

PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)



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



RECRUITMENT IN PMBI

Advt. No. PMBI/06/2023

Pharmaceuticals & Medical Devices Bureau of India (PMBI) is the implementing agency for 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 is expanding its operations and has urgent requirement in various departments. Walk-in-Interviews for such positions shall be held as follows:

S. No.	Name of Posts	No. of Vacancy	Department	Date and Time of Interviews	Venue (Place/Address) of Walk-in-Interviews
1.	Assistant Manager	02	Procurement	19.10.2023 (Thursday) (09:30 AM to 02:00 PM)	Pharmaceuticals & Medical Devices Bureau of India (PMBI), E-1, 8 th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055
2.	Senior Executive	02			
3.	Executive	01	Media & PR	19.10.2023 (Thursday) (02:00 PM to 05:00 PM)	
4.	Executive	02	Finance & Accounts	20.10.2023 (Friday) 09:30 AM to 02:00 PM)	
5.	Assistant Manager	03	IT & MIS	20.10.2023 (Friday) (02:00 PM to 05:00 PM)	

Eligible candidates may appear for Walk-in-Interviews on the above-mentioned dates on the given venue. For the application form, salary structure and detailed terms & conditions visit at our website: janaushadhi.gov.in.

Pharmaceuticals & Medical
Devices Bureau of India

Details of Posts, Eligibility Criteria, Emoluments and Job Description

PROCUREMENT

01. Assistant Manager (Procurement)

1	Posts Name	Assistant Manager
2	No. of Vacancy	02
3	Department	Procurement
4	Age (Maximum)	32 Years
5	Qualification	Graduation in any stream. Preference will be given to B. Pharma/B.Sc. (Biotech.)/B.Tech. (Biotech) (MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 04 years' experience in Procurement/Purchase department. Candidates having experience of the same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 40,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	Other Facilities	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	Place of Posting	Delhi & NCR
12	Job Description	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	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

02. Senior Executive (Procurement)

1	Posts Name	Senior Executive
2	No. of Vacancy	02
3	Department	Procurement
4	Age (Maximum)	30 Years
5	Qualification	Graduation in any stream Preference will be given to B. Pharma/B.Sc. (Biotech.)/B.Tech. (Biotech) (MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 03 years' experience in Procurement/Purchase department. Candidates having experience in same profile in Government sector shall be given preference
7	Consolidated Pay	Rs. 30,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	Other Facilities	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	Place of Posting	Delhi & NCR
12	Job Description	1. Prepare purchase orders and send copies 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. Prepare reports of purchase order with updated status. 6. 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. 8.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

03.Executive (Media & PR)

1	Posts Name	Executive
2	No. of Vacancy	01
3	Department	Media
4	Age (Maximum)	28 Years
5	Qualification	Graduation in any discipline except music & fine arts. Candidate must have excellent writing and oral communications skills. (MBA (mass Communication/Journalism) will be an added advantage)
6	Experience	Minimum 01-year experience of working in Communication/Media/PR/Advertising/Designing department in any reputed organization. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 25,000/month
8	Conveyance Allowance	Rs. 5,000/month
9	Telephone Allowance	Rs. 5,00/month
10	Other Facilities	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	Place of Posting	Delhi & NCR
12	Job Description	1. Noting, drafting and preparation of various documents, reports etc. 2. To manage all written communication of Media Department. 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. Dealing with enquiries from the Ministry, public, press, and other Government agencies. 6. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract period	03 Years. Contract shall be renewed on satisfactory performance.

FINANCE & ACCOUNTS

04. Executive (Finance & Accounts)

1	Posts Name	Executive
2	No. of Vacancy	02
3	Department	Finance & Accounts
4	Age (Maximum)	28 Years
5	Qualification	B.Com. (MBA (Finance)/M.Com. will be an added advantage)
6	Experience	Minimum 1 year experience in Finance & Accounts. Candidates having experience of the same profile in the Government sector shall be given preference.
7	Consolidated Pay	Rs. 25,000/month
8	Conveyance Allowance	Rs. 5,000/month
9	Telephone Allowance	Rs. 500/month
10	Other Facilities	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	Place of Posting	Delhi & NCR
12	Job Description	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	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

IT & MIS**05. Assistant Manager (IT & MIS)**

1	Posts Name	Assistant Manager
2	No. of Vacancy	03
3	Department	IT & MIS
4	Age (Maximum)	32 Years
5	Qualification	BCA/B.Tech. or B. Sc. in Computer Science. (MCA/M. Tech. or M. Sc. Computer Science in will be an added advantage)
6	Experience	Minimum 04 years' experience in IT/MIS. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 40,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	Other Facilities	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	Place of Posting	Delhi & NCR
12	Job Description	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	Contract period	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 30.09.2023.
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. Except the above allowances, he/she will not be entitled to any other benefits/amenities/perks/allowances.
 - 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 Interviews in PMBI. No request for change in date of interviews and mode of interviews will be entertained.
14. Eligible candidates may appear for Walk-in-Interviews as per the following schedule:

S. No.	Name of Posts	No. of Vacancy	Department	Date and Time of Interviews	Venue (Place/Address) of Walk-in-Interviews
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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

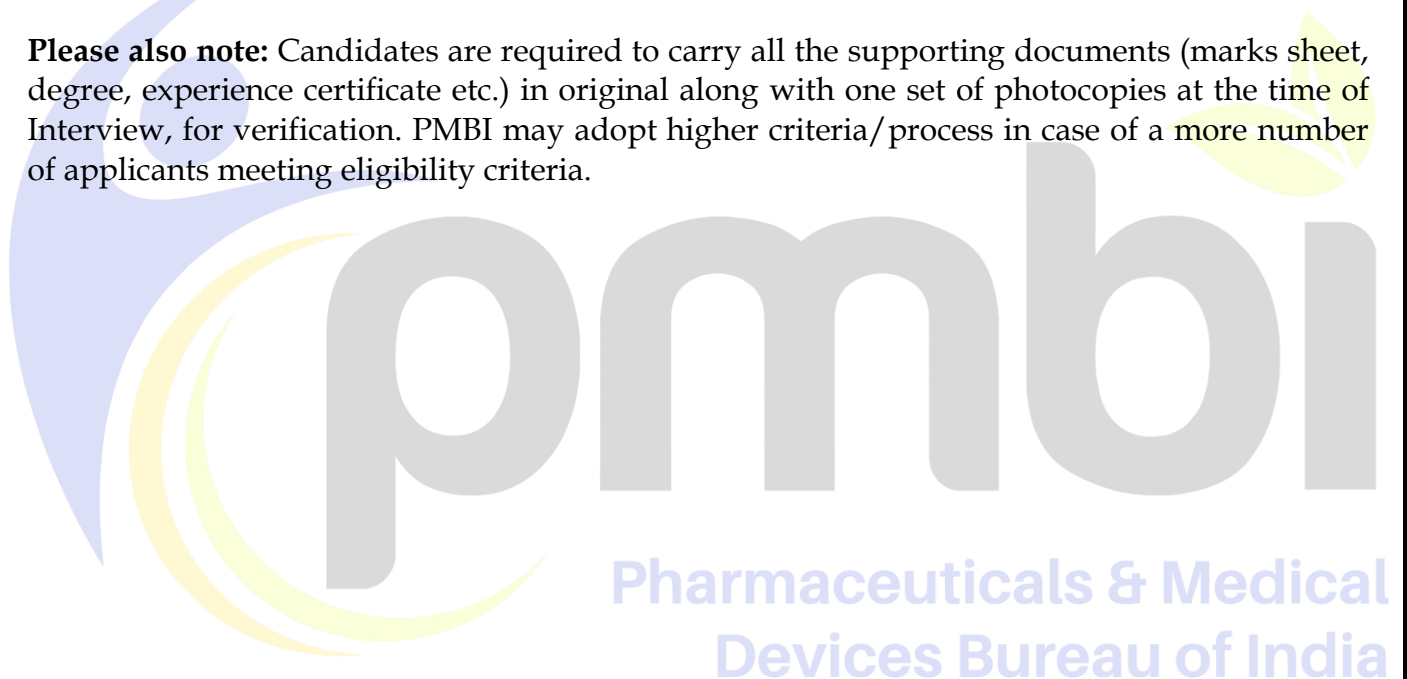
Initial Screening

Candidates are requested to carry and 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 Personal Interview.

Personal Interview

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.



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(Set up under the aegis of Department of Pharmaceuticals, Govt. of India)
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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 :

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.