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.: 02/2026

Pharmaceuticals & Medical Devices Bureau of India (PMBI) is the implementing agency for Pradhan Mantri Bhartiya Janaushadhi Pariyojana and registered under the Societies Registration act 1860**.** PMBI invites applications from eligible candidates on the following posts on contractual basis:

S. No.	Name of Posts	No. of Vacancy	Department
1	General Manager	03	Sales & Marketing/Procurement/Quality
2	Dy. General Manager	06	Sales & Marketing/Quality/Finance & Accounts/IT & MIS/International Assistance Division
3	Manager	06	Procurement/Quality/Grievance Division / Coordination Cell
4	Deputy Manager	04	Sales & Marketing/IT & MIS/ HR & Administration
5	Assistant Manager	31	Sales & Marketing/Procurement/Quality/Logistics & Supply Chain/Finance & Accounts/ IT & MIS / HR & Administration/ Legal/Grievance Division/International Assistance Division/ Coordination Cell
6	Senior Executive	61	Sales & Marketing/Procurement/Quality/Logistics & Supply Chain/Finance & Accounts/ Legal /Media/Grievance Division
7	Senior Marketing Officer	15	Sales & Marketing
8	Senior Pharmacist	06	Sales & Marketing
9	Executive	10	Finance & Accounts/ IT & MIS/ HR & Administration/ International Assistance Division
10	Marketing Officer	30	Sales & Marketing
11	Pharmacist	06	Sales & Marketing

Interested, eligible candidates can send their applications (Hard Copies) along with application fees in the form of demand draft of Rs. 100 in the name of name ***of "Pharmaceuticals & Medical Devices Bureau of India (PMBI)"*** by post/courier to **CEO, PMBI** at **B-500, Tower B, 5th Floor, World Trade Centre, Nauroji Nagar, New Delhi -110029** up to **24.09.2026 (Till 05:00 PM)**. Application form along with terms & conditions etc. of appointment are available at website: **https://www.pmbi.co.in/index.aspx**

CEO, PMBI

Details of Posts, Eligibility Criteria, Emoluments and Job Description

SALES & MARKETING

01. General Manager (Sales & Marketing)

1	**Post Name**	General Manager
2	**No. of Vacancy**	01
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	55 Years
5	**Essential Qualification**	B. Pharma. /B.Sc. (Medicinal Chemistry)/B.Sc. (Pharmaceutical Chemistry. (MBA in Sales & Marketing is a desirable qualification)
6	**Experience**	Minimum 18 years' experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 1,58,000/month
8	**Conveyance Allowance**	Rs. 15,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Responsible for the preparation, implementation, and achievement of the organization's Sales & Marketing objectives, while ensuring that appropriate evaluation systems are in place to measure performance against these goals. Develop short- and long-term plans, strategies, and budgets for marketing and communications programmes and activities. Manage all day-to-day matters related to the above responsibilities, as well as any other duties assigned by Management.
13	**Contract period**	03 years.

02. Deputy General Manager (Sales & Marketing)

1	**Post Name**	Deputy General Manager
2	**No. of Vacancy**	02
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	50 Years
5	**Essential Qualification**	B. Pharma. /B.Sc. (Medicinal Chemistry)/B.Sc. (Pharmaceutical Chemistry. (MBA in Sales & Marketing is a desirable qualification)
6	**Experience**	Minimum 15 years' experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 1,13,000/month

8	**Conveyance Allowance**	Rs. 10,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India
12	**Job Description**	To ensure the effective implementation and achievement of the organization's Sales & Marketing objectives and to ensure that appropriate evaluation systems are in place and successfully implemented to measure the achievement of these objectives. Responsible for assisting Management in developing short-term plans, strategies, and budgets for Sales & Marketing, as well as implementing and monitoring the systems and procedures necessary for the smooth functioning of retail outlets. Responsible for handling all day-to-day matters pertaining to the above, along with any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

03. Deputy Manager (Sales & Marketing)

1	**Post Name**	Deputy Manager
2	**No. of Vacancy**	01
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	35 Years
5	**Essential Qualification**	B. Pharma. (M. Pharma. is a desirable qualifications)
6	**Experience**	Minimum 7 years' experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 67,000/month
8	**Conveyance Allowance**	Rs. 7,000/month
9	**Telephone Allowance**	Rs. 1,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India
12	**Job Description**	Responsible for coordinating and overseeing the assigned Sales & Marketing functions to support the achievement of the organization's objectives. Provide appropriate technical assistance and resource materials to manage the Sales team and ensure effective communication and positioning of its activities. Ensure the proper implementation of comprehensive Sales & Marketing plans and communication programmes that enhance

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		the organization's image and position in the marketplace. Perform any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

04. Assistant Manager (Sales & Marketing)

1	**Post Name**	Assistant Manager
2	**No. of Vacancy**	05
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	Graduate. (MBA in Sales/Marketing is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 53,000/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. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India
12	**Job Description**	To ensure the proper implementation of assigned comprehensive Sales & Marketing plans and communication programmes. To ensure the effective implementation of various plans and strategies to achieve sales-linked targets. To provide support to senior management in day-to-day operations. To handle all day-to-day matters pertaining to the above responsibilities, along with any other duties assigned by Management or the competent authority.
13	**Contract period**	03 Years.

05. Senior Executive (Sales & Marketing)

1	**Posts Name**	Senior Executive
2	**No. of Vacancy**	02
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	Graduate. (MBA in Sales/Marketing is a desirable qualification)
6	**Experience**	Minimum 03 years' experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 38,000/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

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		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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Responsible for working, corresponding, and networking with individuals, social organizations, NGOs, government and semi-government organizations, and other field officials. Coordinate with field officials to provide support from the Head Office for day-to-day operations. Assist senior management in implementing various plans and strategies to achieve sales targets and other organisational objectives. Coordinate with other departments to ensure the smooth functioning of day-to-day operations. Handle all day-to-day matters pertaining to the above responsibilities, along with any other duties assigned by the competent authority.
13	**Contract Period**	03 Years.

06. Senior Marketing Officer (Sales & Marketing)

1	**Posts Name**	Senior Marketing Officer
2	**No. of Vacancy**	15
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	B. Pharma. /B.Sc. (Biotech.)/B.Sc. (Medicinal Chemistry) /B.Sc. (Pharmaceutical Chemistry). (MBA in Sales/Marketing is a desirable qualification)
6	**Experience**	Minimum 03 years' experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 38,000/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**	Anywhere in India
12	**Job Description**	To promote the objectives of the organisation and create awareness among stakeholders. Responsible for working, corresponding, and networking with individuals, social organisations, NGOs, government and semi-government organisations, and other officials to achieve organisational targets. Responsible for developing and implementing various plans and strategies to achieve sales-linked targets. Handle all day-to-day matters pertaining to the above responsibilities, along with any other duties assigned by the competent authority.
13	**Contract Period**	03 Years.

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07.Senior Pharmacist (Sales & Marketing)

1	**Posts Name**	Senior Pharmacist
2	**No. of Vacancy**	06
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	B. Pharma. (M. Pharma is a desirable qualification)
6	**Experience**	Minimum 3 years' experience in Pharma Sector.
7	**Consolidated Pay**	Rs. 38,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Responsible for assessing and maintaining appropriate stock levels at the store and ensuring timely placement of orders to avoid stock-outs. Ensure the lawful operation of the store, including compliance with all inspection requirements and applicable regulations. Maintain accurate records of all transactions and store assets, as well as all required MIS reports. Ensure the smooth dispensing of prescribed medicines, drugs, and other surgical items as per prescriptions and customer requirements. Maintain established procedures for quality assurance and the security of controlled substances. Provide functional supervision to all junior staff at the store and perform any other duties assigned by senior management.
13	**Contract Period**	03 Years.

08.Marketing Officer (Sales & Marketing)

1	**Posts Name**	Marketing Officer
2	**No. of Vacancy**	30
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	28 Years
5	**Essential Qualification**	B. Pharma. /B.Sc. (Biotech.)/B.Sc. (Medicinal Chemistry) /B.Sc. (Pharmaceutical Chemistry). (MBA in Sales/Marketing is a desirable qualification)
6	**Experience**	Minimum 01-year experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 32,500/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**	Anywhere in India
12	**Job Description**	To lead and attract interested individuals towards the noble mission and objectives of the organisation. To correspond and network with individuals, social organisations, NGOs, government and semi-government organisations, and other officials to achieve organisational targets. To implement the assigned plans and strategies to achieve sales-linked targets. To handle all day-to-day matters pertaining to the above responsibilities, along with any other duties assigned by the competent authority.
13	**Contract Period**	03 Years.

09. Pharmacist (Sales & Marketing)

1	**Posts Name**	Pharmacist
2	**No. of Vacancy**	06
3	**Department**	Sales & Marketing
4	**Age (Maximum)**	28 Years
5	**Essential Qualification**	B. Pharma. (M. Pharma is a desirable qualification)
6	**Experience**	Minimum 1 year experience in Pharma Sector.
7	**Consolidated Pay**	Rs. 32,500/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**	Anywhere in India
12	**Job Description**	To manage all medicine dispensing activities. To maintain appropriate stock levels at the store and prepare daily requirements based on demand. To coordinate with the Logistics & Supply Chain team to ensure the timely availability of medicines and other required items. To ensure compliance with all applicable legal and regulatory requirements for store operations. To maintain accurate records of all transactions and store assets, as well as all required MIS reports. To perform any other duties assigned by senior management.
13	**Contract Period**	03 Years.

PROCUREMENT

10. General Manager (Procurement)

1	**Posts Name**	General Manager
2	**No. of Vacancy**	01
3	**Department**	Procurement

4	**Age (Maximum)**	55 Years
5	**Essential Qualification**	M. Pharma. (MBA in procurement & supply chain management from reputed Institutions / Universities is a desirable qualification)
6	**Experience**	Minimum 18 years' experience in pharmaceutical sector out of which at least 8-year experience in pharma procurement in reputed company
7	**Consolidated Pay**	Rs. 1,58,000/month
8	**Conveyance Allowance**	Rs. 15,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Responsible for procurement activities and ensuring that government funds are utilized properly in accordance with GFR and CVC guidelines and applicable procurement processes. Responsible for keeping abreast of current industry best practices in quality and other areas applicable to the organization's mission. Responsible for developing and maintaining procurement policies and processes in accordance with government norms and regulations. Responsible for introducing and leveraging appropriate technology and procurement systems to improve efficiency and quality standards. Responsible for forecasting the availability of drugs in coordination with the Sales & Marketing Department. Responsible for eliminating the possibility of corruption and unethical practices in procurement and quality processes. Responsible for managing the tendering and bidding processes for procurement activities. Responsible for providing procurement performance evaluations, benchmarking, and reporting. Responsible for undertaking any other responsibilities assigned by management.
13	**Contract Period**	03 Years.

11.Manager (Procurement)

1	**Posts Name**	Manager (Procurement - Pasu Aushadhi)
2	**No. of Vacancy**	01
3	**Department**	Procurement
4	**Age (Maximum)**	40 Years

5	**Essential Qualification**	BVSc & AH. (MBA is a desirable qualification)
6	**Experience**	Minimum 10-year experience in company manufacturing veterinary products preferably in procurement division of such companies
7	**Consolidated Pay**	Rs. 90,000/month
8	**Conveyance Allowance**	Rs. 8,000/month
9	**Telephone Allowance**	Rs. 2,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Prepare tender documents by obtaining the required specifications and quantities, and analyzing the product costs and materials. Publish tenders as per requirements and in the prescribed manner. Determine bidding and pricing strategies based on the scope of the product and obtain approval from management. Ensure that all rules and guidelines laid down by the Central Vigilance Commission (CVC) and General Financial Rules (GFR) are followed in the tendering process. Handle all day-to-day matters pertaining to the above responsibilities and undertake any other responsibilities assigned by management.
13	**Contract Period**	03 Years.

12. Assistant Manager (Procurement)

1	**Posts Name**	Assistant Manager
2	**No. of Vacancy**	03
3	**Department**	Procurement
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	B. Pharma. (MBA (Pharma)/M. Pharma/Certification in material/supply chain management is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in Procurement/Purchase division in pharmaceutical company.
7	**Consolidated Pay**	Rs. 53,000/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

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11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Prepare tender documents by obtaining the required specifications and quantities and analyzing product costs and materials. Publish tenders as per requirements and in the prescribed manner. Determine bidding and pricing strategies based on the scope of the product and obtain approval from management. Ensure that all rules and guidelines laid down by the Central Vigilance Commission (CVC) and General Financial Rules (GFR) are followed throughout the tendering process. Handle all day-to-day matters pertaining to the above responsibilities and undertake any other responsibilities assigned by management.
13	**Contract Period**	03 Years.

13. Assistant Manager (Procurement)

1	**Posts Name**	Assistant Manager (Procurement - Pasu Aushadhi)
2	**No. of Vacancy**	02
3	**Department**	Procurement
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	BVSc & AH. (MBA is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in Procurement/Purchase division in company dealing with veterinary products.
7	**Consolidated Pay**	Rs. 53,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Assist in preparing tender documents by obtaining the required specifications and quantities and analyzing product costs and materials. Prepare purchase orders and send copies to suppliers and the departments that initiated the requests. Prepare purchase order reports with updated status. Resolve vendors' issues related to payments and material quality rejections. Handle all day-to-day matters pertaining to the above responsibilities and undertake any other responsibilities assigned by management.
13	**Contract Period**	03 Years.

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14. Senior Executive (Procurement)

1	**Posts Name**	Senior Executive
2	**No. of Vacancy**	04
3	**Department**	Procurement
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	B. Pharma. (MBA (Pharma)/M. Pharma/Certification in material/supply chain management is a desirable qualification)
6	**Experience**	Minimum 03 years' experience in Procurement/Purchase division in company dealing with veterinary products.
7	**Consolidated Pay**	Rs. 38,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Prepare purchase orders and send copies to suppliers. Follow up with suppliers to ensure the timely supply of products against the issued purchase orders. Process files for the forfeiture of EMDs in cases of quality failures. Prepare evaluation reports and other relevant documents for the approval and sign-off of finalized proposals. Resolve vendors' issues related to payments and the rejection of materials due to quality concerns. Handle all day-to-day matters pertaining to the above responsibilities and undertake any other responsibilities assigned by management.
13	**Contract Period**	03 Years.

15. Senior Executive (Procurement)

1	**Posts Name**	Senior Executive (Procurement - Pasu Aushadhi)
2	**No. of Vacancy**	02
3	**Department**	Procurement
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	BVSc & AH. (MBA is a desirable qualification)
6	**Experience**	Minimum 03 years' experience in Procurement/Purchase division in company dealing with veterinary products.
7	**Consolidated Pay**	Rs. 38,000/month

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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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Prepare purchase orders and send copies to suppliers. Follow up with suppliers to ensure the timely supply of products against the issued purchase orders. Process files for the forfeiture of EMDs in cases of quality failures. Prepare evaluation reports and other relevant documents for the approval and sign-off of finalized proposals. Resolve vendors' issues related to payments and the rejection of materials due to quality concerns. Handle all day-to-day matters pertaining to the above responsibilities and undertake any other responsibilities assigned by management.
13	**Contract Period**	03 Years.

QUALITY

16. General Manager (Quality)

1	**Posts Name**	General Manager
2	**No. of Vacancy**	01
3	**Department**	Quality
4	**Age (Maximum)**	55 Years
5	**Essential Qualification**	M. Pharma in Pharmaceutical quality assurance. (MBA in Pharmaceutical Management is a desirable qualification)
6	**Experience**	Minimum 18 years' year experience in handling regulatory affairs, QA/QC in Pharmaceutical Companies/Implementation of GMP in manufacturing management/warehouse management
7	**Consolidated Pay**	Rs. 1,58,000/month
8	**Conveyance Allowance**	Rs. 15,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India

12	**Job Description**	Responsible for preparing quality plans and implementing best practices to ensure the highest quality of products. Responsible for ensuring the quality of medicines in accordance with Good Industry Practices, quality standards, and other applicable requirements of the Mission. Responsible for developing and maintaining Quality and Regulatory policies and processes in compliance with applicable Government norms. Introducing and leveraging appropriate technologies and systems for quality checks to improve quality standards. Preparing tender documents for laboratories and other agencies by obtaining and analyzing product specifications. Handling all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

17.Deputy General Manager (Quality)

1	**Posts Name**	Deputy General Manager
2	**No. of Vacancy**	01
3	**Department**	Quality
4	**Age (Maximum)**	50 Years
5	**Essential Qualification**	M. Pharma in Pharmaceutical quality assurance. (Additional Certification/Diploma in Pharmaceutical Control/QMS Courses is a desirable qualification)
6	**Experience**	Minimum 15 years' year experience in handling pharmaceutical manufacturing, regulatory affairs, QA/QC/QC Chemist in Pharmaceutical Companies/Implementation of GMP in manufacturing management
7	**Consolidated Pay**	Rs. 1,13,000/month
8	**Conveyance Allowance**	Rs. 10,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India
12	**Job Description**	Responsible for maintaining the quality standards of products in accordance with applicable norms and standards. Responsible for ensuring compliance with current Good Industry Practices (GIP) and other quality requirements applicable to the Mission. Preparing tender documents for laboratories and other agencies by obtaining and analyzing product specifications. Responsible for publishing tenders as per requirements and in the prescribed manner. Reviewing in-house test reports and, in case of any discrepancies,

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		communicating with the manufacturer for rectification or completion of the remaining tests. Reviewing NABL test reports and, in case of any discrepancies, communicating with NABL-accredited laboratories for rectification or completion of the remaining tests. Ensuring that all Quality Control and quality-check procedures are properly followed across all warehouses of the organization. Handling all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

18.Manager (Quality)

1	**Posts Name**	Manager
2	**No. of Vacancy**	03
3	**Department**	Quality
4	**Age (Maximum)**	40 Years
5	**Essential Qualification**	B. Pharma in Pharmaceutical quality assurance. (M. Pharma /Additional Certification/Diploma in Pharmaceutical Control/QMS Courses is a desirable qualification)
6	**Experience**	Minimum 10 years' year experience in handling pharmaceutical manufacturing, regulatory affairs, QA/QC/QC Chemist in Pharmaceutical Companies/Implementation of GMP in manufacturing management
7	**Consolidated Pay**	Rs. 90,000/month
8	**Conveyance Allowance**	Rs. 8,000/month
9	**Telephone Allowance**	Rs. 2,000/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 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India
12	**Job Description**	To maintain the quality standards of products in accordance with applicable norms and standards. To ensure the effective implementation of Quality and Regulatory policies and processes in compliance with Government norms. To review and monitor the implementation of appropriate technologies and systems for quality checks. To prepare tender documents for laboratories and other agencies by obtaining the required specifications. To review in-house test reports and, in case of any discrepancies, communicate the matter to senior authorities for necessary action. To ensure that all quality control and quality-check procedures are properly followed across all warehouses of the organization. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.

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13	**Contract Period**	03 Years.

19. Assistant Manager (Quality)

1	**Posts Name**	Assistant Manager
2	**No. of Vacancy**	09
3	**Department**	Quality
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	B. Pharma in Pharmaceutical quality assurance. (M. Pharma /Additional Certification/Diploma in Pharmaceutical Control/QMS Courses is a desirable qualification)
6	**Experience**	Minimum 5 years' year experience in handling pharmaceutical manufacturing, regulatory affairs, QA/QC/QC Chemist in Pharmaceutical Companies/Implementation of GMP in manufacturing management
7	**Consolidated Pay**	Rs. 53,000/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**	Anywhere in India
12	**Job Description**	To review in-house test reports and communicate the findings to the manufacturer for further action. To review NABL test reports and, in case of any discrepancies, communicate with the respective NABL-accredited laboratories for further action. To receive, check, and monitor test reports and related communications for the transfer of stock from hold to saleable status. To examine control samples and stock in case of complaints received from the market and prepare the necessary reports. To be responsible for all laboratory-related payments. To be responsible for all artwork-related activities. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

20. Senior Executive (Quality)

1	**Posts Name**	Senior Executive
2	**No. of Vacancy**	35
3	**Department**	Quality
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	B. Pharma. (M. Pharma. is a desirable qualification)

6	**Experience**	Minimum 03 years' experience in Quality Control/ Quality Assurance/Quality Regulatory profile in Pharma Sector.
7	**Consolidated Pay**	Rs. 38,000/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**	Anywhere in India
12	**Job Description**	To check and monitor test reports and related communications for the transfer of stock from hold to saleable status. To examine control samples and stock in case of complaints received from the market and prepare the necessary reports. To process all laboratory-related payments after due examination and verification. To check and monitor all artwork-related activities. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

LOGISTICS & SUPPLY CHAIN

21. Assistant Manager (Logistics & Supply Chain)

1	**Posts Name**	Assistant Manager
2	**No. of Vacancy**	01
3	**Department**	Logistics & Supply Chain
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	Graduate. (MBA in supply chain management is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in Logistics & Supply Chain division of pharmaceutical company.
7	**Consolidated Pay**	Rs. 53,000/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 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India
12	**Job Description**	Responsible for assessing and maintaining the required stock levels at warehouses, distributors, JAKs, and other identified locations. Ensuring the timely supply of products to JAKs, distributors, and other identified locations to avoid stock-outs.

		Ensuring the smooth operation of Regional Warehouses (RWHs). Coordinating with other departments to integrate supply chain systems with business systems and processes, such as IT infrastructure implementation, customer sales, order management, and accounting. Maintaining stock-related metrics, reports, and process documentation. Handling any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

22. Senior Executive (Logistics & Supply Chain)

1	**Posts Name**	Senior Executive
2	**No. of Vacancy**	08
3	**Department**	Logistics & Supply Chain
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	Graduate. (BCA/MCA/M.Tech. /M.Sc. in Computer Science is a desirable qualification)
6	**Experience**	Minimum 03 years' experience in Logistics & Supply Chain division of pharmaceutical company.
7	**Consolidated Pay**	Rs. 38,000/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 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India
12	**Job Description**	To ensure the availability of stock at all points. To maintain complete records of dispatches with respect to payments. To ensure effective communication between the End-to-End Supply Agency, Central Warehouse, Regional Warehouses, and retail outlets. To ensure the timely resolution of all market-related supply chain queries. To ensure proper coordination between the Finance & Accounts Department and other stakeholders regarding payments and other related issues. To ensure timely inbound and outbound supply operations in coordination with the End-to-End Supply Agency. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

FINANCE & ACCOUNTS

23. Deputy General Manager (Finance & Accounts)

1	**Posts Name**	Deputy General Manager
2	**No. of Vacancy**	01
3	**Department**	Finance & Accounts
4	**Age (Maximum)**	50 Years
5	**Essential Qualification**	B.Com./M.Com. (Chartered Accountant/Cost Accountant is a desirable qualification)
6	**Experience**	Minimum 15 years' experience in handling books of accounts, audit, taxation and other related field in reputed companies.
7	**Consolidated Pay**	Rs. 1,13,000/month
8	**Conveyance Allowance**	Rs. 10,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To develop, implement, and ensure compliance with financial and accounting policies and procedures. To maintain timely and accurate financial statements and reports in accordance with applicable Government norms and requirements. To ensure that all statutory compliances and requirements of the organization are met in a timely manner, including Goods and Services Tax (GST), Income Tax, Sales Tax, Service Tax, etc. To prepare and maintain records relating to cash management, accounts payable, accounts receivable, credit control, and petty cash. To prepare various reports on consolidated spending, savings, expansion strategies, resource requirements, cost savings, and profit maximization. To ensure compliance with the provisions of the General Financial Rules (GFR) and Central Vigilance Commission (CVC) guidelines in all financial matters and transactions. To manage and supervise the monthly closing of financial records and posting of month-end information, ensuring the accuracy of financial statements. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

24. Assistant Manager (Finance & Accounts)

1	**Posts Name**	Assistant Manager
2	**No. of Vacancy**	01

3	**Department**	Finance & Accounts
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	B.Com. (Hons). (MBA (Finance)/M.Com./CA (Inter)/ICWAI (Inter) is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in Finance & Accounts in reputed company
7	**Consolidated Pay**	Rs. 53,000/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**	Anywhere in India
12	**Job Description**	To maintain timely and accurate financial statements and reports. To ensure that all statutory compliances and requirements of the organization are met in a timely manner, including Goods and Services Tax (GST), Income Tax, Sales Tax, Service Tax, etc. To prepare and maintain records relating to accounts payable, accounts receivable, and credit control. To prepare various reports on consolidated spending, savings, cost savings, profit maximization, etc. To ensure proper validation of data before uploading it into the software and to maintain all documents as per the requirements. To coordinate with all internal and external departments regarding financial queries and their resolution. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

25.Senior Executive (Finance & Accounts)

1	**Posts Name**	Senior Executive
2	**No. of Vacancy**	05
3	**Department**	Finance & Accounts
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	B.Com. (Hons). (MBA (Finance)/M.Com./CA (Inter)/ICWAI (Inter) is a desirable qualification)
6	**Experience**	Minimum 03 years' experience in Finance & Accounts in reputed company
7	**Consolidated Pay**	Rs. 38,000/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**	Anywhere in India
12	**Job Description**	To assist in the preparation of financial statements and reports. To assist in preparing data and documents required for all statutory compliances of the organization, including Goods and Services Tax (GST), Income Tax, Sales Tax, Service Tax, etc. To maintain records relating to accounts payable, accounts receivable, and credit control. To update and maintain accounting software and records. To coordinate with all internal and external departments regarding financial queries and their resolution. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

26. Executive (Finance & Accounts)

1	**Posts Name**	Executive
2	**No. of Vacancy**	07
3	**Department**	Finance & Accounts
4	**Age (Maximum)**	28 Years
5	**Essential Qualification**	B.Com. (MBA (Finance)/M.Com./CA (Inter)/ICWAI (Inter) is a desirable qualification)
6	**Experience**	Minimum 01-year experience in Finance & Accounts.
7	**Consolidated Pay**	Rs. 32,500/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To manage day-to-day financial operations using financial software. To manage all statutory compliances and requirements of the organization, including Goods and Services Tax (GST), Income Tax, Sales Tax, Service Tax, etc. To prepare and manage accounts payable, accounts receivable, credit control, and petty cash. To validate data before uploading it into the software and maintain all documents as per the

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		requirements. To accurately post daily and monthly financial records in the financial software. To prepare vendor payments against approved bills. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

IT & MIS

27.Deputy General Manager (IT & MIS)

1	**Posts Name**	Deputy General Manager
2	**No. of Vacancy**	01
3	**Department**	IT & MIS
4	**Age (Maximum)**	50 Years
5	**Essential Qualification**	B.Tech./M. Tech. in computer science/MCA
6	**Experience**	Minimum 15 years' experience in handling IT systems in FMCG Companies. Knowledge of AI/ML and application in supply chain management/SAP is desirable
7	**Consolidated Pay**	Rs. 1,13,000/month
8	**Conveyance Allowance**	Rs. 10,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi/NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Responsible for developing and implementing the organization's IT strategy. Responsible for the deployment, monitoring, maintenance, development, upgrading, and support of all IT systems, websites, PCs, operating systems, databases, servers, software applications, EPABX systems, telephone and internet services, projectors, and peripherals. To ensure that cybersecurity measures and data protection policies are in place and effectively implemented. To lead and mentor the IT team, including system administrators, network engineers, and support staff. To plan and manage IT budgets, procurement, and vendor relationships. To oversee the implementation, upgrading, and maintenance of software and IT infrastructure. To establish IT policies and standards and ensure compliance with relevant regulations. To support business units by identifying and implementing technology solutions that improve operational efficiency. To develop and implement databases, data collection systems, data analytics, and other strategies to optimize data management and statistical efficiency. To handle all day-to-day matters pertaining to the

		above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract Period**	03 Years.

28. Deputy Manager (IT & MIS)

1	**Posts Name**	Deputy Manager
2	**No. of Vacancy**	02
3	**Department**	IT & MIS
4	**Age (Maximum)**	35 Years
5	**Essential Qualification**	B. Tech./M. Tech. in computer science/MCA
6	**Experience**	Minimum 07 years' experience in handling IT systems in FMCG Companies. Knowledge of AI/ML and application in supply chain management/SAP is desirable
7	**Consolidated Pay**	Rs. 67,000/month
8	**Conveyance Allowance**	Rs. 7,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Responsible for preparing algorithms, flowcharts, and payment gateway integrations. Responsible for preparing functional and technical design documentation and analyzing Crystal Reports. To work with programming languages such as ASP.NET and PHP, along with CMS (Content Management Systems) and other frameworks, including databases such as SQL and MySQL. Responsible for working with open-source, cross-platform web servers. To research and identify solutions to software and hardware issues faced by users. To diagnose and troubleshoot technical issues, including account setup and configuration. To refer to internal databases and external resources to provide accurate technical solutions. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

29. Assistant Manager (IT & MIS)

1	**Posts Name**	Assistant Manager
2	**No. of Vacancy**	04
3	**Department**	IT & MIS
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	B. Tech./M. Tech. in computer science/MCA

6	**Experience**	Minimum 05 years' experience in handling IT systems in FMCG Companies. Knowledge of AI/ML and application in supply chain management/SAP is desirable
7	**Consolidated Pay**	Rs. 53,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To prepare algorithms, flowcharts, and payment gateway integrations. To work with programming languages such as ASP.NET and PHP, along with CMS (Content Management Systems) and other frameworks, including databases such as SQL and MySQL. To work with open-source, cross-platform web servers. To diagnose and troubleshoot technical issues, including account setup and configuration. To prioritize and manage multiple open issues simultaneously. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

30. Executive (IT & MIS)

1	**Posts Name**	Executive
2	**No. of Vacancy**	01
3	**Department**	IT & MIS
4	**Age (Maximum)**	28 Years
5	**Essential Qualification**	BCA/B.Tech. or B.Sc. in Computer Science. (MCA/M. Tech. or M.Sc. Computer Science is a desirable qualification)
6	**Experience**	Minimum 01-year experience in IT/MIS.
7	**Consolidated Pay**	Rs. 32,500/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Research and identify solutions to software and hardware issues faced by users. To provide support to employees by identifying

		the root cause of problems. To track computer system issues through to resolution within agreed timelines. To guide clients through a series of troubleshooting steps via phone, email, or chat until the technical issue is resolved. To properly escalate unresolved issues to the appropriate internal teams. To provide prompt and accurate feedback to customers. To refer to internal databases or external resources to provide accurate technical solutions. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

HR & Administration and Legal

31. Deputy Manager (HR & Admin.)

1	**Post Name**	Deputy Manager
2	**No. of Vacancy**	01
3	**Department**	HR & Administration
4	**Age (Maximum)**	35 Years
5	**Qualification**	Graduate. (MBA is a desirable qualification)
6	**Experience**	Minimum 07 years' experience in Human Resource Management in reputed company.
7	**Consolidated Pay**	Rs. 67,000/month
8	**Conveyance Allowance**	Rs. 7,000/month
9	**Telephone Allowance**	Rs. 1,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To assist in recruitment, selection, performance appraisals, contract extensions, and closures. To handle and manage the HRMS. To assist in day-to-day HR and administrative activities, such as attendance, leave, regulatory compliance, etc. To assist in organizing GC/EC meetings. To handle and maintain HR data and files. To provide training to employees during onboarding and as and when required. To ensure the timely completion of joining formalities, both manually and through the HRMS. To maintain PF compliance, Group Mediclaim Insurance, and other insurance-related activities. To prepare and manage monthly payroll reports with the help of the HRMS. To provide support in organizing PSC

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		meetings. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
	Contract period	03 Years.

32. Assistant Manager (HR & Admin.)

1	**Post Name**	Assistant Manager
2	**No. of Vacancy**	02
3	**Department**	HR & Administration
4	**Age (Maximum)**	33 Years
5	**Qualification**	Graduate. (MBA is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in Human Resource (HR).
7	**Consolidated Pay**	Rs. 53,000/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. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To assist in recruitment, selection, performance appraisals, contract extensions, and closures. To handle and manage the HRMS. To assist in day-to-day HR and administrative activities, including attendance, leave, regulatory compliance, etc. To handle and maintain HR data and files. To provide training to employees during onboarding and as and when required. To ensure the timely completion of joining formalities, both manually and through the HRMS. To maintain PF compliance, Group Mediclaim Insurance, and other insurance-related activities. To prepare and manage monthly payroll reports with the help of the HRMS. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
	Contract period	03 Years.

33. Executive (HR & Admin.)

1	**Post Name**	Executive
2	**No. of Vacancy**	01

3	**Department**	HR & Administration
4	**Age (Maximum)**	28 Years
5	**Qualification**	Graduate. (MBA is a desirable qualification)
6	**Experience**	Minimum 01-year experience in Human Resource (HR).
7	**Consolidated Pay**	Rs. 32,500/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. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To manage the HRMS software. To assist in day-to-day HR and administrative activities, including housekeeping, leave management, regulatory compliance, etc. To assist in organizing meetings, including arrangements for venues, vehicles, lunch, etc. To arrange travel tickets and taxis as per requirements. To ensure the upkeep and maintenance of office infrastructure and equipment. To assist in the procurement of stationery, store items, and other required materials. To handle the Dak section. To assist in the activities of the Cash Section. To issue office stationery as per requirements and in accordance with prescribed norms. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
	Contract period	03 Years.

34. Assistant Manager (Legal)

1	**Post Name**	Assistant Manager (Legal)
2	**No. of Vacancy**	01
3	**Department**	Legal
4	**Age (Maximum)**	33 Years
5	**Qualification**	L. LB. (L. LM. from reputed Institutions / Universities is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in Legal work/procedures preferably in pharma company (candidate with good drafting skills is desirable)
7	**Consolidated Pay**	Rs. 53,000/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. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To manage and provide legal advice on the legal rights and obligations of the organization. To research legislative issues and present findings along with appropriate legal advice. To review and edit all legal, regulatory, and tender documents. To draft and review contracts, including agreements, leases, licenses, mergers, acquisitions, and other related documents. To assess the legal risks involved in various business transactions and communicate the same to Management. To handle all litigation-related matters, including monitoring court cases, hearing dates, and related proceedings. To coordinate and liaise with external legal authorities and legal counsel. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

35. Senior Executive (Legal)

1	**Post Name**	Senior Executive (Legal)
2	**No. of Vacancy**	02
3	**Department**	Legal
4	**Age (Maximum)**	30 Years
5	**Qualification**	L. LB. (L. LM. from reputed Institutions / Universities is a desirable qualification)
6	**Experience**	Minimum 03 years' experience in Legal work/procedures.
7	**Consolidated Pay**	Rs. 38,000/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. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)

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12	**Job Description**	To assist in managing all legal matters of the organization. To assist senior officers in drafting contracts, including agreements, leases, licenses, and other legal documents. To review and edit all legal, regulatory, and tender documents. To handle all litigation-related matters, including attending court hearings and proceedings as required. To coordinate with external legal authorities. To coordinate with empaneled advocates. To process files and bills on a regular and timely basis. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

MEDIA

36. Senior Executive (Media)

1	**Posts Name**	Senior Executive
2	**No. of Vacancy**	01
3	**Department**	Media
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	Graduation in Mass Communication / Journalism. (Masters in Mass Communication / Journalism is a desirable qualification)
6	**Experience**	Minimum 03 years' experience in Communication / media /PR / Advertising /Designing department in any organization.
7	**Consolidated Pay**	Rs. 38,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To coordinate with empanelled media agencies to develop relevant content topics aimed at reaching the company's target customers. To assist in developing data and content for advertising and branding plans based on requirements and market segmentation. To monitor media coverage and respond to public inquiries, as necessary. To assist in organizing various campaigns that support the achievement of organizational objectives. To manage the e-Office system for approvals and implementation of approved plans. To build and maintain relationships with media, journalists, and external stakeholders. To ensure maximum utilization of social media platforms for creating awareness. To collect and share all relevant information available on various media platforms with key partners. To

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		handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

Grievance Division

37.Manager (Grievance Division)

1	**Posts Name**	Manager
2	**No. of Vacancy**	01
3	**Department**	Grievance Division
4	**Age (Maximum)**	40 Years
5	**Essential Qualification**	Graduate. (B. Tech. in IT/CSE/MCA is a desirable qualification)
6	**Experience**	Minimum 10 years' and at least 5 years' experience in grievance management in reputed organization, preferably in pharmaceutical sector
7	**Consolidated Pay**	Rs. 90,000/month
8	**Conveyance Allowance**	Rs. 8,000/month
9	**Telephone Allowance**	Rs. 2,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	Responsible for managing the RTI and CPGRAM sections of the organization. Responsible for handling, investigating, and resolving customer and stakeholder complaints in a fair, timely, and compliant manner. To oversee the grievance-handling process, ensuring that complaints are addressed promptly, impartially, and in accordance with organizational policies. To maintain confidentiality and handle sensitive information with discretion. Responsible for providing complete, accurate, and timely information under RTIs and CPGRAMs. To avoid unreasonable delays or wrongful denial of information. To maintain public trust, ensure compliance with applicable policies, and contribute to the improvement of organizational processes. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

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38. Assistant Manager (Grievance Division)

1	**Posts Name**	Assistant Manager
2	**No. of Vacancy**	01
3	**Department**	Grievance Division
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	Graduate. (B.Tech. in IT/CSE/MCA is a desirable qualification)
6	**Experience**	Minimum 05 years' and at least 3 years' experience in grievance management in reputed organization, preferably in pharmaceutical sector
7	**Consolidated Pay**	Rs. 53,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To assist in managing the RTI and CPGRAM sections of the organization. To research, investigate, and resolve customer and stakeholder complaints in a fair, timely, and compliant manner. To assist in managing the grievance-handling process, ensuring that complaints are addressed promptly. To maintain confidentiality and handle sensitive information with discretion. To prepare and draft replies to RTIs and CPGRAMs. To avoid unreasonable delays or wrongful denial of information. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

39. Senior Executive (Grievance Division)

1	**Posts Name**	Senior Executive
2	**No. of Vacancy**	02
3	**Department**	Grievance Division
4	**Age (Maximum)**	30 Years
5	**Essential Qualification**	Graduate. (B.Tech. in IT/CSE/MCA is a desirable qualification)
6	**Experience**	Minimum 03 years' and at least 1 years' experience in grievance management in reputed organization, preferably in pharmaceutical sector
7	**Consolidated Pay**	Rs. 38,000/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 (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To assist in preparing replies to RTIs and CPGRAMs received by the organization. To coordinate with other departments to collect the data and information required for preparing replies to RTIs and CPGRAMs. To maintain confidentiality and handle sensitive information with discretion. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

International Assistance Division

40. Deputy General Manager (International Assistance Division)

1	**Post Name**	Deputy General Manager
2	**No. of Vacancy**	01
3	**Department**	International Assistance Division
4	**Age (Maximum)**	50 Years
5	**Essential Qualification**	B. Pharma. (MBA in Sales & Marketing/International Relations is a desirable qualification)
6	**Experience**	Minimum 15 years' experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 1,13,000/month
8	**Conveyance Allowance**	Rs. 10,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India

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12	**Job Description**	To ensure that the objectives of the organization are achieved in accordance with the guidelines provided for their implementation at the international level. To coordinate with the Ministry for the implementation of organizational targets at designated levels. To coordinate with international clients for the implementation of plans and strategies. To assist in regulatory processes related to the exchange and implementation of organizational plans and strategies. To address issues effectively and provide appropriate technical assistance and resource materials to manage operations at the international level. To ensure effective communication and coordination among all clients and stakeholders. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years

41. Assistant Manager (International Assistance Division)

1	**Post Name**	Assistant Manager
2	**No. of Vacancy**	01
3	**Department**	International Assistance Division
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	B. Pharma. (MBA in Sales & Marketing is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in Sales or Marketing in Pharma Sector.
7	**Consolidated Pay**	Rs. 53,000/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. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	**Place of Posting**	Anywhere in India
12	**Job Description**	To manage the day-to-day operations of the International Assistance Division. To coordinate with external departments regarding international requirements. To manage all communications with external departments and coordinate with international parties. To review and monitor MoUs, Service Level Agreements (SLAs), and other agreements. To coordinate with senior authorities in preparing replies to international queries and addressing their requirements. To maintain updated data on the availability of stock at various warehouses. To oversee international support operations, coordinate cross-border

		assistance services, and ensure timely and high-quality service delivery. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	**Contract period**	03 Years.

42. Executive (International Assistance Division)

1	Posts Name	Executive
2	No. of Vacancy	01
3	Department	International Assistance Division
4	Age (Maximum)	28 Years
5	Essential Qualification	Graduate. (MBA in Sales/Marketing is a desirable qualification)
6	Experience	Minimum 01-year experience in Sales or Marketing in Pharma Sector.
7	Consolidated Pay	Rs. 32,500/month
8	Conveyance Allowance	Rs. 5,000/month
9	Telephone Allowance	Rs. 500/month
10	Other Facilities	Provident Fund Facilities as per norms Group Mediclaim Policy of Rs. 05 Lacs Group Term Life Insurance of Rs. 10 Lac Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	Job Description	To assist in managing the day-to-day operations of the International Assistance Division. To prepare replies, as directed by senior authorities, to queries received from external departments regarding international requirements. To collect and maintain updated data on the availability of stocks at various warehouses. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by Management.
13	Contract Period	03 Years.

Coordination Cell

43.Manager (Coordination Cell)

1	**Post Name**	Manager
2	**No. of Vacancy**	01
3	**Department**	Coordination Cell
4	**Age (Maximum)**	40 Years
5	**Essential Qualification**	Graduate. (MBA is a desirable qualification)
6	**Experience**	Minimum 10 years' experience in reputed company in area such as report generation, project report preparation/company presentation (Candidate with good drafting skills is desirable)

7	**Consolidated Pay**	Rs. 90,000/month
8	**Conveyance Allowance**	Rs. 8,000/month
9	**Telephone Allowance**	Rs. 2,000/month
10	**Other Facilities**	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
11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To develop and implement communication strategies aligned with organizational goals. To create, edit, and distribute press releases, newsletters, speeches, and other communication materials. To oversee social media, website content, and digital communication initiatives. To coordinate public relations campaigns and corporate events. To ensure brand consistency across all communication channels. To support executive leadership with presentations, talking points, and crisis communication. To measure and report on the effectiveness of communication campaigns using analytics. To maintain updated data pertaining to all departments on a day-to-day basis. To manage the Management Information System (MIS) accurately and in a timely manner. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by the Competent Authority.
13	**Contract period**	03 Years

44. Assistant Manager (Coordination Cell)

1	**Post Name**	Assistant Manager
2	**No. of Vacancy**	01
3	**Department**	Coordination Cell
4	**Age (Maximum)**	33 Years
5	**Essential Qualification**	Graduate. (MBA is a desirable qualification)
6	**Experience**	Minimum 05 years' experience in reputed company in area such as report generation, project report preparation/company presentation (candidate with good drafting skills is desirable)
7	**Consolidated Pay**	Rs. 53,000/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. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs

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11	**Place of Posting**	Delhi & NCR (Liable for transfer anywhere in India as per organizational requirements)
12	**Job Description**	To assist in developing communication strategies aligned with organizational goals. To prepare various communication materials for newsletters, speeches, and other communication channels. To manage content for use on social media, websites, and other digital platforms. To prepare PowerPoint presentations, talking points, and other communication materials. To collect and maintain updated data pertaining to all departments on a day-to-day basis. To prepare and maintain the Management Information System (MIS) accurately and in a timely manner. To handle all day-to-day matters pertaining to the above responsibilities, as well as any other responsibilities assigned by the Competent Authority.
13	**Contract period**	03 Years.

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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 pay, conveyance allowance, internet & telephone allowance, provident fund and gratuity 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.

7. 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

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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 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.

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 (Hard Copies) along with application fees in the form of demand draft of Rs. 100 in the name of name *of "Pharmaceuticals & Medical Devices Bureau of India (PMBI)"* by post/courier to **CEO, PMBI** at **B-500, Tower B, 5th Floor, World Trade Centre, Nauroji Nagar, New Delhi -110029** up to **24.09.2026 (Till 05:00 PM)**. Application form along with terms & conditions etc. of appointment are available at website: **https://www.pmbi.co.in/index.aspx**

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. APPLICATION NOT SUBMITTED THROUGH PROPER CHANNEL OR IN DIFFERENT MODE (EMAILS ETC.) WILL BE REJECTED.**

2. **APPLICATION SUBMITTED WITHOUT ATTACHING ALL RELEVANT DOCUMENTS OF AGE PROOF (MATRICULATION CERTIFICATE/ADHAR CARD/PAN CARD/ PASSPORT), EDUCATIONAL CERTIFICATES, EXPERIENCE CERTIFICATES AND DEMAND DRAFT.**

3. **APPLICATION SHOULD BE SUBMITTED IN ORIGINAL OR APPLICATION WITH SUPPORTING DOCUMENTS SUBMITTED BY TAKING PHOTOS ETC. WILL BE REJECTED.**

4. **APPLICATION NOT VISIBLE PROPERLY OR NOT READABLE.**

5. **APPLICATION SUBMITTED AFTER THE LAST DATE AND TIME.**

6. **APPLICATION NOT HAVING ALL DETAILS. APPLICATION WITHOUT PROPER PASSPORT SIZE PHOTO. APPLICATION SUBMITTED WITHOUT DEMAND DRAFT OF RS. 100 WILL BE REJECTED.**

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 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. Date, time and venue of exam centre and exam syllabus will be shared to screened eligible candidates over their emails before examination.

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 (marks sheet, degree, experience certificate etc.) in original along with one set of photocopies at the time of Personal Interaction cum Interview, for verification.

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APPLICATION FEES

Candidates need to deposit application fees of Rs. 100 in the name ***of "Pharmaceuticals & Medical Devices Bureau of India (PMBI)"*** in the form of Demand Draft only. Demand Draft shall be attached in original along with application form. Application form without Demand Draft will be rejected. In case of cancellation of recruitment for any reason, no fees will be returned to candidates.

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

PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)

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

Application for the post of_____

Recent Passport size Photo/No Selfies

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 :

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:

Place:

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