

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



WALK - IN - INTERVIEWS

Advt. No. 01/2023

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 on various positions. Walk-in-Interviews for such positions shall be held as follows:

S. No.	Name of Posts	No. of Vacancy	Department	Walk-in-Interviews (Date, Day and Time)
1.	Executive (Communication)	01	Media	20.02.2023 (Monday) (10:00 AM to 01:00 PM)
2.	Executive Marketing	02	Sales & Marketing	20.02.2023 (Monday) (02:00 PM to 05:00 PM)

Eligible candidates may appear for Walk-in-Interviews at **Pharmaceuticals & Medical Devices Bureau of India (PMBI)** at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055. For application form, detailed terms and conditions visit at our website: janaushadhi.gov.in.

Pharmaceuticals & Medical
Devices Bureau of India

Details of Posts, Eligibility Criteria, Emoluments and Job Description

MEDIA

01. Executive (Communication)

1	Posts Name	Executive
2	Department	Media
3	Age (Maximum)	28 Years
4	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)
5	Experience	Minimum 01-year experience of working in communication department in any reputed organization. Candidates having experience of working in Government sector shall be given preference.
6	Consolidated Pay	Rs. 25,000/month
7	Conveyance Allowance	Rs. 5,000/month
8	Telephone Allowance	Rs. 500/month
9	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
10	Place of Posting	Delhi & NCR
11	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.
12	Contract period	03 Years. Contract shall be renewed on satisfactory performance.

SALES & MARKETING**02.Executive (Marketing)**

1	Posts Name	Executive Marketing
2	Department	Sales & Marketing
3	Age (Maximum)	28 Years
4	Qualification	Graduation in any discipline except music & fine arts. (MBA (Sales/Marketing) or equivalent from reputed Institutions/Universities will be an added advantage.)
5	Experience	Minimum 01-year experience of working in Sales/Marketing/Communication department in any reputed organization Candidates having experience in same profile in Government sector shall be given preference.
6	Consolidated Pay	Rs. 25,000/month
7	Conveyance Allowance	Rs. 5,000/month
8	Telephone Allowance	Rs. 500/month
9	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
10	Place of Posting	All India
11	Job Description	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.
12	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, qualification and experience will be 31.01.2023
3. Person having experience of working in Government 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
7. 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.
8. 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.

9. 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.
10. 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.
11. No. of posts shall be increased/decreased, basis on the requirement of internal departments.
12. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
13. Candidates are advised to check their emails regularly for the updates.
14. Please note that no TA/DA shall be paid to any candidate for appearing in Interview in PMBI.
15. Interested, eligible candidates can appear for Walk-In-Interviews at **Pharmaceuticals & Medical Devices Bureau of India (PMBI)** at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055 as per following schedule:

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16. For any other assistance, candidates may call us @ 011-49431887/890.

Selection Process

The selection process shall be followed by two stage process:

1. Initial Screening

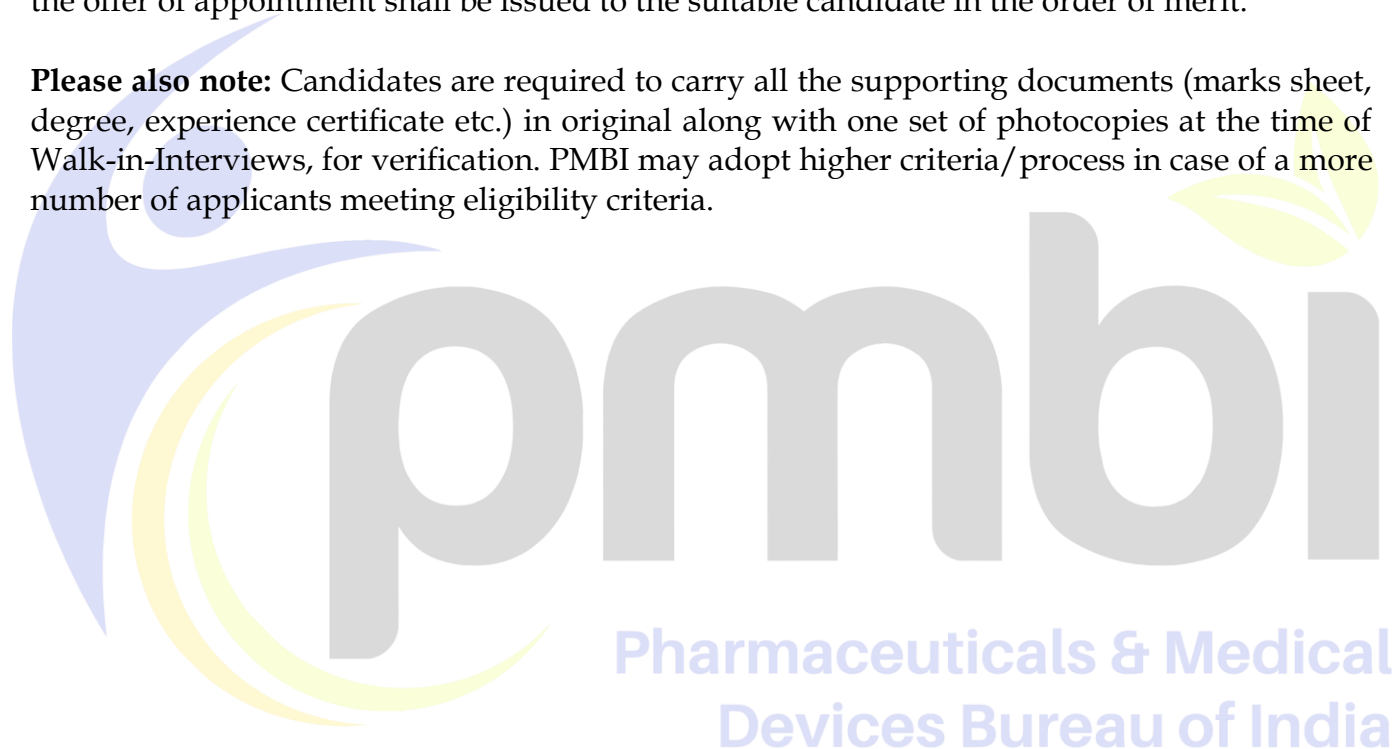
Initial Screening

The complete application form of Candidates will be checked, verified and screened and the candidates, whose candidature will be found suitable and eligible, will be allowed 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 Walk-in-Interviews, for verification. PMBI may adopt higher criteria/process in case of a more number of applicants meeting eligibility criteria.



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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.