

PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)



B-500, Tower B, 5th Floor, World Trade Centre, Nauroji Nagar, New Delhi - 110029

VACANCY CIRCULAR

Advt. No.: 03/2026



Pharmaceuticals & Medical Devices Bureau of India (PMBI) is the implementing agency of 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 has urgent requirement of **04 Consultants** on contractual basis for a period of one year, extendable up to a maximum period of three years on a year-to-year basis, subject to satisfactory performance.

S. No.	Name of Posts	Vacancy number	Department	Place of Posting
1	Consultant (Procurement - Process)	01	Procurement	Delhi & NCR
2	Consultant (Procurement - Logistics & Supply Chain)	01	Procurement	
3	Consultant (Quality)	01	Quality	
4	Consultant (Pharma - Specialist)	01	Pharma (Specialist)	

Interested, eligible candidates can send their applications through email at recruitment@janaushadhi.gov.in, up to **12.10.2026 (Till 05:00 PM)**. The application form, along with terms & conditions of appointment, remuneration and other relevant details, is available on websites: janaushadhi.gov.in and pmbi.co.in.

Dy. CEO

Pharmaceuticals & Medical
Devices Bureau of India

Details of Posts, Eligibility Criteria, Emoluments and Job Description

01. CONSULTANT (PROCUREMENT - PROCESS)

1	Post Name	Consultant (Procurement - Process)
2	No. of Vacancy	01
3	Department	Procurement
4	Age (Maximum)	50 Years
5	Essential Qualification	Post Graduate degree from a recognized university. MBA/PGDBM or equivalent from a recognized university is a desirable qualification
6	Experience	15 years' post-qualification experience in Procurement process in any Central government organization/State government organization/PSUs/ Any Listed Company
7	Consolidated Monthly Remuneration	Rs. 2,00,000/-
8	Place of Posting	Delhi & NCR
9	Job Description	To provide consultancy in planning and monitoring procurement activities of PMBI in accordance with applicable Government of India rules, GFR (General Financial Rules) provisions, CVC (Central Vigilance Commission) guidelines, departmental instructions and approved procurement procedures. To provide expertise in preparation and review of NITs, RFPs, tender documents, eligibility criteria, technical specifications, BoQs and commercial conditions and providing technical and procedural assistance to Tender Committees and competent authorities in scrutiny and evaluation of bids, preparation of comparative statements, agenda notes, evaluation reports and minutes; ensuring transparency, fairness, competitiveness and compliance throughout the procurement process. Identifying opportunities for cost optimization, rate rationalization and value-for-money procurement; maintaining complete and systematic procurement records and documentation; preparing periodic procurement status reports and MIS; assisting in resolution of bidder representations, complaints, contractual issues and audit observations; ensuring timely compliance with audit and inspection requirements. Providing expert professional advice to PMBI management on procurement planning, tendering, contract management, vendor management, regulatory compliance and other matters relating to efficient, transparent, economical and timely procurement of goods and services.
10	Contract period	One year, extendable up to a maximum period of three years on a year-to-year basis, subject to satisfactory performance.

02. CONSULTANT (PROCUREMENT - LOGISTICS & SUPPLY CHAIN)

1	Post Name	Consultant (Procurement - Logistics & Supply Chain)
2	No. of Vacancy	01
3	Department	Procurement
4	Age (Maximum)	50 Years
5	Essential Qualification	Post Graduate degree from a recognized university. MBA/PGDBM or equivalent from a recognized university is a desirable qualification
6	Experience	15 years' post-qualification experience in Logistics & Supply Chain in any Central government organization/State government organization/PSUs/Any Listed company
7	Consolidated Monthly Remuneration	Rs. 2,00,000/-
8	Place of Posting	Delhi & NCR
9	Job Description	To provide consultancy in planning and monitoring of end-to-end supply chain operations of PMBI, including procurement-linked logistics, inventory planning, warehousing, transportation, distribution and delivery of medicines to designated locations; ensuring efficient, timely and cost-effective movement of pharmaceutical products while maintaining product quality and compliance with applicable statutory, regulatory and Good Distribution Practices (GDP) requirements; monitoring demand and supply plans based on product requirements, consumption patterns, inventory levels and operational needs; effective implementation of stock replenishment, allocation, redistribution and FEFO (First Expiry, First Out) practices to minimize stock-outs, excess inventory, expiry and wastage; monitoring warehouse operations, storage conditions, temperature/humidity controls, handling, stock reconciliation and inventory accuracy; monitoring transportation performance, delivery schedules, identifying supply chain bottlenecks, risks and disruptions and recommending appropriate mitigation and contingency measures; monitoring logistics service providers and conducting periodic performance evaluation; assisting in optimization of logistics and supply chain costs through improved planning, and providing expert professional advice to PMBI management for improving supply chain efficiency, product availability, operational responsiveness, cost effectiveness and overall performance of the pharmaceutical logistics and distribution network.
10	Contract period	One year, extendable up to a maximum period of three years on a year-to-year basis, subject to satisfactory performance.

03. CONSULTANT (QUALITY)

1	Post Name	Consultant (Quality)
2	No. of Vacancy	01
3	Department	Quality
4	Age (Maximum)	50 Years
5	Essential Qualification	Post Graduate degree in Pharmaceuticals from a recognized university. MBA/PGDBM or equivalent from a recognized university is a desirable qualification
6	Experience	15 years' post-qualification experience in Quality Control/Quality Assurance in any Central government organization/CDSCO/ State government organization/State FDAs / SDCs/ Any reputed Listed Pharma Company
7	Consolidated Monthly Remuneration	Rs. 2,00,000/-
8	Place of Posting	Delhi & NCR
9	Job Description	To provide consultancy in Quality for strengthening and monitoring the Quality Management System (QMS) of PMBI; ensuring compliance with applicable pharmaceutical laws, rules, regulatory requirements, GMP requirements, pharmacopeial standards and guidelines issued by competent regulatory authorities; undertaking quality assessment; monitoring manufacturer/vendor qualification and performance from the quality perspective; overseeing product sampling, testing and quality monitoring programmes; reviewing Certificates of Analysis, specifications, analytical reports, deviations and product quality failures; coordinating investigation and monitoring of product complaints, quality defects, recalls and withdrawals, wherever required; planning and coordinating quality audits/inspections of manufacturers, suppliers, testing laboratories, warehouses and other relevant facilities; monitoring implementation and timely closure of Corrective and Preventive Actions (CAPA) arising from audits, inspections, complaints and quality investigations; reviewing and updating SOPs, quality manuals, specifications, protocols, formats and other quality-related documentation; providing technical support in regulatory matters and responding to observations/communications from regulatory authorities; monitoring quality requirements relating to storage, transportation and distribution of pharmaceutical products; and providing expert technical advice to PMBI management on pharmaceutical quality assurance, quality control, GMP compliance, and matters relating to improvement of the quality of medicines.
10	Contract period	One year, extendable up to a maximum period of three years on a year-to-year basis, subject to satisfactory performance.

04. CONSULTANT (PHARMA - SPECIALIST)

1	Post Name	Consultant (Pharma - Specialist)
2	No. of Vacancy	01
3	Department	Pharma (Specialist)
4	Age (Maximum)	50 Years
5	Essential Qualification	Post Graduate degree in Pharmaceuticals from a recognized university. MBA/PGDBM or equivalent from a recognized university is a desirable qualification
6	Experience	15 years' post-qualification experience in Pharma sector in any Central government organization/State government organization/PSUs/ Any reputed Listed Pharma Company
7	Consolidated Monthly Remuneration	Rs. 2,00,000/-
8	Place of Posting	Delhi & NCR
9	Job Description	To provide medical and clinical advice to PMBI management on matters relating to medicines, healthcare services and pharmaceutical products; providing clinical inputs in the selection, evaluation and review of medicines and medical products to ensure their suitability, efficacy, safety and rational use; assisting in the review of therapeutic categories, dosage forms, indications, contraindications, precautions and other clinically relevant information relating to medicines; supporting the development and review of clinical/medical guidelines, protocols, educational materials and awareness programmes for rational use of medicines; providing medical inputs in the assessment and resolution of product-related complaints, adverse drug reactions, medication-related issues and other patient/consumer concerns; coordinating with Quality, Procurement, Logistics and other concerned departments on medical and clinical aspects of pharmaceutical products; supporting pharmacovigilance activities, including identification, documentation, assessment and reporting of adverse drug reactions and other safety-related concerns, wherever applicable; reviewing relevant medical and scientific literature and emerging developments in the pharmaceutical and healthcare sector and advising PMBI on their implications; providing expert medical and clinical advice to PMBI management for promoting safe, effective, affordable and rational use of medicines and strengthening the overall healthcare objectives of the organization.
10	Contract period	One year, extendable up to a maximum period of three years on a year-to-year basis, subject to 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 date of publishing of advertisement.
3. 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.
4. 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.
5. 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.
6. Appointment will be on whole time contractual basis on the following terms & conditions.
 - a) He/ She will be entitled to consolidated remuneration, subject to deduction of TDS as applicable. Except the consolidated pay, 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) He/ She will be entitled to yearly annual increment based on the performance in line of PMBI's annual increment policy.
 - d) PMBI reserves the right to revise the terms & conditions during the tenure of the contract.
 - e) 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.
 - f) 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.

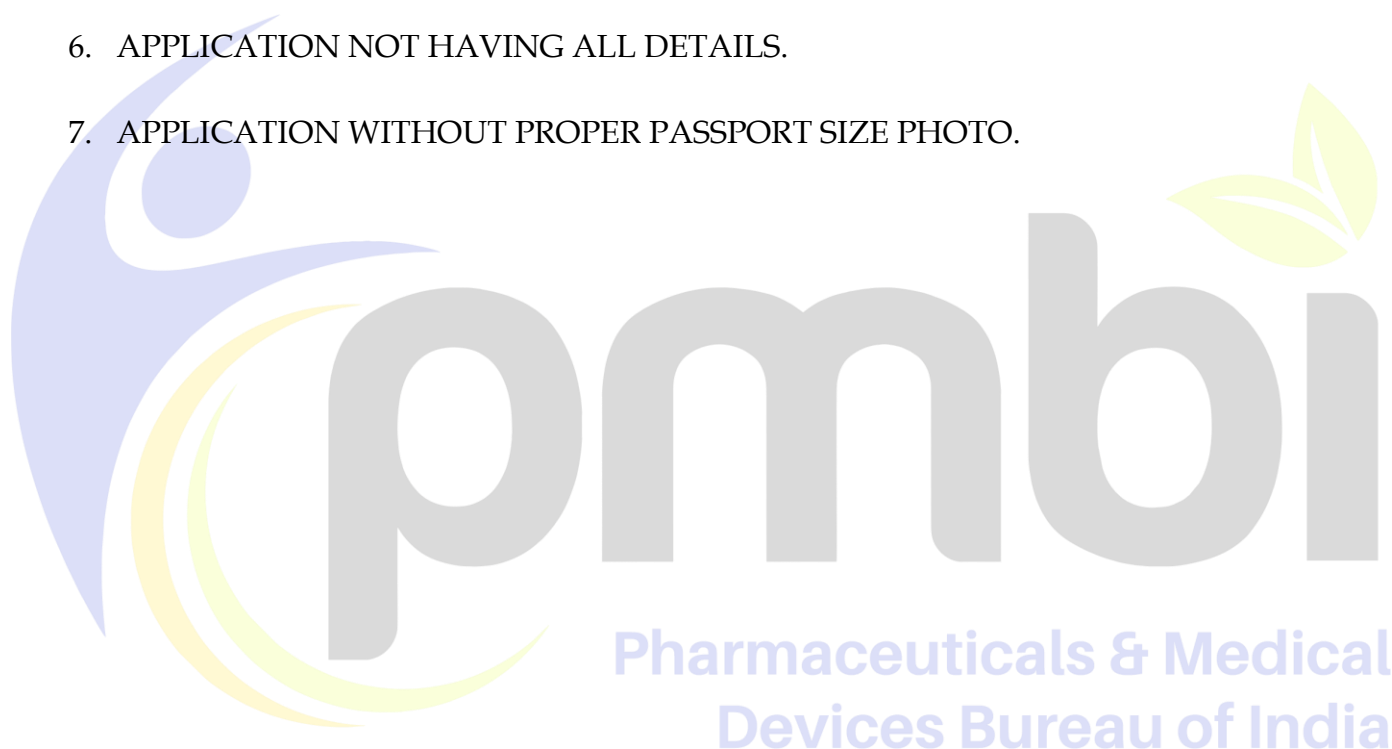
g) All intellectual property and other proprietary rights, including in respect of any product, process, invention, idea, knowhow, document or other material that Consultant may develop that bears a direct relation to or is produced or prepared or collected in consequence of, or during the course of, the performance of functions or services under her/his contract with the PMBI, will vest in the PMBI only. Subject to the aforesaid, all plans, reports, estimates, recommendations, documents and any other knowhow, information or data compiled or received by Consultant in the course of rendering services under her/his engagement by the PMBI will be-

- (a) the property of the PMBI;
- (b) made available for use or inspection by the PMBI at all reasonable times and in reasonable places;
- (c) treated as confidential; and
- (d) delivered only to persons authorized by the PMBI on completion of services rendered.

7. Initially contractual appointment will be for one year, and which may or may not be extended based on the performance. There will be three 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.
8. During the observation period of initial 03 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.
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. Please note that no TA/DA shall be paid to any candidate for appearing in Interview in PMBI.
12. Interested, eligible candidates can send their applications through email at recruitment@janaushadhi.gov.in. up to **12.10.2026 (Till 05:00 PM)**. The application form, along with terms & conditions of appointment, remuneration and other relevant details, is available on websites: janaushadhi.gov.in. and pmbi.co.in.
13. For any other assistance, candidates may call us @ 011-49431800.

NOTE: APPLICATIONS WILL BE UPRIGHTLY REJECTED FOR THE BELOW REASONS:

1. NOT SUBMITTED IN PRESCRIBED APPLICATION FORMAT OR SUBMITTED IN ANY OTHER FORMAT
2. APPLICATION SUBMITTED WITHOUT ATTACHING ALL RELEVANT DOCUMENTS OF AGE PROOF (MATRICULATION CERTIFICATE/ADHAR CARD/PAN CARD/PASSPORT), EDUCATIONAL CERTIFICATES AND EXPERIENCE CERTIFICATES.
3. APPLICATION SUBMITTED BY TAKING PHOTOS ETC. APPLICATION NOT VISIBLE PROPERLY OR NOT READABLE.
4. APPLICATION NOT SUBMITTED THROUGH PROPER CHANNEL OR IN DIFFERENT MODE.
5. APPLICATION SUBMITTED AFTER THE LAST DATE AND TIME.
6. APPLICATION NOT HAVING ALL DETAILS.
7. APPLICATION WITHOUT PROPER PASSPORT SIZE PHOTO.



Selection Process

The selection process shall be followed by three stage process:

1. **Initial Screening**
2. **Written Examination**
3. **Personal Interaction cum Interview**

1. **Initial Screening**

Candidates are advised 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 and verified in line of eligibility criteria and the candidates, whose candidature will be found eligible, will be called for the next stage of Written Examination.

2. **Written Examination:** The screened eligible candidates will be called for the basic written examination. The examination will be carried out based on the English language writing skills, knowledge of subject matter pertaining to the post and general knowledge. Candidates will not be paid any conveyance for appearing in the written exam.

3. **Personal Interaction cum Interview:** A reasonable number of candidates qualified in written examination will be called for the Personal Interaction cum Interview. 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 (mark sheet, degree, experience certificate etc.) in original along with one set of photocopies at the time of Personal Interaction cum Interview, for verification.

(For any further clarification, candidates may call us @ 011-49431800)

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Devices Bureau of India**

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B-500, Tower B, 5th Floor, World Trade Centre, Nauroji Nagar,
New Delhi - 110029



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 :
7. Present Mailing Address :
8. Contact No. & Email Id :
9. Nationality :
10. Marital Status :
11. Aadhar no./Pan No. : /
12. Languages Known :
Speak :
Write :

Recent
Passport
size
Photo/No
Selfies

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.

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(Signature of the applicant)

Date:

Place: