

# PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)



(Set up under the Department of Pharmaceuticals, Govt. of India)

B-500, Tower B, 5<sup>th</sup> Floor, World Trade Centre, Nauroji Nagar,

New Delhi - 110029



## VACANCY CIRCULAR

Advt. No. 01 / 2025

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. PMBI invites applications from eligible candidates for the following posts on contractual basis.

S. No.	Name of Posts	No. of Vacancy	Department	Place of Posting
1	Assistant Manager	04	Sales & Marketing	All India
2	Marketing Officer/ Executive	09		All India
3	Assistant Manager	02	Procurement	Delhi & NCR
4	Executive	05		Delhi & NCR
5	Assistant Manager	03	Quality	All India
6	Executive	06	Finance & Accounts	Delhi & NCR
7	Assistant Manager	03	IT & MIS	Delhi & NCR
8	Assistant Manager	01	HR & Admin.	Delhi & NCR

Interested, eligible candidates can apply up to 28.02.2025 at <https://recruitment.pmbi.co.in/>. Details of posts, eligibility criteria, salary structure and other terms & conditions etc. of appointment are available at website: [janaushadhi.gov.in](http://janaushadhi.gov.in).

Pharmaceuticals & Medical  
Devices Bureau of India  
CEO, PMBI

## Details of Posts, Eligibility Criteria, Emoluments and Job Description

### **SALES & MARKETING**

#### **01. Assistant Manager (Sales & Marketing)**

1	<b>Post Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	04
3	<b>Department</b>	Sales & Marketing
4	<b>Age (Maximum)</b>	34 Years
5	<b>Essential Qualification</b>	B. Pharma. /B.Sc. (Biotech.)/B.Sc. (Medicinal Chemistry) /B.Sc. (Pharmaceutical Chemistry) (MBA in Sales/Marketing will be desirable qualification)
6	<b>Experience</b>	Minimum 04 years' experience in Sales or Marketing in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 48,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	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	<b>Place of Posting</b>	All India
12	<b>Job Description</b>	1. To Coordinate and oversee the Sales & Marketing functions for the implementation of the PMBJP scheme. 2. Ensure proper implementation of comprehensive Sales & Marketing plans and communication programs that will enhance the Organization's image and position in the marketplace. 3. Attraction of applications for opening of PMBJKs and ensure screening, selection and evaluation to confirm fulfilment of criteria as prescribed by PMBJP. 4. Develop and implementation of various plans & strategies to ensure optimum sales from each Distributors/ Pradhan Mantri Bhartiya Janaushadhi Kendras (PMBJKs). 5. Monitoring stocks at Distributors/ PMBJKs level with the help of SAP and Head Office staff. 6. Responsible for fixing the collection targets and achievement of the same in timely manner. 7. Organize mass contact programs and activities among the society through social organizations to increase awareness about PMBJP and help Kendras in increasing foot falls to the stores to increase the sales. 8. Any other responsibilities assigned by Management
13	<b>Contract period</b>	03 years. Contract shall be renewed on satisfactory performance.

## 02. Marketing Officer (Sales & Marketing)

1	<b>Posts Name</b>	Marketing Officer/Executive
2	<b>No. of Vacancy</b>	09
3	<b>Department</b>	Sales & Marketing
4	<b>Age (Maximum)</b>	28 Years
5	<b>Essential Qualification</b>	B. Pharma. (MBA in Sales/Marketing will be desirable qualification)
6	<b>Experience</b>	Minimum 01-year experience in Sales or Marketing in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 30,000/month
8	<b>Conveyance Allowance</b>	Rs. 5,000/month
9	<b>Telephone Allowance</b>	Rs. 500/month
10	<b>Other Facilities</b>	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	<b>Place of Posting</b>	All India
12	<b>Job Description</b>	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	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance

**PROCUREMENT**

**03. Assistant Manager (Procurement)**

1	<b>Posts Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	02
3	<b>Department</b>	Procurement
4	<b>Age (Maximum)</b>	34 Years
5	<b>Essential Qualification</b>	B. Pharma. /B.Sc. (Biotech.)/B.Sc. (Medicinal Chemistry)/B.Sc. (Pharmaceutical Chemistry)  (MBA (Pharma)/M. Pharma/M.Sc. (Biotech) /M.Sc. (Medicinal Chemistry) /M.Sc. (Pharmaceutical Chemistry) will be desirable qualification)
6	<b>Experience</b>	Minimum 04 years' experience in Procurement/Purchase department. Candidates having experience in same profile in Government sector shall be given preference
7	<b>Consolidated Pay</b>	Rs. 48,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	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	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. Prepare purchase orders and send copies to suppliers and to departments originating requests. 2. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders. 3. Processing files to forfeit EMDs in case of quality failure. 4. Prepares evaluation reports and other corresponding documents for approval and signing the finalized proposals. 5. Prepare reports of purchase order with updated status. 6. Settle vendor's issues related to payment and material quality rejection. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance

#### 04.Executive (Procurement)

1	<b>Posts Name</b>	Executive
2	<b>No. of Vacancy</b>	05
3	<b>Department</b>	Procurement
4	<b>Age (Maximum)</b>	28 Years
5	<b>Essential Qualification</b>	B. Pharma. /B.Sc. (Biotech.)/B.Sc. (Medicinal Chemistry)/B.Sc. (Pharmaceutical Chemistry)  (MBA (Pharma)/M. Pharma/M.Sc. (Biotech) /M.Sc. (Medicinal Chemistry) /M.Sc. (Pharmaceutical Chemistry) will be desirable qualification)
6	<b>Experience</b>	Minimum 01-year experience in Procurement/Purchase department.  Candidates having experience in same profile in Government sector shall be given preference
7	<b>Consolidated Pay</b>	Rs. 30,000/month
8	<b>Conveyance Allowance</b>	Rs. 5,000/month
9	<b>Telephone Allowance</b>	Rs. 500/month
10	<b>Other Facilities</b>	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	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. To assist in preparation of purchase orders and send copies to suppliers and to departments originating requests. 2. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders. 3. Processing files to forfeit EMDs in case of quality failure. 4. Assist in preparing evaluation reports and other corresponding documents for approval and signing of finalized proposals. 5. Assist in preparing reports of purchase order with updated status. 6. Settle vendor issues related to payment and material quality rejection. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance

## QUALITY

### **05. Assistant Manager (Quality)**

1	<b>Posts Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	03
3	<b>Department</b>	Quality
4	<b>Age (Maximum)</b>	34 Years
5	<b>Essential Qualification</b>	B. Pharma. /B.Sc. (Biotech.)/B.Sc. (Medicinal Chemistry)/B.Sc. (Pharmaceutical Chemistry)  (M.Pharma/M.Sc. (Biotech) /M.Sc. (Medicinal Chemistry) /M.Sc. (Pharmaceutical Chemistry) will be desirable qualification)
6	<b>Experience</b>	Minimum 04 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	<b>Consolidated Pay</b>	Rs. 48,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	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	<b>Place of Posting</b>	All India
12	<b>Job Description</b>	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	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance

## FINANCE & ACCOUNTS

### 06. Executive (Finance & Accounts)

1	<b>Posts Name</b>	Executive
2	<b>No. of Vacancy</b>	06
3	<b>Department</b>	Finance & Accounts
4	<b>Age (Maximum)</b>	28 Years
5	<b>Essential Qualification</b>	B.Com.  (MBA (Finance)/M.Com./CA (Inter) will be desirable qualification)
6	<b>Experience</b>	Minimum 01-year experience in Finance & Accounts.  Candidates having experience of the same profile in the Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 30,000/month
8	<b>Conveyance Allowance</b>	Rs. 5,000/month
9	<b>Telephone Allowance</b>	Rs. 500/month
10	<b>Other Facilities</b>	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	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	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	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance

**IT & MIS****07. Assistant Manager (IT & MIS)**

1	<b>Posts Name</b>	Assistant Manager
2	<b>No. of Vacancy</b>	03
3	<b>Department</b>	IT & MIS
4	<b>Age (Maximum)</b>	34 Years
5	<b>Essential Qualification</b>	BCA/B.Tech. or B. Sc. in Computer Science.  (MCA/M.Tech. or M.Sc. Computer Science will be desirable qualification)
6	<b>Experience</b>	Minimum 04 years' experience in IT/MIS.  Candidates having experience in same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 48,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	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	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	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	<b>Contract period</b>	03 Years.  Contract shall be renewed on satisfactory performance.



## HR & Administration and Legal

### 08. Assistant Manager (HR)

1	<b>Post Name</b>	Assistant Manager (HR)
2	<b>No. of Vacancy</b>	01
3	<b>Department</b>	HR & Administration
4	<b>Age (Maximum)</b>	34 Years
5	<b>Qualification</b>	MBA (HR) (LLB will be desirable qualification)
6	<b>Experience</b>	Minimum 04 years' experience in Human Resource (HR). Candidates having experience in same profile in Government sector shall be given preference.
7	<b>Consolidated Pay</b>	Rs. 48,000/month
8	<b>Conveyance Allowance</b>	Rs. 6,000/month
9	<b>Telephone Allowance</b>	Rs. 1,000/month
10	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Medclaim Policy of Rs. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	<b>Place of Posting</b>	Delhi & NCR
12	<b>Job Description</b>	1. To manage Recruitment, Selection, Appraisals, Contract Extensions and Closures. 2. To handle and manage the HRMS. 3. Assist in day-to-day HR and administrative work for e.g. Attendance, Leave, Regulatory etc. 4. To handle and manage HR data and files. 5. Training of employees on onboarding and as and when required. 6. To ensure timely joining formalities manually and online in HRMS. 7. Maintenance of PF compliances, Group Medclaim Insurance and other insurance works. 8. To manage monthly pay reports with the help of HRMS. 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
	<b>Contract period</b>	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 31.01.2025.
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 allowance, internet & telephone allowance, provident fund and gratuity as per rules. Except the above allowances, you 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.

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. Interested, eligible candidates can apply up to 31.01.2025 at <https://recruitment.pmbi.co.in/>.
15. Details of posts, eligibility criteria, salary structure and other terms & conditions etc. of appointment are available at website: [janaushadhi.gov.in](http://janaushadhi.gov.in).
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 fill online form at <https://recruitment.pmbi.co.in/>. with uploading copies 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 stage of Personal Interview. To shortlist the applications the following grading criteria will be adopted:

<b>GRADING SYSTEM FOR SHORTLISTING APPLICATIONS</b>		
<b>S.NO.</b>	<b>PARTICULARS</b>	<b>MARKS</b>
<b>QUALIFICATION GRADING</b>		
<b>A</b>	ESSENTIAL QUALIFICATION	5
	ADDITIONAL QUALIFICATION	3
<b>MAXIMUM MARKS FOR QUALIFICATION</b>		<b>8</b>
<b>QUALIFICATION PERCENTAGE GRADING</b>		
<b>B</b>	PERCENTAGE UPTO 50%	5
	PERCENTAGE BETWEEN 50% TO 70%	7
	PERCENTAGE 70% AND ABOVE	10
<b>MAXIMUM MARKS FOR QUALIFICATION PERCENTAGE</b>		<b>10</b>
<b>EXPERIENCE GRADING</b>		
<b>C</b>	ESSENTIAL EXPERIENCE	5
	TWICE ESSENTIAL EXPERIENCE	5
	EQUIVALENT GOVERNMENT EXPERIENCE	2
<b>MAXIMUM MARKS FOR EXPERIENCE</b>		<b>12</b>
<b>MAXIMUM MARKS A + B + C = 30</b>		

Note: PMBI may adopt higher grading criteria/process in case of large number of applicants meeting eligibility criteria.

#### **Personal Interview**

In the second stage, 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.

*(For any further clarification, candidates may send their query vide email at [recruitment@janaushadhi.gov.in](mailto:recruitment@janaushadhi.gov.in) or may call us @ 011-49431800)*