

**Terms and Conditions, Remuneration etc. for hiring the staff for PCI on contract basis**

S.No.	Name of Post	No. of Posts	Consolidated salary	Educational Qualification and Experience	Age	Tenure	Skills
1.	<b>Advisor : Approval Bureau</b>	Two	1,00,000/- Per month	<p><b><u>Educational Qualification</u></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.</p> <p><b><u>Experience</u></b> Minimum 15 years post qualification experience in teaching / research / regulatory out of which 5 years should be in the administrative responsibility.</p>	Not more than 50 years on the date of advertisement	1 years subject to extension based on merit and performance	<p><b><u>Essential skills</u></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>• Any other work as assigned by the Competent Authority from time to time.</li></ul> <p><b><u>Desirable skills</u></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>

S.No.	Name of Post	No. of Posts	Consolidated salary	Educational Qualification and Experience	Age	Tenure	Skills
2.	<b>Advisor : Policy Bureau</b>	One	1,00,000/- Per month	<p><b><u>Educational Qualification</u></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.</p> <p><b><u>Experience</u></b> Minimum 15 years post qualification experience in teaching / research / regulatory out of which 5 years should be in the administrative responsibility.</p>	Not more than 50 years on the date of advertisement	1 years subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <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> <li>• Any other work as assigned by the Competent Authority from time to time.</li> </ul> <p><b><u>Desirable skills</u></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>

S.No.	Name of Post	No. of Posts	Consolidated salary	Educational Qualification and Experience	Age	Tenure	Skills
3.	<b>Advisor : Accounts and Finance Bureau</b>	One	1,00,000/- Per month	<p><b><u>Educational Qualification</u></b> CA or Master in Commerce and Accounts</p> <p><b><u>Experience</u></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.</p>	Not more than 50 years on the date of advertisement	1 years subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <p>a) 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>b) Any other work as assigned by the Competent Authority from time to time.</p> <p><b><u>Desirable skills</u></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 related to accounts software like Tally etc.</li> </ul>

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4.	Accountant	Two	35,000/- Per month	<p><b><u>Educational Qualification</u></b> B.Com</p> <p><b><u>Experience</u></b> Minimum 3 years experience in accounting / budgeting / handling of bills, cash and general finance matter. Knowledge of Government rules &amp; regulations.</p>	Not more than 30 years on the date of advertisement	1 years subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <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> <p><b><u>Desirable skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of modern management techniques, computer applications related to accounts software like Tally etc.</li> </ul>

S.No.	Name of Post	No. of Posts	Consolidated salary (Rs.)	Educational Qualification and Experience	Age	Tenure	Skills
1.	<b>Technical officer (Approval Bureau)</b>	20	70,000	<p><b><u>Educational Qualification</u></b> Ph.D in Pharmacy with UG and PG (B.Pharm and M.Pharm) qualification in Pharmacy obtained from an institution approved under section 12 of the Pharmacy Act, 1948.</p> <p><b><u>Experience</u></b> 5 years experience in teaching/ research/ regulatory/ hospital pharmacy / out of which preferably 2 years shall be in a responsible administrative position.</p>	Not more than 35 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></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>• Provide supporting data for preparation of replies to court matters and Parliament Questions.</li> <li>• Any other work as assigned by the Competent Authority from time to time.</li> </ul> <p><b><u>Desirable skills</u></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>

S.No.	Name of Post	No. of Posts	Consolidated salary (Rs.)	Educational Qualification and Experience	Age	Tenure	Skills
2.	<b>Technical Assistant (Policy Bureau)</b>	10	60,000	<p><b><u>Educational Qualification</u></b> M.Pharm from an institution approved under section 12 of the Pharmacy Act, 1948.</p> <p><b><u>Experience</u></b> 3 years experience in teaching/ research/ regulatory/ hospital pharmacy / out of which preferably 1 years shall be in a responsible administrative position.</p>	Not more than 30 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <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 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> <li>• Any other work as assigned by the Competent Authority from time to time.</li> </ul> <p><b><u>Desirable skills</u></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>

S.No.	Name of Post	No. of Posts	Consolidated salary (Rs.)	Educational Qualification and Experience	Age	Tenure	Skills
3.	<b>Technical Assistant</b>	<b>5</b>	60,000	<p><b><u>Educational Qualification</u></b> Pharm.D / Pharm.D (PB) from an institution approved under section 12 of the Pharmacy Act, 1948.</p> <p><b><u>Experience</u></b> 3 years experience in teaching/ research/ regulatory/ hospital pharmacy / out of which preferably 1 years shall be in a responsible administrative position.</p>	Not more than 30 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <li>• Implementation of Pharmacy Practice Regulations, 2015.</li> <li>• Preparation of Presentations for Ministry on various Education Regulations.</li> <li>• RTIs and Public Grievances</li> <li>• Providing supporting data for preparation of replies to Parliament Questions.</li> <li>• Any other work as assigned by the Competent Authority from time to time.</li> </ul> <p><b><u>Desirable skills</u></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>

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4.	Senior Accountant	5	50,000	<p><b><u>Educational Qualification</u></b> M.Com</p> <p><b><u>Experience</u></b> 5 years experience in finance and accounts in a reputed organisation.</p>	Not more than 30 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <li>• Preparation of Budget.</li> <li>• Finalization of Annual Accounts.</li> <li>• To get the accounts audited from the statutory bodies.</li> <li>• Reply to the observations of Audit party.</li> <li>• GST and TDS calculations and timely submission of Challans with the concerned statutory bodies.</li> </ul> <p><b><u>Desirable skills</u></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 relating to Accounts work like Tally etc.</li> </ul>
5.	Data Entry Operator	10	25,000	<p><b><u>Educational Qualification</u></b> B.Sc./B.A/BBA/B.Com/BCA from recognised institutions.</p> <p><b><u>Experience</u></b> 2 years experience in a reputed organisation.</p>	Not more than 25 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 35 words per minute typing speed on computer.</li> <li>• Specialisation in MS Office/MS Excel/TALLY.</li> </ul> <p><b><u>Desirable skills</u></b></p> <ul style="list-style-type: none"> <li>• Fluency in English.</li> <li>• Proficiency in verbal and written communications.</li> <li>• File work.</li> </ul>



S.No.	Name of Post	No. of Posts	Consolidated salary (Rs.)	Educational Qualification and Experience	Age	Tenure	Skills
6.	System Analyst	1	50,000	<p><b><u>Educational Qualification</u></b> B.Tech. in Computer Science <b>or</b> MCA.</p> <p><b><u>Experience</u></b> 3 years experience.</p>	Not more than 30 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <li>• Familiarity with different operative system, hardware configurations, programming languages and software and hardware platforms.</li> <li>• To ensure that system, infrastructures and computer systems are functioning effectively and efficiently.</li> <li>• Implement best practices for scalability, supportability, ease of maintenance and system performance.</li> <li>• Data mapping and provide documentation of all processes and training as needed.</li> <li>• Define and coordinate the execution of testing procedures and develop test cases to serve the overall quality assurance process.</li> <li>• Develop and implement maintenance procedures, monitor systems health, gather system statistics and troubleshooting.</li> <li>• Perform design, implementation, and upgrades of information systems to meet the Council's needs.</li> <li>• To create the action plan based on current system, procedure and processes.</li> <li>• To fetch and analyse the data of institutions, faculty etc as per the requirement and suggest the action plan.</li> </ul> <p><b><u>Desirable skills</u></b></p> <ul style="list-style-type: none"> <li>• Fluency in English.</li> <li>• Proficiency in verbal and written communications.</li> </ul>

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7.	<b>Assistant Programmer</b>	1	60,000	<p><b><u>Educational Qualification</u></b> B.Tech. in Computer Science <b>or</b> MCA.</p> <p><b><u>Experience</u></b> 3 years experience in developing customised software, writing programmes etc.</p>	Not more than 30 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <li>• To develop customised software to Council's requirements.</li> <li>• Write / Rewrite programmes as instructed to increase operating efficiency.</li> <li>• Train and supervise data entry operators.</li> <li>• Prepare and update user manuals.</li> <li>• Assist users on software related issues through the Help Line service.</li> </ul> <p><b><u>Desirable skills</u></b></p> <ul style="list-style-type: none"> <li>• Fluency in English.</li> <li>• Proficiency in verbal and written communications.</li> </ul>
8.	<b>Public Relations Officer</b>	1	40,000	<p><b><u>Educational Qualification</u></b> Bachelor in Journalism and mass communication from recognised Institute/University.</p> <p><b><u>Experience</u></b> 2 years experience in handling media in Central or State Government Organizations or Public Sector Undertakings or Autonomous bodies or Research Institutes.</p>	Not more than 30 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <li>• Skills to handle both electronic and print media.</li> <li>• To handle twitter account, facebook etc. of PCI.</li> <li>• Co-ordination with PCI members i.e. timely disposal of their queries by co-ordinating with Council's concerned departments.</li> </ul> <p><b><u>Desirable skills</u></b></p> <ul style="list-style-type: none"> <li>• Fluency in English.</li> <li>• Proficiency in verbal and written communications.</li> </ul>

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9.	Receptionist	2	25,000	<p><b><u>Educational Qualification</u></b> Bachelor's degree in any stream.</p> <p><b><u>Experience</u></b> 2 years experience as a Receptionist.</p>	Not more than 30 years on the date of advertisement	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <li>• To handle the EPABX telephone system.</li> <li>• Schedule and confirm appointments and maintain event calendars.</li> <li>• Prepare the visitor passes and direct to specific person including maintenance of monthly record of passes.</li> <li>• Any other work as assigned by the Competent Authority from time to time.</li> </ul> <p><b><u>Desirable skills</u></b></p> <ul style="list-style-type: none"> <li>• Fluency in English.</li> <li>• Proficiency in verbal and written communications.</li> </ul>
10.	OSD to President	1	1,00,000	<p><b><u>Educational Qualification</u></b> M.Pharm. from PCI approved Institute.</p> <p><b><u>Experience</u></b> 5 years experience in academics / regulatory/research with reasonable administrative experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Retired Government official not below the rank of Deputy Secretary</p>	<p>Not more than 40 years on the date of advertisement</p> <p>Age in respect of retired Government official ----- Not more than 61 years</p>	1 year subject to extension based on merit and performance	<p><b><u>Essential skills</u></b></p> <ul style="list-style-type: none"> <li>• To assist the President to carry out its activities as per the Pharmacy Act, 1948 and Regulations made thereunder.</li> <li>• Fluency in English with good communication skills.</li> </ul> <p><b><u>Desirable skills</u></b> Knowledge of modern management techniques &amp; computer applications.</p>

**GENERAL TERMS AND CONDITIONS**

1. Number of position(s) is tentative and may vary and the Council reserves the right to increase or decrease the number of positions and may or may not fill any position(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 on or **before 1<sup>st</sup> July, 2022** upto 5:00 pm from the date of publication of advertisement. Please upload the desired certificates (duly self attested) in support of your 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 **before 1<sup>st</sup> July, 2022** upto 5:00 pm 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 POSITION 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 personal interaction 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 shortlisted 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.