PHARMACY COUNCIL OF INDIA (PCI)
(Statutory body under Ministry of Health & F.W.)
Govt. of India

Invites applications for the post of -

1. Technical Assistant.

   No. of Post : 1 (One) for General category.
   Pay Scale : Rs.9300-34800 (PB 2) + Grade Pay Rs.4200 plus other allowances at central government rates.

   Educational qualification and experience required:
   Essential -
   1. B.Pharm degree obtained from an institution / authority approved under section 12 of the Pharmacy Act, 1948.
   2. A registered pharmacist.
   Desirable -
   1. At least 2 years professional experience.
   2. Knowledge of computer applications.

   Age Limit : Not exceeding 30 years as on the date of the publication of advertisement of the post.
   Period of Probation : 2 years.

   Conditions:

   1. The Council reserves the right to withdraw this advertisement or part of it at any stage.
   2. The prescribed qualification are the minimum and mere possession and fulfillment of the qualifications does not entitle the candidates to be called for interview/test.
   3. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (Annexure-I).
   4. Envelope containing application should be superscribed with “Application for the Post of “Senior Technical Assistant” or “Technical Assistant” as the case may be.
   5. The applicant applying for both the posts shall apply separately for each post in separate envelope.
   6. The candidates short-listed for interview/test will be informed by post. The council will not be responsible for any postal delay.
   7. Original certificates should be produced only at the time of interview/test.
   8. Persons working in Government/Public Sector Undertakings/Autonomous Organization should apply through proper channel. Candidates may send an advance copy of application. However, advance application shall be entertained by this council only when application through proper channel is received. It shall be necessary to furnish “No Objection Certificate” from the parent department/present employer at the time of interview/test.
   9. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained and filed.

   10. The decision of the Council in respect of selection 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.

   11. Each application must be accompanied by
   i) A Demand Draft of Rs.100/- (Rupees One Hundred only) drawn in favour of Registrar-cum-Secretary, Pharmacy Council of India, payable at New Delhi.
   ii) Two self addressed envelops with postal stamps duly fixed on it giving complete postal address of the candidate.

   12. The application, complete in all respects must be sent, directly or through proper channel (in case the candidate is already employed) so as to reach this Council within 30 days from the date of publication of advertisement in the Employment News. The applications received after the due date will be summarily rejected and filed.

Registrar-cum-Secretary
Pharmacy Council of India, NBC Centre, 3rd Floor,
Plot No.2, Community Centre, Maa Anandamai Marg,
Okhla Phase - I, New Delhi - 110020
Annexure-I
Application Form
Pharmacy Council of India, New Delhi
Part-A

1. Name of the post………………………………………………………………………………………………………

2. Name in Full (in Block Letters) ................................................................................................................

3. Father’s / Husband’s Name ........................................................................................................................

4. Date of Birth…………………………………… Age on the date of publication of advertisement.

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<tr>
<th>Years</th>
<th>Months</th>
<th>Days</th>
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5. Nationality..................................................................................................................................................

6. a) Telephone (Residence) ..........................................................................................................................

6. b) E.Mail ID ..................................................................................................................................................

6. c) Mobile No..................................................................................................................................................

7. a) Address for correspondence (in block letters) .........................................................................................

<table>
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<tr>
<th>Pin Code</th>
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7. b) Permanent Address (in block letters) ....................................................................................................

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<tr>
<th>Pin Code</th>
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</table>

8. Whether you belong to (Please tick) SC _____ ST _____ OBC _____ PH _____ Gen _____

9. Educational Qualifications:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Degree</th>
<th>Name of Institution</th>
<th>University</th>
<th>Year of admn.</th>
<th>Year of passing</th>
<th>Division</th>
<th>% of Marks</th>
<th>Pharmacist Registration No.</th>
<th>Date of validity of registration</th>
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</table>

Please enclose self attested photocopy of -

a) proof of date of birth (10th certificate).
b) 12th certificate.
c) marks sheet of B.Pharm (1st to IVth year).
d) B.Pharm pass certificate.
e) valid pharmacist registration certificate from State Pharmacy Council indicating date of validity.
f) experience certificates.
g) degrees of other qualifications if any.

10. Employment Record (details in reverse chronological order, starting with the last job)

<table>
<thead>
<tr>
<th>Name &amp; complete address of the employer with Tel.No.</th>
<th>Designation of post held</th>
<th>Period of service in each post</th>
<th>Total experience</th>
<th>Brief nature of work and level of responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From (Date) To (Date)</td>
<td>Years Months Days</td>
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...2
11. Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference:-

<table>
<thead>
<tr>
<th></th>
<th>1. Name………………………….</th>
<th>2. Name …………………………</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Address……………………….</td>
<td>Address …………………………</td>
</tr>
<tr>
<td></td>
<td>Residential T.No……………….</td>
<td>Residential T.No……………….</td>
</tr>
<tr>
<td></td>
<td>Mobile No.……………………</td>
<td>Mobile No.……………………</td>
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<tr>
<td></td>
<td>E.mail ID……………………</td>
<td>E.mail ID……………………</td>
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</tbody>
</table>

Date :

Name of Candidate _______________________
Signature of Candidate _______________________

**Part-B**

**Declaration**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. At any time if I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

Name of Candidate _______________________
Signature of Candidate _______________________
The Pharmacy Council of India intends to engage the following personnel's on full time and purely on contract basis initially for a period of one year which can be extended as per the requirement of the Council.

<table>
<thead>
<tr>
<th>Name of position</th>
<th>System Administrator</th>
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</thead>
<tbody>
<tr>
<td>No. of position</td>
<td>One</td>
</tr>
<tr>
<td>Qualification</td>
<td>BE/BCA/MCA</td>
</tr>
<tr>
<td>Experience</td>
<td>6 to 10 years</td>
</tr>
<tr>
<td>Remuneration</td>
<td>Rs. 60,000/- per month</td>
</tr>
<tr>
<td>Age</td>
<td>Not exceeding 35 years as on 31.12.2019</td>
</tr>
<tr>
<td>Responsibilities and Skills required</td>
<td>Responsibilities and Skill requirements (Hard and Soft) are enclosed as Annexure-I.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of position</th>
<th>System Analyst</th>
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<tbody>
<tr>
<td>No. of position</td>
<td>One</td>
</tr>
<tr>
<td>Qualification</td>
<td>BE/BCA/MCA</td>
</tr>
<tr>
<td>Experience</td>
<td>3 to 5 years</td>
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<tr>
<td>Remuneration</td>
<td>Rs. 40,000/- per month</td>
</tr>
<tr>
<td>Age</td>
<td>Not exceeding 35 years as on 31.12.2019</td>
</tr>
<tr>
<td>Responsibilities and Skills required</td>
<td>Responsibilities and Skill requirements (Hard and Soft) are enclosed as Annexure-II.</td>
</tr>
</tbody>
</table>

The interested candidates may apply on the prescribed proforma in Annexure-III to the following address within 30 days from the date of publication of this advertisement.

Pharmacy Council of India,
NBCC Centre, 3rd Floor,
Plot No.2, Community Centre,
Maa Anandamai Marg,
Okhla, Phase-I,
New Delhi – 110 020.
General Terms & Conditions

(i) No TA/DA will be paid for appearing in the interview.

(ii) Allowances:
The candidates shall not be entitled to any allowance such as DA, HRA, Transport allowance, Medical reimbursement etc.

(iii) The application, complete in all respects must reach this Council within 30 days from the date of publication of advertisement in the Employment News. The applications received after the last date will be summarily rejected and filed.

(ARCHNA MUDGAL)
Registrar-cum-Secretary
Annexure – I

Job Description:
Position: System Administrator, Experience: 6-10 years, Qualification: BE /BCA /MCA

Responsibilities–
- Administrate infrastructure, including firewalls, databases, malware protection software and other processes.
- Ensure proper configuration of the Digital System (software, website, hardware, cloud, mobility, networks, office equipments, etc) for smooth running of the office.
- Monitor the System daily and respond immediately to security or usability concerns.
- Create and verify backups and retrieval of data. Ensure disaster recovery is in place.
- Review application logs. Provide technical support for software and hardware issues. Respond to and resolve help desk requests.
- Upgrade systems and processes as required for enhanced functionality and security issue resolution.
- Provide and present yearly roadmap and budget for the Digital System.

Skills required:
Hard Skills
- Configuration, Operation, Monitoring, Maintenance and Support of the overall Digital System.
- Data Management including Security.
- Knowledge of Automation, Content and Access Management.
- Knowledge of web-based technologies.
- Programming in Java, J2EE and related technologies.
- Efficient with PostgreSQL and NoSQL (MongoDB preferred).
- Knowledge on Web services and Web-based technologies.
- Strong in Project Management and Leading Team.

Soft Skills
- Good interpersonal skills, excellent oral & written communication in English.
- Teamwork and ability to contribute to a team effort.
- Taking- logical approach to problem solving, initiative, self-confident, methodical, investigative and inquisitive.
- Ability to manage stakeholder expectations and explain technical detail.
- Interest in the way organizational processes work.
Annexure – II

Job Description:
Position: System Analyst, Experience: 3-5 years, Qualification: BE / BCA / MCA

Responsibilities-
• Working closely with colleagues, developers, testers and a variety of end users to ensure technical compatibility and user satisfaction.
• Managing the Project Management Unit (PMU) and Helpdesk. Supporting users on their issues/queries, change control and system updates.
• Liaising extensively with external and internal stakeholders, for requirements gathering, conducting requirements analysis, preparing specific proposals for new feature/modifications.
• Drawing up, supervising and documenting testing schedules for complete systems.
• Analyzing existing systems and workflow mapping and documenting interfaces.
• Identifying options for potential solutions and assessing them for both technical and suitability.
• Providing training, function as train the trainer.

Skills required:

Hard skills-
• Conceptualize original website design ideas that bring simplicity and user friendliness to complex roadblocks.
• Visual design capabilities- create wireframes, storyboards, user flows, process flows and site maps to communicate interaction and design ideas for the workflow.
• Knowledge of Web-based technologies.
• Proficiency in HTML, CSS and JavaScript for rapid prototyping.
• Knowledge of Java and J2EE and related technologies.
• Knowledge of PostgreSQL and NoSQL (MongoDB preferred).
• Working knowledge of Spring.
• Knowledge on web services.
• Should have worked in Distributed Continuous Integration (DCI).

Soft Skills-
• Good interpersonal skills, excellent oral & written communication in English.
• Ability to manage stakeholder expectations and explain technical detail.
• Team work and ability to contribute to a team effort.
• Taking- logical approach to problem solving, initiative, self-confident, methodical, investigative and inquisitive.
• Interest in the way organizational processes work.
APPLICATION FOR THE POSITION OF SYSTEM ADMINISTRATION/SYSTEM ANALYST

1. Name of the Applicant (In Block Letters)

2. Father's/Husband's Name

3. Date of Birth

4. Age as on 31.12.2019

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<th>Years</th>
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5. Nationality

6. Category (SC/ST/OBC/GEN/PH)

7. a) Telephone No. (Residence)

b) E-mail ID

c) Mobile No.

d) PAN Number (attach a copy of PAN Card)

e) Aadhar Card No. (Attach a copy of Aadhar Card)

8. a) Complete correspondence address (In Block Letters)

Pin Code:

b) Permanent Address (In Block Letters)

Pin Code:
9. Educational Qualifications:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Qualification at graduate level</th>
<th>Name of the Institution</th>
<th>Year of Passing</th>
<th>Division</th>
<th>% of Marks</th>
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10. Details of Experience (separate sheet may be attached, if required).

<table>
<thead>
<tr>
<th>Position Held</th>
<th>Name of Organization</th>
<th>Period</th>
<th>Remuneration</th>
<th>Length of Service in years</th>
<th>Nature of duties performed</th>
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Total length of experience in years

If selected what notice period required for joining

11. Any other information

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DECLARATION

It is hereby declared that the information provided as above is true and complete in all respect to the best of my knowledge and belief. If anything is found wrong/incorrect my application will be treated as cancelled and withdrawn.

(Signature of the Applicant)

Date-----------------

Name-----------------

Place-----------------

Address-----------------