

PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)



(Set up under the Department of Pharmaceuticals, Govt. of India)
E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055



WALK - IN - INTERVIEWS IN PMBI

Advt. No. 01/2024

Pharmaceuticals & Medical Devices Bureau of India (PMBI) is the implementing agency for Pradhan Mantri Bhartiya Janaushadhi Pariyojana of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India. The objective of the scheme is to make available quality generic medicines at affordable prices to all. PMBI is expanding its operations and has urgent requirement in different departments. Walk-in-Interviews for such positions shall be held as follows:

Name of Posts and Department	Total Posts	Place of Posting	Date and Time of Interviews	Venue (Place/ Address) of Walk-in-Interviews
Executive (Legal)	01	Delhi & NCR	07.02.2024 WEDNESDAY (10:30 AM to 01:00 PM)	Pharmaceuticals & Medical Devices Bureau of India (PMBI), E-1, 8 th Floor, Videocon Tower, Jhandewalan Extn., New Delhi -110055
Assistant Manager (IT & MIS)	01	Delhi & NCR	07.02.2024 WEDNESDAY (02:00 PM to 05:00 PM)	
Sr. Executive / Executive (Sales & Marketing)	02	Delhi & NCR	08.02.2024, THURSDAY (10:30 AM to 01:00 PM)	
Sr. Marketing Officer (Sales & Marketing)	01	Kolkata, West Bengal	08.02.2024, THURSDAY (02:00 PM to 05:00 PM)	
Sr. Executive (Logistics & Supply Chain)	01	All India	09.02.2024, FRIDAY (10:30 AM to 01:00 PM)	
Sr. Executive (Quality Control)	03	All India	09.02.2024, FRIDAY (02:00 PM to 05:00 PM)	
Executive (Finance & Accounts)	01	Delhi & NCR	12.02.2024 MONDAY (10:30 AM to 01:00 PM)	

Eligible candidates may appear for Walk-in-Interviews on the above-mentioned dates on given venue. For the application form, salary structure and detailed terms & conditions visit at our website: janaushadhi.gov.in.

Details of Posts, Eligibility Criteria, Emoluments and Job Description

Legal

01.Executive (Legal)

1	Post Name	Executive
2	No. of Vacancy	01
3	Department	Legal
4	Age (Maximum)	28 Years
5	Qualification	LLB (LLM from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 1 year experience in Legal work/procedures. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 25,000/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
12	Job Description	1. Responsible to handle all legal matters of the organisation. 2. Draft and review contracts such as agreements, leases, licenses and more. 3. To provide legal advice on legal matter and obligations of organisation. 4. To conduct research legislative issues. 5. Review and edit all legal, regulatory, tender documents. 6. To review the legal risks involved in various business deals and share the same with the management. 7. Responsible to handle all litigation works (Attending all court cases on dates etc.) 8. Responsible to deal with external law authorities 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract period	03 Years. Contract shall be renewed on satisfactory performance.

IT & MIS**02. Assistant Manager (IT & MIS)**

1	Posts Name	Assistant Manager
2	No. of Vacancy	01
3	Department	IT & MIS
4	Age (Maximum)	32 Years
5	Qualification	BCA/B.Tech. or B. Sc. in Computer Science. (MCA/M. Tech. or M. Sc. Computer Science in will be an added advantage)
6	Experience	Minimum 04 years' experience in IT/MIS. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 40,000/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
12	Job Description	1. To work on coding language like ASP. NET/PHP with CMS (content management system) or any other frameworks including database i.e.; SQL / My SQL 2. Responsible for preparation of algorithms, flow charts and payment gateway integration. 3. Responsible for Functional/Technical design documentation and Crystal reports analysis. 4. Responsible to work with any open-source cross-platform/web servers. 5. Research and identify solutions to software and hardware issues of PMBJKs users. 6. Diagnose and troubleshoot technical issues, including account setup. 7. Refer to internal database or external resources to provide accurate tech solutions. 8. Prioritize and manage several open issues at one time. 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract Period	03 years. Contract shall be renewed on satisfactory performance

SALES & MARKETING**03. Senior Executive (Sales & Marketing)**

1	Posts Name	Senior Executive
2	No. of Vacancy	01
3	Department	Sales & Marketing
4	Age (Maximum)	30 Years
5	Qualification	Graduation in any discipline except music & fine arts. (MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 03 Years of experience in Sales & Marketing / backend office job. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 30,000/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
12	Job Description	1. Ensure proper data management of all activities of Sales & Marketing department. 2. Responsible to ensure smooth working of customer care/call center and collection of all information/data in software. 3. Preparation of daily reports of operations. 4. Ensure effective implementation of PMBJP scheme guidelines. 5. Responsible for issuance of approval of opening of PMBJK in timely manner. 6. To maintain record related to PMBJK applications. 7. Responsible for taking regular feedback from PMBJK owners. 8. To solve problem received from PMBJK owners and applicants. 9. To take follow up with concerned Marketing Officers on regular basis. 10. Any other duties assigned by seniors, all day-to-day matters pertaining to above & and other responsibilities assigned by management.
13	Contract Period	03 years. Contract shall be renewed on satisfactory performance

04. Executive (Sales & Marketing)

1	Posts Name	Executive
2	No. of Vacancy	01
3	Department	Sales & Marketing
4	Age (Maximum)	28 Years
5	Qualification	Graduation in any discipline except music & fine arts (MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 01 years' experience in Sales or Marketing/Backend office job. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 25,000/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
12	Job Description	1. Responsible for issuance of approval of opening of PMBJK in timely manner. 2. To maintain record related to PMBJK applications. 3. Responsible for taking regular feedback from PMBJK owners. 4. To solve problem received from PMBJK owners and applicants. 5. To take follow up with concerned Marketing Officers on regular basis. 6. Responsible for data collection of all activities related to Sales & Marketing. 7. Responsible to ensure smooth working of customer care/call center and collection of all information/data in software. 8. Preparation of daily reports of operations. 9. Ensure effective implementation of PMBJP scheme guidelines. 10. Any other duties assigned by seniors, all day-to-day matters pertaining to above & and other responsibilities assigned by management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

05. Senior Marketing Officer (Sales & Marketing)

1	Posts Name	Senior Marketing Officer
2	No. of Vacancy	01
3	Department	Sales & Marketing
4	Age (Maximum)	30 Years
5	Qualification	Graduation in any discipline except music & fine arts (MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 03 years' experience in Sales or Marketing in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 30,000/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 Medclaim 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	Kolkata, West Bengal
12	Job Description	1. Leading and attracting all towards the noble Mission, Pradhan Mantri Bhartiya Janaushadhi Pariyojana for opening of new PMBJKs and for creating awareness. 2. Responsible to work, correspond, network with individuals, social organizations, NGOs, Govt. and Semi Govt. organizations and other officials to open new PMBJKs and to increase footfall of existing stores. 3. Develop and implementation of various plans & strategies to ensure optimum sales from each Distributors/ Pradhan Mantri Bhartiya Janaushadhi Kendras (PMBJKs). 4. Monitoring stocks at Distributors/ PMBJKs level with the help of SAP and Head Office staff. 5. Ensure regular orders from Distributors/ PMBJKs sent for the supply to CWH and ensure regular follow up with CWH for timely supply. 6. Organize mass contact programs and activities among the society to increase awareness about PMBJP and help increasing foot falls to the stores to increase the sales. 7. Ensure all possible support to the Pradhan Mantri Bhartiya Janaushadhi Kendras. 8. To co-ordinate with Media department to build the image of PMBJP and create awareness about generic medicines. 9. All day-to-day matters pertaining to above & any other responsibilities assigned by competent authority.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

LOGISTICS & SUPPLY CHAIN**06. Senior Executive (Logistics & Supply Chain)**

1	Posts Name	Senior Executive
2	No. of Vacancy	01
3	Department	Logistics & Supply Chain
4	Age (Maximum)	30 Years
5	Qualification	Graduation in any discipline except music & fine arts. (Knowledge of logistics software like SAP will be an added advantage)
6	Experience	Minimum 03-years' experience in Logistics & Supply Chain Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 30,000/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	All India
12	Job Description	1. To ensure availability of stock at all points Distributors, Kendras etc. 2. Responsible to keep all records of dispatches w. r. t. payments. 3. Ensure proper communication between End-to-End Supply Agency, Central warehouse, regional warehouse and Kendras. 4. Timely solution of all market queries for supply chain. 5. Ensure proper coordination between Finance & Accounts and other stake holders for payment and other issues. 6. Processing of all commission claim / expense claims of all stakeholders. 7. Ensure proper dispatches of free supplies as per PMBI Policy. 8. Ensure timely inbound or outbound supply operations in co-ordination with End-to-End Supply agency. 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract period	03 Years. Contract shall be renewed on satisfactory performance.

QUALITY**07.Senior Executive (Quality)**

1	Posts Name	Senior Executive
2	No. of Vacancy	03
3	Department	Quality Control
4	Age (Maximum)	30 Years
5	Qualification	B. Pharma. (M. Pharma from reputed Institutions/Universities will be an added advantage.)
6	Experience	Minimum 03 years' experience in Quality Control/ Quality Assurance/Quality Regulatory profile in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference
7	Consolidated Pay	Rs. 30,000/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	All India
12	Job Description	1. To review in-house test reports and communication of the same with manufacturer for further process. 2. To review NABL test reports, in case discrepancy, communication with NABL laboratories for further procedures. 3. Receiving / checking / monitoring test reports and communications for stock transfer from hold to saleable. 4. Examine the control as well as stock in case complaint received from market and make the report. 5. Responsible for all Lab payments after examination. 6. Responsible for all artwork related works. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

FINANCE & ACCOUNTS

08. Executive (Finance & Accounts)

1	Posts Name	Executive
2	No. of Vacancy	01
3	Department	Finance & Accounts
4	Age (Maximum)	28 Years
5	Qualification	B.Com. (MBA (Finance)/M.Com. will be an added advantage)
6	Experience	Minimum 1 year experience in Finance & Accounts. Candidates having experience of the same profile in the Government sector shall be given preference.
7	Consolidated Pay	Rs. 25,000/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
12	Job Description	1. To assist in preparation of financial statements and reports that are appropriate for the users as per the government norms. 2. To assist in preparation of all statutory compliances and prepare the data as per the requirements of the organization e.g. Goods and Services Tax, Income Tax, Sales Tax, Service Tax etc. 3. Maintenance of accounts payable, accounts receivable and credit control. 4. To assist in preparation of various reports on spending, savings, strategies of expansion, resources required, cost saving and profit maximization etc. 5. To update and maintain the accounting software. 6. Responsible for managing monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements. 7. Coordination with all department (Internal & External) for financial queries & their solutions. 8. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

General Terms & Conditions

1. The appointment is purely on contractual basis, and it is not against any permanent vacancy. This appointment will not entitle any candidate to claim for regular/ permanent employment in PMBI.
2. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post, in case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not fulfill the criteria, his / her candidature / services are liable for rejection/ termination without notice with further legal proceedings. The cut-off date for age and experience will be 31.12.2023.
3. Person having experience of working in Government pharma sector in same profile may get preference.
4. The incumbent is liable to be transferred/posted in any place of India at the discretion of PMBI. The selected candidate should be able to join at the earliest.
5. PMBI has the right to reject the entire selection process/ advertisement at any stage and the decision of PMBI shall be final in this regard.
6. PMBI reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. Mere 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.
7. Appointment will be on whole time contractual basis on the following terms & conditions.
 - a) He/ She will be entitled to consolidated pay, conveyance and telephone allowance and provident fund as per rules.
 - b) He/ She will be entitled to leaves as per PMBI rules.
 - c) PMBI reserves the right to revise the terms & conditions during the tenure of the contract.
 - d) The contractual appointment will automatically come to an end on the expiry of the contractual period and no notice pay or retrenchment compensation will be payable to candidate. During the contract period in case performance of candidate is not found satisfactory or for any other reason, contract can be terminated without assigning any reason by giving 30 days' notice or 30 days remuneration in lieu thereof.
 - e) Candidate will devote his/her whole time and attention in the interest of the Bureau and will not engage himself/herself in any other work/ assignment either fulltime or part time, either paid or in honorary capacity. As a contractual employee, you will maintain a high standard of loyalty, efficiency and integrity.

8. Initially contractual appointment will be for three years, and which may or may not be extended based on the performance. There will be six months' observation period during the first-year contract, which may or may not be extended based on the performance. During the period of first year of contract, from the date of joining including the period spent on observation, if the employee leaves/resigns/abandons the services or violates the terms of the appointment, employee will have to pay liquidated damages amounting to three months' consolidated pay.
9. 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.
10. No. of posts shall be increased/decreased, basis on the requirement of internal departments.
11. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
12. Candidates are advised to check their emails regularly for the updates.
13. Please note that no TA/DA shall be paid to any candidate for appearing in Interview in PMBI.
14. Eligible candidates may appear for Walk-in-Interviews at **Pharmaceuticals & Medical Devices Bureau of India (PMBI) at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055** as per following schedule:
15. For application form, detailed terms and conditions visit at our website: janaushadhi.gov.in.

Name of Posts and Department	Total Posts	Place of Posting	Date and Time of Interviews	Venue (Place/ Address) of Walk-in-Interviews
Executive (Legal)	01	Delhi & NCR	07.02.2024 WEDNESDAY (10:30 AM to 01:00 PM)	Pharmaceuticals & Medical Devices Bureau of India (PMBI), E-1, 8 th Floor, Videocon Tower, Jhandewalan Extn., New Delhi -110055
Assistant Manager (IT & MIS)	01	Delhi & NCR	07.02.2024 WEDNESDAY (02:00 PM to 05:00 PM)	
Sr. Executive / Executive (Sales & Marketing)	02	Delhi & NCR	08.02.2024, THURSDAY (10:30 AM to 01:00 PM)	
Sr. Marketing Officer (Sales & Marketing)	01	Kolkata, West Bengal	08.02.2024, THURSDAY (02:00 PM to 05:00 PM)	
Sr. Executive (Logistics & Supply Chain)	01	All India	09.02.2024, FRIDAY (10:30 AM to 01:00 PM)	
Sr. Executive (Quality Control)	03	All India	09.02.2024, FRIDAY (02:00 PM to 05:00 PM)	
Executive (Finance & Accounts)	01	Delhi & NCR	12.02.2024 MONDAY (10:30 AM to 01:00 PM)	

16. For any other assistance, candidates may call us @ 011-49431800.

Selection Process

The selection process shall be followed by two stage process:

1. Initial Screening

2. Personal Interview

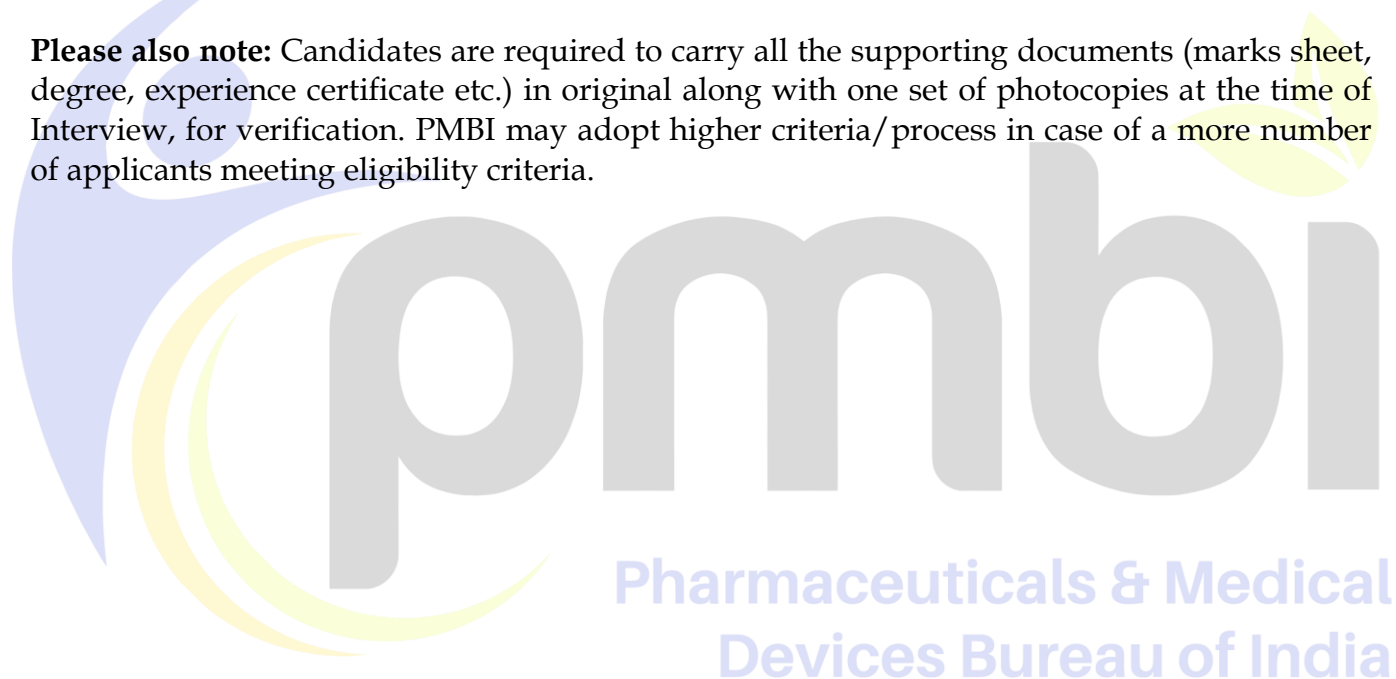
Initial Screening

Candidates are requested 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, verified and screened and the candidates, whose candidature will be found suitable and eligible, will be called for the next round of Personal Interview.

Personal Interview

In the second round, there will be Personal Interview of the candidates, whose application forms have been successfully verified and those found suitable for the requirements. Based on the credentials and performance in the personal interview, the candidates will be shortlisted, and the offer of appointment shall be issued to the suitable candidate in the order of merit.

Please also note: Candidates are required to carry all the supporting documents (marks sheet, degree, experience certificate etc.) in original along with one set of photocopies at the time of Interview, for verification. PMBI may adopt higher criteria/process in case of a more number of applicants meeting eligibility criteria.



PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)



(Set up under the aegis of Department of Pharmaceuticals, Govt. of India)
E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055



Application for the Post of _____

1. Name of the Candidate :
2. Sex (Male/Female/Others) :
3. Father's Name :
4. Mother's Name :
5. Age & Date of Birth :
6. Permanent Residential Address :

Recent
Photo

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:

Note: Resume in details may be attached.