

# PHARMACY COUNCIL OF INDIA

(A Statutory Body under the Ministry of Health and Family Welfare)

NBCC Centre, 3rd Floor, Plot No.2, Community Centre, Maa Anandamai Marg,  
Okhla Phase I, New Delhi - 110 020

## **APPLICATION FOR THE POST OF ADVISOR AND ACCOUNTANT**

Pharmacy Council of India (PCI) is a statutory body working under the Ministry of Health and Family Welfare, Government of India. It is constituted under the Pharmacy Act, 1948 to regulate the profession of pharmacy.

The Council is in search of suitable Indian Nationals for appointment to the following posts on **Contractual basis** and has invited online applications for the same. The selected candidates are liable to be posted at PCI Office at New Delhi.

The detail of the post is as under:

1.	<b>Post – Advisor – 03 ( On Contract)</b>	
	<b>Pay</b>	1.0 lakh per month consolidated. However higher salary can be considered for the meritorious candidate
	<b>Age</b>	Not more than 50 years as on 31.08.2021
	<b>Period of Contract</b>	3 years, subject to extension
	<b>Job Description</b>	<p><b>Essential Skills</b></p> <ul style="list-style-type: none"><li>• Management of Approval process of Pharmacy institutions under the Pharmacy Act 1948 and Regulations made there under which includes evaluating the inspection reports, office note for any shortcomings and prepare the agenda.</li><li>• RTI and Public Grievances management.</li><li>• Provide supporting data for preparation of replies to court matters and Parliament Questions.</li><li>• Proficiency in framing policies and schemes as per the provisions of the Pharmacy Act 1948 and various Regulations made thereunder.</li><li>• Management of amendments in the Pharmacy Act and Regulations made thereunder.</li><li>• Pursuance with parent ministry / other departments.</li><li>• Management of various meetings of the Council.</li><li>• Management of RTI, Court cases and Public Grievances.</li><li>• Providing supporting data for preparation of replies to Parliament Questions.</li></ul> <p>Any other work as assigned by the Competent Authority from time to time.</p> <p><b>Desirable skills</b></p> <ul style="list-style-type: none"><li>• Fluency in English.</li><li>• Proficiency in verbal and written communications.</li><li>• Knowledge of modern management techniques, computer applications.</li><li>• Experience with computer-based surveys and a wide-range of cognitive or educational measures.</li></ul>

	<b>Qualification</b>	Ph.D in Pharmacy with UG and PG (M.Pharm or Pharm.D) qualification in Pharmacy obtained from an institution approved under section 12 of the Pharmacy Act, 1948.
	<b>Experience</b>	Minimum 15 years post qualification experience in teaching / research / regulatory out of which 5 years should be in the administrative responsibility.
Preference will be given to the candidate working in Government institutions / Universities.		

2.	<b>Post – Advisor (Accounts ) – 01 ( On Contract)</b>	
	<b>Pay</b>	1.0 lakh per month consolidated.
	<b>Age</b>	Not more than 50 years as on 31.08.2021
	<b>Period of Contract</b>	3 years, subject to extension
	<b>Job Description</b>	<p><b>Essential Skills</b></p> <p>Proficiency in -</p> <ul style="list-style-type: none"> <li>• Preparation of budget under Plan and Non-Plan Head for various schemes.</li> <li>• Preparation of Annual Accounts of the Council and submission to MoH&amp;FW and CAG.</li> <li>• Coordination with CAG in conducting certification &amp; transaction Audit every year.</li> <li>• RTI and court matter management.</li> <li>• Ensure compliance as per various laws like GST, Income Tax or any other applicable law/s.</li> </ul> <p>Any other work as assigned by the Competent Authority from time to time.</p> <p><b>Desirable skills</b></p> <ul style="list-style-type: none"> <li>• Fluency in English.</li> <li>• Proficiency in verbal and written communications.</li> </ul> <p>Knowledge of modern management techniques, computer applications related to accounts software like Tally etc</p>
	<b>Qualification</b>	CA or Master in Commerce and Accounts
	<b>Experience</b>	Minimum 15 years experience of Central or State Governments or Central / State Govt. Universities or Autonomous Bodies set up by Government in accounting / budgeting / auditing / Indirect Tax / cash and general finance matters. Knowledge of Government rules and regulations.
Preference will be given to the candidate working in government departments, central or state universities, central and state ministries and any other government department.		

3	<b>Post – Accountant – 02 (On Contract)</b>	
	<b>Pay</b>	Rs 35,453/- Per month consolidated
	<b>Age</b>	Not more than 30 years as on 31.08.2021
	<b>Period of Contract</b>	3 years, subject to extension
	<b>Job Description</b>	<b>Essential Skills</b> <ul style="list-style-type: none"> <li>• Reconciliation of various bank accounts.</li> <li>• Scrutiny of the bills submitted by PCI inspectors, suppliers, vendors and service providers etc and submit for approval of the competent authority as per the timeline SOP of the council.</li> <li>• Finalization of pay bill for the employees of the council and pensioners and timely release of salaries and pensions or any other approved request.</li> <li>• Any other work as assigned by the competent authority from time to time</li> </ul> <b>Desirable skills</b> <ul style="list-style-type: none"> <li>• Knowledge of modern management techniques, computer applications related to accounts software like Tally etc.</li> </ul>
	<b>Qualification</b>	B.Com
	<b>Experience</b>	Minimum 3 years experience in accounting / budgeting / handling of bills, cash and general finance matter.  Knowledge of Government rules & regulations.
Preference will be given to the candidate working in government departments.		

**Registrar cum Secretary**

### **GENERAL TERMS AND CONDITIONS**

1. Number of post(s) is tentative, may vary and the Council reserves the right to increase or decrease the number of posts and may or may not fill any post(s).
2. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential qualification, desirable skills and experience for a post does not entitle the candidate to be called for interview.
3. Interested candidates may apply only online on PCI Web portal [www.pci.nic.in](http://www.pci.nic.in) on or before 20 days from the date of publication of advertisement. Please upload the desired certificates (duly self attested) in support of their educational qualifications and experience etc. and passport size photo alongwith the application form.
4. In case of applicant from Government organizations –
  - a. The application has to be forwarded by the present employer along with requisite self-attested supporting documents so as to reach on or before on or before 20 days from the date of publication of advertisement **marked in the name of Accounts officer, Pharmacy Council of India, NBCC Centre, 3rd Floor, Plot No.2, Community Centre, Maa Anandamai Marg, Okhla Phase I, New Delhi - 110 020.**
  - b. The envelope containing application should be super-scribed with POST APPLIED FOR.
  - c. Working with government organizations may send an advance copy of the duly filled and downloaded application form. However, such an application shall be entertained only when application through proper channel (Forwarding Authority) is also received subsequently.
  - d. Working with government organizations shall furnish original **“No Objection Certificate”** from the parent department/ present employer at the time of interview. They should also upload the same with the online application if made available at the time of applying. The prescribed format is enclosed as **Annexure – 1.**
  - e. Vigilance clearance certificate and integrity certificate shall furnish as per prescribed format is enclosed as **Annexure – 2.**
5. The candidates short-listed for interview will be informed by e-mail and/or by Post. The Council will not be responsible for any postal delay.
6. Original Educational Qualification, Experience and other certificate, etc. should be produced only at the time of interview.
7. The decision of the Council in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.

8. The candidates are required to bring the following documents at the time of interview in, otherwise they will not be entertained to attend the interview:
- a. Original Qualification Certificates
  - b. Original Date of Birth Certificate (10th or 11th certificate issued by the board having DoB)
  - c. Latest month's payslip/ salary transfer proof.
  - d. PAN Card
  - e. NOC in original (As per Annexure) (For candidates working in government organizations).
  - f. ACRs for last three years **(In sealed Cover)**. (For candidates working in government organizations).
  - g. Original Integrity Certificate and Vigilance Clearance Certificate **(In Sealed Cover)**. (For candidates working in government organizations).

In case of photocopies of A.C.Rs/A.P.A.Rs, these may be attested by an officer not below the rank of Under Secretary/equivalent.

9. The **maximum age limit will not be relaxed under any circumstances.**
10. Applications received offline and/or found to be incomplete in any manner or not submitted in the prescribed proforma will not be entertained.
11. Shortlisted candidates who do not bring original documents mentioned at Sr. No. 8 above will not be allowed to appear for the interview.

**Registrar cum Secretary**