification</b>	Graduation in any discipline except music & fine arts. (M. Pharma/MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage and will be given preference)
6	<b>Experience</b>	Minimum 13 years' experience in Sales/Marketing/Communication Sector. Candidate must have good writing and spoken skills of English language.  Candidates working in the same profile in the Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 80,000/month
8	<b>Conveyance Allowance</b>	Rs. 10,000/month
9	<b>Telephone Allowance</b>	Rs. 2,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	All India
12	<b>Job Description</b>	1. To ensure objectives of the Government are achieved with the guidelines provided for the implementation of the PMBJP scheme at international level. 2. To coordinate at Ministry level for the implementation of the PMBJP scheme at designated levels. 3. To coordinate with international clients for the implementation of the PMBJP scheme.



		<p>4. To make strategy for the implementation of the the PMBJP scheme at international level.</p> <p>5. To assist in regulatory processes for exchanging the scheme guidelines under the PMBJP scheme.</p> <p>6. Properly look after the issues and provide proper technical assistance and resource materials to manage implementation of the scheme at international level.</p> <p>7. To ensure effective communications between all clients.</p> <p>8. To guide and help the team to achieve the set goals.</p> <p>9. Any other responsibilities assigned by Management.</p>
13	<b>Contract period</b>	03 years. Contract shall be renewed on satisfactory performance.

#### **14. Manager (International Assistance)**

1	<b>Post Name</b>	Manager
2	<b>No. of Vacancy</b>	01
	<b>Department</b>	International Assistance Division
3	<b>Age (Maximum)</b>	35 Years
4	<b>Qualification</b>	Graduation in any discipline except music & fine arts. (M. Pharma/MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage and will be given preference)
5	<b>Experience</b>	Minimum 08 years' experience in Sales/Marketing/Communication Sector. Candidate must have good writing and spoken skills of English language. Candidates working in the same profile in the Government sector shall be given preference.
6	<b>Consolidated Pay</b>	Rs. 60,000/month
7	<b>Conveyance Allowance</b>	Rs. 8,000/month
8	<b>Telephone Allowance</b>	Rs. 2,000/month
9	<b>Other Facilities</b>	<p>1. Provident Fund Facilities as per norms</p> <p>2. Group Mediclaim Policy of Rs. 05 Lacs</p> <p>3. Group Term Life Insurance of Rs. 10 Lacs</p> <p>4. Group Accidental Insurance of Rs. 10 Lacs</p>
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	<p>1. To assist in the process of implementation of the PMBJP scheme at international level.</p> <p>2. To coordinate at Ministry level for the implementation of the PMBJP scheme at designated levels.</p>

		<ol style="list-style-type: none"> <li>3. To coordinate with higher officials of international clients for the implementation of the PMBJP scheme.</li> <li>4. To assist in making strategy for the implementation of the the PMBJP scheme at international level.</li> <li>5. To assist in regulatory processes for exchanging the scheme guidelines under the PMBJP scheme.</li> <li>6. To ensure proper assistance in the technical issues to manage implementation of the scheme at international level.</li> <li>7. To ensure effective communications between all clients.</li> <li>8. To guide and help the subordinate team to achieve the set goals.</li> <li>9. Any other responsibilities assigned by Management. Any other responsibilities assigned by Management.</li> </ol>
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

### 15. Assistant Manager (International Assistance)

1	<b>Post Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	02
3	<b>Department</b>	International Assistance Division
4	<b>Age (Maximum)</b>	32 Years
5	<b>Qualification</b>	Graduation in any discipline except music & fine arts. (M. Pharma/MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage and will be given preference)
6	<b>Experience</b>	Minimum 04 years' experience in Sales/Marketing/Communication Sector. Candidate must have good writing and spoken skills of English language. Candidates working in the same profile in the Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 40,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	<ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lac</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>
11	<b>Place of Posting</b>	All India
12	<b>Job Description</b>	1. To assist seniors in the process of implementation of the PMBJP scheme at international level.

		<p>2. To coordinate with Government officials for international clients' queries and interests for the implementation of the PMBJP scheme.</p> <p>3. To assist in regulatory processes for exchanging the scheme guidelines under the PMBJP scheme.</p> <p>4. To ensure proper assistance in the technical issues to manage implementation of the scheme at international level.</p> <p>5. To communicate with all clients and ensure fulfilment of their requirements.</p> <p>6. To work on the set goals to achieve the government targets.</p> <p>7. Any other responsibilities assigned by Management.</p>
13	<b>Contract Period</b>	<p>03 Years.</p> <p>Contract shall be renewed on satisfactory performance</p>

### 16. Senior Executive (International Assistance)

1	<b>Post Name</b>	Senior Executive
2	<b>No. of Vacancy</b>	06
3	<b>Department</b>	International Assistance Division
4	<b>Age (Maximum)</b>	30 Years
5	<b>Qualification</b>	Graduation in any discipline except music & fine arts. (M. Pharma /MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage and will be given preference)
6	<b>Experience</b>	<p>Minimum 03 years' experience in Sales/Marketing/Communication Sector.</p> <p>Candidate must have good writing and spoken skills of English language.</p> <p>Candidates working in the same profile in the Government sector shall be given preference.</p>
7	<b>Consolidated Pay</b>	Rs. 30,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	<p>1. Provident Fund Facilities as per norms</p> <p>2. Group Medclaim Policy of Rs. 05 Lacs</p> <p>3. Group Term Life Insurance of Rs. 10 Lac</p> <p>4. Group Accidental Insurance of Rs. 10 Lacs</p>
11	<b>Place of Posting</b>	All India
12	<b>Job Description</b>	1. To assist seniors in the process of implementation of the PMBJP scheme at international level.

		<p>2. To coordinate with Government officials for international clients' queries and interests for the implementation of the PMBJP scheme.</p> <p>3. To assist in regulatory processes for exchanging the scheme guidelines under the PMBJP scheme.</p> <p>4. To ensure proper assistance in the technical issues to manage implementation of the scheme at international level.</p> <p>5. To communicate with all clients and ensure fulfilment of their requirements.</p> <p>6. To work on the set goals to achieve the government targets.</p> <p>7. Any other responsibilities assigned by Management.</p>
13	<b>Contract Period</b>	03 Years. Contract shall be renewed on 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 and experience will be 31.05.2023.
3. Person having experience of working in Government pharma sector in same profile may get preference.
4. 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 the earliest.
5. 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.
6. 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 called for the next round of selection process or appointment. Canvassing in any form will disqualify the candidate.
7. Appointment will be on whole time contractual basis on the following terms & conditions.

- a) He/ She will be entitled to consolidated pay, conveyance and telephone allowance and provident fund as per rules.
  - 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.
8. Initially contractual appointment will be for three years, and which may or may not be extended based on the performance. There will be six months' observation period during the first-year contract, which may or may not be extended based on the performance. During the period of first year of contract, from the date of joining including the period spent on observation, if the employee leaves/resigns/abandons the services or violates the terms of the appointment, employee will have to pay liquidated damages amounting to three months' consolidated pay.
  9. During the observation period of initial 06 months, in case performance of candidate is not found satisfactory or for any other reason the contract shall be terminated by giving 07 days' notice.
  10. No. of posts shall be increased/decreased, basis on the requirement of internal departments.
  11. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
  12. Candidates are advised to check their emails regularly for the updates.
  13. Please note that no TA/DA shall be paid to any candidate for appearing in Interview in PMBI.

14. 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 22.06.2023 (Till 05:00 PM). Application form along with terms & conditions etc. of appointment are available at our website: [janaushadhi.gov.in](http://janaushadhi.gov.in).

15. 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**

Candidates are requested to submit duly filled in application form (complete in all respects) with copy of all educational, experience etc. documents. The complete application form 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' and 'bi' in a large, grey, sans-serif font. A green leaf-like shape is positioned above the 'i'. 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**

# 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



Application for the Post of \_\_\_\_\_

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

Recent  
Photo

7. Present Mailing Address :

8. Contact No. & Email Id :

9. Nationality :

10. Marital Status :

11. Aadhar no./Pan No. : /

12. Languages Known :  
Speak :  
Write :

Pharmaceuticals & Medical  
Devices Bureau of India

## 13. Educational Qualification (Starting from matriculation onwards):

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

**14. Work Experience (Starting from latest organization):**

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

15. Total Post Qualification Experience in Applied Post Profile (In Years) :
16. Total Experience in Govt. Sector (If any) (In Years) :
17. Split up details of latest drawn salary :
18. Any two references (One from latest organization is must) :

19. Any other relevant information :

20. 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.