

Department of Pharmaceuticals

Subject: Hiring of two (02) Young Professionals, one (01) Consultant grade I (Jr Consultant) and one (01) Consultant Grade II (Sr Consultant) for Project Management Unit of PRIP Scheme in Department of Pharmaceuticals on contract basis - reg.

Introduction : Young Professionals, Jr Consultant and Senior Consultant will be posted in Project Management Unit (PMU) of PRIP Scheme of Department of Pharmaceuticals.

2. Scope of work in PMU

- (i) Support in administration, management, and supervision of the scheme.
- (ii) Monitoring and review of the progress of selected projects under the scheme and appraising the progress of the scheme to the Department.
- (iii) Responsible for fund disbursal to the selected applicants under the scheme based on the parameters and milestones as set by the implementing authority.
- (iv) Preparation of agenda items for meetings of the Committees set-up under the scheme, and providing secretarial assistance to DoP for the same.
- (v) The PMU may convene stakeholders' consultations as and when deemed necessary during the tenure of the Scheme.
- (vi) The PMU will co-ordinate with concerned departments, respective NIPERs and with TC and PMA for implementation of the scheme.
- (vii) Undertaking other assignment and works as may be assigned from time to time.

3. The number of consultants/Young Professionals and Eligibility Criteria are as under:

3.1 Education Qualification:

Essential Qualification:

(i) **Consultant:** Master's Degree in Pharmaceutical Sciences/ Biotechnology/ MBBS/B.Tech (Medical devices/Biotechnology) or equivalent degree from recognized institute/university.

(ii) **Young Professional:** Masters /MBA/B.Tech degree from recognized institute/university.

Desirable Qualification:

- i. Persons with MPhil., Ph.D or additional qualifications,
- ii. Experience of R&D, IPR, clinical trial related work in Pharmaceutical /medical device in Government set-up or in Private Sector.
- iii. Experience of scheme implementation and monitoring, fund disbursement under govt. schemes
- iv. A good knowledge of Computer applications, MS-Office including Excel along with strong communication, writing, analytical and presentations skills.

3.2 Number of Consultants/Young Professionals, Age, Remuneration& Experience :

Position	Young Professional	Jr Consultant	Senior Consultant
Number of posts	02 (Two)	01 (One)	01 (One)
Remuneration/ month@	Rs 70,000	Rs.80,000-1,45,000	Rs.1,45,000-2,65,000
Upper Age (Limit)	32 years	45 years	50 years
Essential experience *	1 year	3-8 years	8-15 yrs

*Experience includes up to 3 years for Ph.D. holder, provided no work experience is counted during those 3 years

@The consolidated remuneration for the position of the Jr Consultant and Senior consultant shall be fixed based on the recommendations of the selection

committee. The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowances will be allowed.

4. Tax Deduction at Source: The income tax or any other tax liable to be deducted as per prevailing rules will be deducted at Source before releasing the payment and the Department will issue TDS certificate/GST as the case may be. The Department takes no liability for taxes or other contribution payable by the Individual Young Professional/Consultant on payment made under the contract.

5. TA/DA: Young Professional/Consultant may be required to undertake domestic tours subject to approval of the Competent Authority and they will be allowed TA/DA reimbursement at par as admissible to Under Secretary to the Government of India.

6. Leave: The Young Professionals/Consultant shall be eligible for 18 days leave during the period of one year on pro-rata basis. Accumulation of leave beyond a calendar year may not be allowed. "No work no pay" will be applicable during the period of contract, if more than prescribed leave is taken. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by Secretary (Pharma). Apart from this the Women Young Professionals/consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S-36012/03/2015-SS- I dated 12th April, 2017.

7. Standards of Conduct: The Young Professionals/Consultant shall comply with all laws/rules and regulations bearing upon the performance of their duties. Failure to comply with the same is grounds for termination of the contract of the individual consultant.

8. Prohibition of Sexual Exploitation and Abuse: In the performance of his duties, the individual Young Professional/consultant shall comply with the Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Any breach of the provisions thereof shall a ground for termination of his services. Any further action may also be recommended for appropriate legal action.

9. Other Terms & Conditions of the Contract:

- a. The duration of the engagement is one year, with the possibility of extension on an annual basis, contingent upon performance evaluations conducted concurrently with the tenure of the scheme (i.e from FY 2023-24 to 2027-28).
- b. Young Professional/Jr Consultant/Senior Consultant shall be selected by a Selection Committee set up by the Department.
- c. The contract can be terminated at any time by the Department giving one month's notice without assigning any reason. The services can also be terminated if the competent authority is dissatisfied with their performance.
- d. Young Professional, Jr Consultant and Senior Consultant shall perform the duties assigned to him. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.
- e. Basic support like office space, furniture, stationery, computer, access to internet etc. will be provided where needed by the Department so that assigned duties may be handled smoothly.
- f. Selected Personnel hired as Young Professionals, Jr Consultant, Senior Consultant will be offered appointment letters to get the assignment. They would be required to join within prescribed period as indicated in the appointment letter.
- g. Young Professional, Jr Consultant, Senior Consultant shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.
- h. Young Professional, Jr Consultant, Senior Consultant will not be granted any claim or right or preference for regular appointment to any post in the Government set up.
- i. Young Professional, Jr Consultant, Senior Consultant shall not be entitled to any TA for joining the appointment.
- j. If any declaration given or information furnished by Young Professionals, Consultant-Senior Consultant proves to be false or if he/she is found to have willfully

suppressed any material information, he/she will be liable for removal from such contract and also such other action as the Government may deem necessary.

k. The hiring/contract will be subject to physical fitness and the Young Professionals, Jr. Consultant, Senior Consultant are required to submit a certificate to this effect at the time of joining.

Last Date of Closing: 15 days from the date of advertisement in the newspaper.

NOTE: Candidate may send their duly filled application at Email: soestt-pharma@nic.in.

APPLICATION FORM FOR SENIOR CONSULTANT, JUNIOR CONSULTANT AND YOUNG PROFESSIONALS IN THE DEPARTMENT OF PHARMACEUTICALS:

1.	Name		Photograph		
2.	Father's Name				
3.	Date of Birth				
4.	Nationality				
5.	Mailing Address				
6.	Telephone/Mobile No. and E-mail address				
7.	Permanent Address				
8.	Education Qualification				
	Course	Subject	University/ Institute	Year of passing	Division/Class
9.	Work Experience (Add a separate sheet, if required)				
	Organization/Institute	Period			
		From	To	Nature of work	Remarks
10.	Reference	1. 2.			
11	Post Applied for (in order of preference)	1. 2. 3.			