

F. No.: PMBI/01/23/HR/2025/RECRUITMENT

(Advt. No.: 05/2025)

Pharmaceuticals and Medical Devices Bureau of India

B-500, Tower-B, 5th floor, World Trade Center

Nauroji Nagar, New Delhi – 110 029

Issue date: 25th August, 2025

Vacancy Circular

Subject: Inviting applications for appointment to the position of Chief Executive Officer of the Pharmaceuticals and Medical Devices Bureau of India, on deputation basis (on foreign service terms)

1. The Pharmaceuticals and Medical Devices Bureau of India (PMBI), a society registered under the Societies Registration Act, 1860. The objects of PMBI include working towards improvement of healthcare and pharmaceuticals value chain; making available medicines and medical devices to masses at all level at reasonable and affordable costs; promoting and ensuring generic medicines through dedicated outlets; increasing employability of youth and others and empowering them to take part in economic growth; cooperating, assisting, interacting, collaborating and establishing relations with various educational institutions, government authorities and other bodies for promoting causes similar to the aforesaid; and maximizing value for patients and improving outcomes. PMBI is the implementing agency for Pradhan Mantri Bhartiya Janaushadhi Pariyojana (PMBJP), a flagship scheme of the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, aimed at making quality generic medicines available to all at affordable prices through dedicated outlets called Jan Aushadhi Kendras.

2. Applications are invited from eligible individuals for appointment to the position of the Chief Executive Officer (CEO) of the Pharmaceuticals and Medical Devices Bureau of India (PMBI), on deputation basis (on foreign service terms), with headquarters at New Delhi. The position carries with it the responsibility to provide strategic direction in the areas of PMBJP operations, quality assurance, customer services and human resource of the organisation and delivery of sustainable outcomes, energising the PMBI team and coordinating effectively with the external environment to achieve the desired goals and impact. The CEO shall be responsible for formulation of PMBI's vision and strategy, developing its governance, organisation and capability-building systems, institutionalising robust customer and stakeholder management arrangements, ensuring its financial health, sustainability and risk management, and ensuring that policies and processes are in place to secure the objects of PMBI and achievement of the goals of PMBJP in accordance with the policies and instructions of the Government, in letter and spirit. CEO shall report to PMBI's Executive Council and Governing Council, through their respective chairpersons.

3. Eligibility

3.1 Details and eligibility criteria for the said position are as follows:

Position	Eligibility criteria
<p>Chief Executive Officer (Pay Matrix Level-13A of the 7th Central Pay Commission) (₹1,31,100 - 2,16,600)</p> <p>[Refer paragraph 4.3 for pay in case appointee's pay scale in parent Ministry/Department/organisation is higher]</p>	<ol style="list-style-type: none"> 1. Serving officer in the Government of India or a State Government, autonomous/statutory body or Public Sector Enterprise of Government of India or a State Government, who— <ol style="list-style-type: none"> (a) holds a post on regular basis in his/her parent Ministry/Department/organisation in— <ol style="list-style-type: none"> (i) analogous scale, or its equivalent scale where the parent Ministry/Department/organisation has a different pay structure, or higher scale of pay, or (ii) Pay Matrix Level-13 of the 7th Central Pay Commission (₹1,23,100 - 2,15,900) or equivalent; <li style="text-align: center;"><i>OR</i> (b) has been in regular service for at least three years in Pay Matrix Level-12 of the 7th Central Pay Commission (₹78,800 - 2,09,200) or equivalent, on the issue date of this Vacancy Circular. 2. Age below 56 years, on the issue date of this Vacancy Circular. 3. Graduate degree of— <ol style="list-style-type: none"> (a) a University incorporated by a Central, Provincial or State Act in India; or (b) other educational institution established by an Act of Parliament; or (c) other institution for higher education deemed to be a University under section 3 of the University Grants Commission Act, 1956, or equivalent qualification. <p><i>Note:</i> Eligibility criteria may be relaxed in deserving cases.</p>

3.2 Fulfilment of eligibility *per se* does not entitle a candidate to be considered for selection. For purposes of the selection process, a reasonable number of eligible candidates may be shortlisted as per such method as deemed fit, for consideration and personal interaction with the Selection Committee.

4. Terms and conditions of appointment

4.1 The period of appointment on deputation basis (on foreign service terms) will be three years, extendable based on performance evaluation, subject to a total period of deputation not exceeding five years. However, the appointee shall hold the position only so long as he/she is in regular service and has not superannuated, retired or been otherwise terminated from such service in the parent Ministry/Department/Organisation.

4.2 Applicants must meet the eligibility criteria on the issue date of this Vacancy Circular.

4.3 *Pay:* Pay Matrix Level-13A of the 7th Central Pay Commission (₹1,31,100 - 2,16,600), or where the appointee's pay scale in his/her parent Ministry/Department/organisation is higher such higher pay scale, along with admissible allowances plus deputation duty allowance as per Government of India norms.

4.4 *Medical benefits:* For medical benefits, including for eligible dependants, either group health insurance cover as per PMBI's policy in this regard (currently, there is a group health insurance cover of ₹10 lakh on family floater basis) or continued availing of medical benefits from parent organisation or the Central Government Health Scheme may be opted for.

4.5 *Housing benefits:* Housing benefits shall be as per PMBI's policy in this regard or, where the appointee is entitled to housing from parent organisation and opts for the same, such housing.

4.6 *Other benefits and facilities:* Vehicle would be provided for commuting and performance of official duties. Other benefits and facilities, including provision of laptop, mobile handset and telecommunication facilities, shall be as per PMBI's policy in this regard.

4.7 *Leave:* Leave may be availed of,—

- (a) in respect of an appointee who is a member of an All India Service, as per the All India Services (Leave) Rules, 1955; and
- (b) in respect of any other appointee, as per leave applicable to a Government servant under the Central Civil Services (Leave) Rules, 1972 (irrespective of whether or not the said rules are applicable to such appointee in his/her parent Ministry/Department/organisation),

subject to the conditions applicable under the said rules, and shall be eligible for encashment of earned leave with Leave Travel Concession to such extent as provided therein. Further, casual leave may be availed of to such extent as is admissible to a Government servant under instructions issued by the Central Government.

4.8 *Leave travel concession:* The provisions of the All India Services (Leave Travel Concession) Rules, 1975, or the Central Civil Services (Leave Travel Concession) Rules, 1988, or analogous rules applicable to the appointee in his/her parent organisation, as the case may be, will apply.

4.9 *Conduct, discipline and appeal rules:* The provisions of the All India Services (Conduct) Rules, 1968 and the All India Services (Discipline and Appeal) Rules, 1969, or the Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Classification, Control and Appeal) Rules, 1965, or analogous rules applicable to the appointee in his/her parent organisation, as the case may be, will apply.

4.10 Other terms and conditions of deputation will be governed by the provisions of the Department of Personnel and Training (DoPT) Office Memorandum (OM) no. DOPT-1716267027220, dated 28.3.2024 or Consolidated Deputation Guidelines for All India Services issued by DoPT *vide* OM no. DOPT-1718710547778, dated 18.6.2024, as the case may be, and other orders/guidelines issued by DoPT in this regard from time to time.

4.11 Any matter relating to the terms and conditions of service, in respect of which no express provision has been made as above or in foreign service terms, may be decided upon by PMBI.

4.12 Appointment will be on deputation basis (on foreign service terms) and will not confer any right to regular appointment.

5. Application procedure

5.1 Eligible and interested individuals may apply through proper channel in the form given in Annex I.

5.2 The applicant's Ministry/Department/organisation ("parent organisation") may forward application only of such eligible and interested individual who may be spared for the period of appointment in case he/she is selected. Application of individual whose services cannot be spared by the cadre controlling authority may not be forwarded.

5.3 It is clarified that in respect of members of the Indian Administrative Service, Indian Police Service and Indian Forest Service, the reference to cadre controlling authority shall mean DoPT, the Ministry of Home Affairs and the Ministry of Environment and Forest in the Government of India respectively, including in respect of members serving in the allotted State cadres.

5.4 In addition, the following would be required in respect of selected/waitlisted candidates in respect of the following:

- (a) In respect of a Central Government employee, the clearance of the Screening Committee as referred to in paragraph 3(d) of DoPT's OM no. DOPT-1716267027220, dated 28.3.2024, namely, the committee chaired by the Secretary of the Cadre Controlling Ministry/Department, with a member each, not below the level of Joint Secretary, from DoPT and the Department of Expenditure (DoE); and
- (b) In respect of a member of an All India Service, the clearance of the Screening Committee as referred to in paragraph 3.2 of the Consolidated Deputation Guidelines for All India Services issued by DoPT *vide* OM no. DOPT-1718710547778, dated 18.6.2024, namely, the committee chaired by the Cabinet Secretary, with Secretary, DoPT and Finance Secretary as members.

5.5 Only applications received through proper channel, along with the following documents, will be considered:

- (a) Application in the form given in Annex I;
- (b) Certificate from the forwarding officer in the form given in Annex II, along with—
 - (i) cadre clearance from the cadre controlling authority; and
 - (ii) copies of the ACRs/APARs for the last five years, duly attested on each page by an officer not below the level of Under Secretary to the Government of India

or an officer of equivalent level in the parent organisation.

5.6 Applications complete in all respects, in the form given in Annex I, along with the documents listed in paragraphs 5.5, may be forwarded to General Manager (Finance and Administration), Pharmaceuticals and Medical Devices Bureau of India (PMBI), B-500, Tower-B, 5th floor, World Trade Center, Nauroji Nagar, New Delhi – 110 029 and through email at **recruitment@pmbi.co.in**. Last date for receipt of applications, complete in all respects, is **08th October, 2025**. Applications that are received after the closing date or are incomplete (in terms of information or documents or otherwise) are liable to be rejected. However, if advance application has been submitted in time, submission of any supplementary documents not submitted earlier may be allowed, either by delivery at the aforesaid address during working hours and through email or, if called for personal interaction, through presentation of the same at the time of reporting at the designated venue for interaction.

6. PMBI reserves the right to withdraw this circular at any time, without assigning any reason.

General Manager (F&A)
Email: **recruitment@pmbi.co.in**

To:

1. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi, with the request to post this circular on the Department's website
2. Secretaries in charge of all Ministries/Departments of the Government of India, with the request to give wide publicity to this circular among the employees of and cadres controlled by the Ministry/Department and autonomous/statutory bodies and Public Sector Enterprises under its administrative purview
3. Director General (Human Resource), Railway Board, Ministry of Railways, with the request to give wide publicity to this circular among the employees of and cadres controlled by the Ministry and autonomous/statutory bodies and Public Sector Enterprises under its administrative purview
4. Programme Director (Administration), NITI Aayog, with the request to give wide publicity to this circular among the employees of and cadres controlled by NITI Aayog
5. Chief Secretaries of all State Governments, Government of NCT of Delhi, Government of Puducherry and Union Territory Administrations of Chandigarh, Ladakh and Andaman and Nicobar Islands, with the request to give wide publicity to this circular among the employees and cadres of the State Government / Union Territory Administration and autonomous/statutory bodies and Public Sector Enterprises under its administrative purview.
6. Advisor to the Administrator of the Union Territory Administrations of Dadra and Nagar Haveli and Daman and Diu and Lakshadweep, with the request to give wide publicity to this circular among the employees and cadres of the Union Territory Administration and autonomous/statutory bodies and Public Sector Enterprises under its administrative purview.

APPLICATION FORM

To:

General Manager (Finance and Administration)
 Pharmaceuticals and Medical Devices Bureau of India
 B-500, Tower-B, 5th floor, World Trade Center
 Nauroji Nagar
 New Delhi – 110 029

Subject: Application in response to Vacancy Circular no. Advt. No.: 05/2025, dated 25th August, 2025, for appointment to the position of Chief Executive Officer of the Pharmaceuticals and Medical Devices Bureau of India, on deputation basis

Sir/madam,

I hereby apply for the position of the Chief Executive Officer for which application have been invited by Pharmaceuticals and Medical Devices Bureau of India (PMBI) *vide* its Vacancy Circular no Advt. No.: 05/2025, dated 25th August, 2025. Application details are as under:

1.	Name of applicant: (in block letters)										Paste a recent Passport size photograph
2.	Gender (tick as appropriate)		Male		Female		Third gender				
3.	Date of birth:		D	D	M	M	Y	Y	Y	Y	
4.	Date of superannuation:		D	D	M	M	Y	Y	Y	Y	
5.	Address for correspondence:										
	Mobile number:						Email (in block letters)				
6.	Education qualification (graduation level and above):										
	Qualification (Degree, diploma, certificate etc.)	Year	Name of university, institution or other qualification- awarding body				Percentage of marks or grade point average		Discipline, branch, specialisation		
8.	Full name of service to which applicant belongs:										
9.	Details of employment, in reverse chronological order:										

	(enclose separate self-authenticated sheet, if required)				
Organisation	Position held	From	To	Scale of pay	Nature of duties
10.	Complete office address, for present employment:				
	Telephone number of present employer:				
11.	Nature of present employment: (tick appropriate box)	Regular:			
		Deputation:			
12.	If appointment in present employment is on regular basis:				
	Level/scale of pay:				
	Date of appointment to the post:				
13.	If appointment in present employment is on deputation basis:	Date of appointment:			
		Approved period of deputation:			
		Parent organisation:			
14.	Whether educational and other qualifications required for the post are satisfied (Yes/No):				
Eligibility criteria		Pay in parent organisation			
		Level/scale of pay	Date of effect of pay in such level/scale		
Serving officer in the Government of India or a State Government, autonomous/statutory body or Public Sector Enterprise of Government of India or a State Government, who— (a) holds a post on regular basis in his/her parent Ministry/Department/organisation in— (i) Pay Matrix Level-13A of the 7 th Central Pay Commission (₹1,31,100 - 2,16,600) , or its equivalent scale where the parent Ministry/ Department/ organisation has a different pay structure, or higher scale of pay, or					

	(ii) Pay Matrix Level-13 of the 7 th Central Pay Commission (₹1,23,100 - 2,15,900) or equivalent;		
	<i>OR</i> (b) has been in regular service for at least three years in Pay Matrix Level-12 of the 7 th Central Pay Commission (₹78,800 - 2,09,200) or equivalent, on the issue date of the Vacancy Circular.		
15.	Relevant training/courses attended:		
16.	Details of awards, honours, commendations etc.:		
17.	Additional information, if any, in support of applicant's suitability for the post (attach separate sheet, if required)		

Note: Details furnished in the application will be treated as final and any change sought subsequently will not be considered. Applicant is solely responsible for submissions made through this application.

Declaration

I hereby declare that all statements and particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage.

Date:

Place:

(Signature of applicant)

Certified that the service particulars given by the applicant above have been verified from his/her service records and found to be correct.

Signature with stamp of office of the forwarding authority

Certificate from forwarding authority¹
(on letterhead of Ministry/Department/organisation)

No. _____

Date: _____

1. Dr/Shri/Ms _____, member of the _____ Service / employee of this organisation², if selected for appointment of deputation to the Pharmaceuticals and Medical Devices Bureau of India, will be relieved for a period of three years.
2. The information furnished by the said member/employee have been checked against his/her service records and are correct.
3. Integrity of the said member/employee is certified.
4. No vigilance case is either pending or being contemplated against the said member/employee.
5. It is certified that no penalty has been imposed on the said member/employee during the last 10 years.

OR

The details of penalties imposed during the last 10 years, are given in the duly signed and stamped attached statement².

6. Photocopies of ACRs/APARs for the last five years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, are enclosed herewith.

Attachments/enclosures: as above

Signature:

Name:

Designation:

Tel. no.:

Email:

[Stamp of office]

Date:

Place:

¹ The forwarding authority refers to the authority in charge of cadre/service/establishment/personnel matters, in the applicant's parent organisation, in case the applicant is on deputation; and in the organisation where the applicant is employed, in other cases.

² Strike out whichever is not applicable.

Pharmaceuticals and Medical Devices Bureau of India
B-500, Tower-B, 5th floor, World Trade Center
Nauroji Nagar, New Delhi – 110 029

Vacancy Notice

No.: Advt. No.:05/2025

Issue date: 25th August 2025

The Pharmaceuticals and Medical Devices Bureau of India (PMBI) invites applications for the post of Chief Executive Officer at its Head Office at New Delhi, in Pay Level-13A of the 7th Central Pay Commission. Eligibility criteria are as follows:

- (1) Serving Officer in the Government of India or a State Government, autonomous/ statutory body or Public Sector Enterprise of Government of India or a State Government, who—
- (a) holds a post on regular basis in his/her parent Ministry/Department/organisation in—
- (i) analogous scale, or its equivalent scale where the parent Ministry/ Department/organisation has a different pay structure, or higher scale of pay, or
- (ii) Pay Matrix Level-13 of the 7th Central Pay Commission (₹1,23,100 - 2,15,900) or equivalent;

OR

- (b) has been in regular service for at least three years in Pay Matrix Level-12 of the 7th Central Pay Commission (₹78,800 - 2,09,200) or equivalent, on the issue date of the Vacancy Circular.

- (2) Age below 56 years, on the issue date of the Vacancy Circular.

- (3) Graduate degree or equivalent qualification.

2. Further details, including the terms and conditions of deputation and application procedure, are available on the website of PMBI (<https://recruitment.pmbi.co.in>).

3. Interested individuals, who are eligible, may apply through proper channel, as per the application procedure, to **General Manager (F&A), Pharmaceuticals and Medical Devices Bureau of India, B-500, Tower-B, 5th floor, World Trade Center, Nauroji Nagar, New Delhi – 110 029** and also send the same through email at recruitment@pmbi.co.in. Last date for receipt of applications complete in all respects is 08th October, 2025.

General Manager (F&A)