NOTICE

Subject: Notice for Computer-Based Test (CBT) and Downloading of Admit Cards against Recruitment Advt. No. 02/2026

With reference to Recruitment Advt. No. 02/2026, all eligible and provisionally shortlisted candidates are hereby informed that the Computer-Based Test (CBT) for the advertised posts will be conducted on 20th December 2026 (Sunday) at examination centres in New Delhi and Bengaluru. Admit Cards containing details of the examination centre, reporting time, and shift timings will be available for download one week prior to the examination date via the designated link sent to candidates on their registered mobile numbers and email IDs.

Examination Pattern: The exam pattern will be as follows:

Exam Pattern for the posts up to Assistant Manager (Executive Level)		
Particulars		**Marks**
MCQs (Multi Choice Questions)	Subject Matter Questions	25
	General Studies Questions	25
	English Comprehension & Grammer	20
Marks of Written Exam		**70**
Marks for Personal Interview		30
Total Marks		**100**
Exam Pattern for the posts of Deputy Manager & Above (Managerial Level)		
Particulars		**Marks**
MCQs (Multi Choice Questions)	Subject Matter Questions	25
	General Studies Questions	25
	English Comprehension & Grammer	20
Marks of Written Exam		**70**
Marks for Personal Interview		30
Total Marks		**100**
Selection will be based on the final scored marks out of 100 (Duration of Examination – 90 mins)		

Important Instructions for Candidates:

- Download and print the Admit Card well in advance using your registered credentials (Mobile or Email).
- Read all instructions on the Admit Card carefully. Bring a printed copy of the Admit Card along with a valid, original Government-issued Photo ID proof to the examination centre.
- Visit the PMBI website regularly for further updates. Please note that Admit Cards will not be sent by post.
- PMBI may add the suitable topics in the syllabus as deemed fit.

Syllabus for Written Test for reference is given in Annexure -1

Dy. CEO

Annexure – 1

S. No.	Departments	Syllabus for Written Test
1	Finance & Accounts	Accounts, Finance, Auditing, GST & Income Tax, Tally, Book Keeping, Companies Act
2	HR & Administration	HRMS, Labour Laws (PF, ESI, Gratuity, Bonus), Payroll, Recruitment, PMS, Industrial Relation, Office Admin
3	Legal	Labour Laws, Contract Act, Companies Act, Drugs & Cosmetics Act, RTI, Legal Drafting, Legal proceedings of Section 138, Types of contracts, Arbitration Act and its procedures
4	IT & MIS	Computer Application, Computer Languages, DBMS/SQL, Java/Python, Networking, MIS/ERP, Cloud, Cyber Security, SDLC
5	Procurement	GFR rules for Procurement, Types of Tenders and Tender Proceses, GeM Tender, Inventory, Supply Chain, Drugs & Cosmetics Act
6	Procurement (Pasu Aushadhi)	Veterinary Pharmacology, Animal Husbandry Drugs, BVSc, Pasu Aushadhi Scheme, GeM, GFR rules for Procurement, Types of Tenders and Tender Proceses, GeM Tender, Inventory, Supply Chain, Drugs & Cosmetics Act
7	Quality	Quality Management System in Pharmaceuticals/QA/QC, GMP/GLP, Pharma Analysis, Validation, IP/BP/USP, QMS/CAPA
8	Logistics & Supply Chain	Logistics & Supply Chain, SCM, Warehousing, Inventory, Cold Chain, Logistics, ERP (SAP etc.)
9	Media	Mass Communication, Journalism, PR, Social Media, Content Writing, Branding, Advertisement, Publicity, Modes of Advertisement & Publicity, DAVP etc.
10	Grievance Division	CPGRAMS, RTI, Grievance Redressal, Drafting etc.
11	Coordination Cell	CPGRAMS, RTI, Grievance Redressal, Drafting etc.
12	Sales & Marketing	Sales & Marketing, Pharma Marketing, Sales Management, Generic Medicines, PMBJP, Distribution, Targets setting, Goals achievement processes
13	International Assistance Division	EXIM, Pharma Export, WHO-GMP, International Marketing, Documentation, Sales & Marketing, Pharma Marketing, Sales Management

English Comprehension and Grammar: The questions will be based on candidates' basic understanding of the English language, including comprehension, vocabulary, and fundamental grammar rules.

General Studies: The questions will be based on candidates' general awareness and basic knowledge of various subjects, including History, Geography, Indian Polity, Economics, General Science, and Current Affairs.

Note: Please note syllabus given above are for reference only. Questions may be asked from all relevant topics related to the posts and qualifications.