

# 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



## Exciting Career Opportunities in PMBI

Advt. No. 06/2021

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	Department	Place of Posting
1.	Deputy Manager	Procurement	Delhi & NCR
2.	Sr. Executive/ Executive	Procurement	Delhi & NCR
3.	Executive	Quality Assurance	Delhi & NCR
4.	Sr. Executive/ Executive	Sales & Marketing	Delhi & NCR
5.	Sr. Executive	IT & MIS	Delhi & NCR
6.	Sr. Executive	General	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 **23.08.2021 (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).



Pharmaceuticals & Medical  
Devices Bureau of India

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

### Procurement

#### 01. Deputy Manager (Procurement)

1	<b>Post Name</b>	Deputy Manager
2	<b>Department</b>	Procurement
3	<b>Age (Maximum)</b>	35 Years
4	<b>Qualification</b>	BAMS (MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
5	<b>Experience</b>	Minimum 06 years' experience in Procurement or Manufacturing of Ayurvedic Medicines. Candidates having experience in same profile in Government sector shall be given preference.
6	<b>Consolidated Pay</b>	Rs. 50,000/month
7	<b>Conveyance Allowance</b>	Rs. 7,000/month
8	<b>Telephone Allowance</b>	Rs. 1,000/month
9	<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
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	1. Analysis of Procurement of Ayurvedic and other products. 2. Assist in preparation of tender documents by obtaining the specifications, quantity and analyzing the product cost and materials of product. 3. Responsible for the procurement of all assigned therapeutic group of products. 4. Responsible for timely placing of purchase orders. 5. Ensure all rules laid down by the Central Vigilance Commission (CVC) & General Financial Rules are being followed while preparing the tender documents. 6. Assist in the tendering opening processes during opening stages and finalization of the bid by following all the guidelines. 7. Ensure purchase orders placed within prescribed timelines. 8. Ensure timely receipt of medicine from suppliers. 9. Devise and employ fruitful sourcing strategies to maintain the availability of products. 10. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
12	<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>Department</b>	Procurement
3	<b>Age (Maximum)</b>	30 Years
4	<b>Qualification</b>	B. Pharma (M. Pharma / MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
5	<b>Experience</b>	Minimum 03 Years of experience in Procurement in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
6	<b>Consolidated Pay</b>	Rs. 30,000/month
7	<b>Conveyance Allowance</b>	Rs. 6,000/month
8	<b>Telephone Allowance</b>	Rs. 1,000/month
9	<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
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	1. To assist in preparation of tender documents by obtaining the specifications, quantity and analyzing the product cost and materials of product 2. Prepare purchase orders and send copies to suppliers and to departments originating requests. 3. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders. 4. Processing files to forfeit EMDs in case of quality failure. 5. Prepares evaluation reports and other corresponding documents for approval and signoff of finalized proposals. 6. Prepare reports of purchase order with updated status. 7. Settle vendor issues related to payment and material quality rejection. 8. All day-to-day matters pertaining to above & any other responsibilities assigned by management.
12	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance.

### 03. Executive (Procurement)

1	<b>Post Name</b>	Executive
2	<b>Department</b>	Procurement
3	<b>Age (Maximum)</b>	28 Years
4	<b>Qualification</b>	B. Pharma (M. Pharma / MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
5	<b>Experience</b>	Minimum 01 year of experience in Procurement in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference
6	<b>Consolidated Pay</b>	Rs. 25,000/month
7	<b>Conveyance Allowance</b>	Rs. 5,000/month
8	<b>Telephone Allowance</b>	Rs. 500/month
9	<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 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	1. Prepare purchase orders and send copies to suppliers and to departments originating requests. 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 signoff of finalized proposals. 5. Prepare reports of purchase order with updated status. 6. Settle vendor issues related to payment and material quality rejection. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by management.
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

## Quality Assurance

### 04. Executive (Quality Assurance)

1	<b>Post Name</b>	Executive
2	<b>Department</b>	Quality Assurance
3	<b>Age (Maximum)</b>	28 Years
4	<b>Qualification</b>	B. Pharma (M. Pharma / MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
5	<b>Experience</b>	Minimum 01 Year of experience in Quality Assurance/Regulatory/Control profile in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference
6	<b>Consolidated Pay</b>	Rs. 25,000/month
7	<b>Conveyance Allowance</b>	Rs. 5,000/month
8	<b>Telephone Allowance</b>	Rs. 500/month
9	<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
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	1. To ensure proper implementation of Quality Assurance procedures in storage of drugs and associated products. 2. To review in-house test reports and communication of the same with manufacturer for further process. 3. To review NABL test reports, in case discrepancy, communication with NABL laboratories for further procedures. 4. Receiving / checking / monitoring test reports and communications for stock transfer from hold to saleable. 5. Examine the control as well as stock in case complaint received from market and make the report. 6. Responsible for all Lab payments after examination. 7. Responsible for all artwork related works. 8. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

## **Sales & Marketing**

### **05. Senior Executive (Sales & Marketing)**

1	<b>Post Name</b>	Senior Executive
2	<b>Department</b>	Sales & Marketing
3	<b>Age (Maximum)</b>	30 Years
4	<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.)
5	<b>Experience</b>	Minimum 03 Years of experience in Sales & Marketing in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference
6	<b>Consolidated Pay</b>	Rs. 30,000/month
7	<b>Conveyance Allowance</b>	Rs. 6,000/month
8	<b>Telephone Allowance</b>	Rs. 1,000/month
9	<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
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	1. Ensure proper data management of all activities of Sales & Marketing department. 2. Responsible to ensure smooth working of customer care/call center 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.
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

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

1	<b>Post Name</b>	Executive
2	<b>Department</b>	Sales & Marketing
3	<b>Age (Maximum)</b>	28 Years
4	<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.)
5	<b>Experience</b>	Minimum 01 Years of experience in Sales & Marketing. Candidates having experience in same profile in Government sector shall be given preference. Candidate must have fluent English-speaking skills
6	<b>Consolidated Pay</b>	Rs. 25,000/month
7	<b>Conveyance Allowance</b>	Rs. 5,000/month
8	<b>Telephone Allowance</b>	Rs. 500/month
9	<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
10	<b>Place of Posting</b>	Delhi & NCR
11	<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 center 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.
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

## IT & MIS

### 07. Senior Executive (IT & MIS)

1	<b>Post Name</b>	Senior Executive
2	<b>Department</b>	IT & MIS
3	<b>Age (Maximum)</b>	30 Years
4	<b>Qualification</b>	BCA/B.E. (Comp. Sci.)/B.Sc. (Comp. Sci.) (MCA/M.Sc. (Comp. Sci.) from reputed Institutions / Universities will be an added advantage.)
5	<b>Experience</b>	Minimum 03 Years of experience in IT & MIS. Candidates having experience in same profile in Government sector shall be given preference
6	<b>Consolidated Pay</b>	Rs. 30,000/month
7	<b>Conveyance Allowance</b>	Rs. 6,000/month
8	<b>Telephone Allowance</b>	Rs. 1,000/month
9	<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
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	1. Responsible to work with Agile based development life cycle. 2. To work on coding language like ASP. NET/PHP-Perl, HTML with CMS (content management system) or any other coding frameworks including database i.e. SQL / My SQL 3. Responsible for preparation of algorithms design, flow charts and payment gateway integration. 4. Responsible for Functional/Technical design documentation and HANA crystal reports analysis. 5. Responsible to work with any open-source cross-platform web server solution stack package like XAMPP.
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.



**General**

**08. Senior Executive (General)**

1	<b>Post Name</b>	Senior Executive
2	<b>Department</b>	General
3	<b>Age (Maximum)</b>	30 Years
4	<b>Qualification</b>	Graduation in any discipline except music & fine arts. Graduation with English (Hon.) is desirable. Candidates possesses MBA or equivalent shall be given preference
5	<b>Experience</b>	03 years' experience in Secretarial work with Fluent English, Writing & Speaking Skills.
6	<b>Consolidated Pay</b>	Rs. 30,000/month
7	<b>Conveyance Allowance</b>	Rs. 6,000/month
8	<b>Telephone Allowance</b>	Rs. 1,000/month
9	<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
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	1. Organising meetings, attending calls, making presentations 2. Time/Diary management 3. Correspondence and following up on pending matters with limited direction 4. Responding to urgent requests 5. Organising and preparing documents, preparation of meeting and board papers 6. Co-ordinating and booking travel arrangements 7. Any other task assigned by Management.
12	<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, qualification and experience will be 30.06.2021.
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 six months' consolidated pay.

9. No. of posts shall be increased/decreased, basis on the requirement of internal departments.

10. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.

11. Candidates are advised to check their emails regularly for the updates.

12. Please note that no TA/DA shall be paid to any candidate for appearing in Interview in PMBI.

13. Interested, eligible candidates can send their applications at [recruitment@janaushadhi.gov.in](mailto:recruitment@janaushadhi.gov.in) or can send their applications (Hard Copies) to **CEO, PMBI at E-1, 8<sup>th</sup> Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055** up to **23.08.2021 (Till 05:00 PM)** by post/courier. Application form along with terms & conditions etc. of appointment are available at our website: [janaushadhi.gov.in](http://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**

#### **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 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.

**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/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 (Govt./PSU/Pvt.)	Post held	Period			Job responsibilities	Total salary drawn per month
				From	To	Period in years & months		

**14. Total Experience (In Years)** :

**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.