

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**



ADVT. NO. 04/2022

HIRING OF TECHNICAL CONSULTANT (INTERNATIONAL COOPERATION)

Pharma Bureau under Pharmaceuticals & Medical Devices Bureau of India, Department of Pharmaceuticals, Government of India proposes to engage one Technical Consultant (International Cooperation) on contract basis.

Interested, eligible candidates can send their applications at recruitment1@janaushadhi.gov.in or can send their applications (Hard Copies) by post/courier to **CEO, PMBI at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055 up to 11.07.2022 (Till 05:00 PM)**. Application form along with terms & conditions, qualifications for engagement etc. are available at our website: janaushadhi.gov.in.



TECHNICAL CONSULTANT, INTERNATIONAL COOPERATION (IC)

JOB DESCRIPTION SHEET

1. IDENTIFICATION DATA:

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

2. JOB SUMMARY:

THE TECHNICAL CONSULTANT WILL WORK IN PHARMA BUREAU WHO CAN HANDLE THE IC MATTERS SINCE MOST OF THE INTERNATIONAL COORDINATION WORK IS TILTED TOWARDS PHARMACEUTICALS AND BULK DRUGS, MEDICAL DEVICES, FOREIGN TRADE AGREEMENTS (FTAS), BILATERAL TRADE. THE PERSON SHOULD ALSO BE VERY CREATIVE BY HAVING AN EXPERIENCE IN PHARMACEUTICAL COGNATE SECTOR AND SHOULD BE ABLE TO NEW BRING IDEAS FOR SECTORAL AND INSTITUTIONAL DEVELOPMENT.

3. MINIMUM JOB REQUIREMENT SPECIFICATIONS:

EDUCATION: <u>ESSENTIAL.</u>	A MASTER'S DEGREE IN ECONOMICS WITH SPECIALIZATION IN INTERNATIONAL TRADE/WTO STUDIES FROM AN INDIAN UNIVERSITY/INSTITUTE RECOGNIZED BY GOVERNMENT BODIES/ AICTE OR A SIMILAR FOREIGN UNIVERSITY / INSTITUTE.
AGE :	MAXIMUM AGE LIMIT SHOULD NOT BE ABOVE 40 YEARS AS ON 01.06.2022.
EXPERIENCE:	3 YEARS OF EXPERIENCE IN THE AREA OF INTERNATIONAL TRADE, FOREIGN TRADE AGREEMENTS, TRADE POLICY RESEARCH, MULTILATERAL INSTITUTIONS, WTO MATTERS. FURTHER, PUBLICATIONS MAY ALSO BE PREFERRED ON ASSESSMENT.
ABILITIES:	MUST HAVE IN-DEPTH KNOWLEDGE OF SECTORS OR SUBSECTORS. EXCELLENT COMMUNICATION AND WRITING SKILLS RESEARCH AND ANALYTICAL SKILLS. GOOD KNOWLEDGE OF WORKING IN MS OFFICE
APPLICATION FEE:	THERE SHALL BE NO APPLICATION FEES.
REMUNERATION:	MONTHLY REMUNERATION OF Rs. 80,000.00/- TO Rs. 1,45,000.00/- WILL BE PAYABLE. THE ACTUAL REMUNERATION WILL BE DECIDED BY THE SELECTION COMMITTEE AFTER CONSULTATIONS WITH THE APPLICANTS CONSIDERING HIS/HER DOMAIN SPECIALIZATION AND YEARS OF EXPERIENCE IN THE RELEVANT FIELD.

General 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. Services Incurred Death or Grievous Injury : In the event of death or grievous injury to the individual consultant during the course of his duties, compensation may be payable as per extant guidelines of the Department.
5. 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 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) 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) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- f) 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.
- g) 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.
- h) The 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.
- i) The Consultants will not be granted any claim or right or preference or regular appointment to any post in Government set up.
- j) The consultants shall not be entitled to any TA for joining the appointment.
- k) 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 such other as the Government may deem necessary.
- l) The Hiring/contract will be subject physical fitness and consultant is required to submit a certificate to this effect at the time of joining.

Interested, eligible candidates can send their applications at recruitment1@janaushadhi.gov.in or can send their applications (Hard Copies) by post/courier to **CEO, PMBI at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055 up to 11.07.2022 (Till 05:00 PM)**. Application form along with terms & conditions etc. of appointment are available at our website: janaushadhi.gov.in.

For any other assistance, candidates may call us @ 011-49431800.

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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. Aadhar no./Pan 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 Post Qualification Experience in Applied Post Profile (In Years) :**15. Total Experience in Govt. Sector (If any) (In Years)** :**16. Split up details of latest drawn salary** :**17. Any two references (One from latest organization is must)** :**18. Any other relevant information** :

19. 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.