

मोसेल सख्या/ F. No. A-40011/1/2024-Estt. (E-29004)
 भारत सरकार/**Government of India**
 रसायन और उर्वरक मंत्रालय/**Ministry of Chemical and Fertilizers**
 औषध विभाग/**Department of Pharmaceuticals**

शास्त्री भवन, नई दिल्ली- 110 001
 Shastri Bhawan, New Delhi-110 001
 दिनांक/ Dated 14th October, 2026

CIRCULAR

Subject: Inviting applications from the retired US level officers of Central Govt. Departments for rendering their services as Consultant in Department of Pharmaceuticals, Ministry of Chemical & Fertilizers –regarding.

It is proposed to engage retired officers from Central Government Departments to render their services as Consultant in Department of Pharmaceuticals as per details given below: -

1.	Name of the Post	Consultant (non-tech) Grade-II. Retired US(01)
2.	Total vacancies	01
3.	Job Profiles	Establishment Section (Retired US): “Handling personnel administration, establishment matters, recruitment, service matters, maintenance of service records, leave, pay and other administrative functions”.
4.	Period of engagement	Initially for a period of 01 year. The contract can be extended for a further period not exceeding a total of 05 years or till the attaining of age of 65 years (whichever is earlier), as per requirement basis.
5.	Job Location	Shastri Bhawan/Kartavya Bhawan, New Delhi-110001
6.	Eligibility Criterion	Officers retired from Central Govt. Departments at the level of Under Secretary(Level-11)
7.	Age Eligibility	Should not be more than 64 years of age on the last date of receipt of the application.
8.	Remuneration	A fixed monthly amount arrived at by deducting the basic pension from the last pay drawn + Rs.5000/- as TA The amount of remuneration so fixed shall remain unchanged for the term of the contract.
9.	Leave	18 days leave during the period of 01 year on pro-rata basis not to be carried forward
10.	Working Hours	- Normal Office timings from 9:00 AM to 5:30 PM - However, may be required to devote more time to meet

		the exigencies of work, if required.
11.	How to apply	The applications in the prescribed format (complete in all respects) along with the requisite documents may be submitted at the following address: The Under Secretary (Admn.) Department of Pharmaceuticals, G-9, Shastri Bhawan, New Delhi-110001. or The application may be mailed at so-establishment@pharma-dept.gov.in.
12.	Last date for receipt of application	21 days after issuance of this O.M.

- Detailed guidelines for engagement of consultants are enclosed herewith.
- Vacancies may vary as per requirement basis.

Note: Candidates who had applied in the last round of applications by the Department and not shortlisted/selected, need not apply.

Digitally signed by
Sandeep Kumar
Date: 14-10-2026
11:15:10

(Sandeep Kumar)

Under Secretary to the Government of India

Tele.: 011 2338 2096

Email: US-Establishment@pharma-dept.gov.in

Copy to: NIC Team, to upload on the website of Department of Pharmaceuticals.

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दिनांक/ Dated 14th October, 2026

कार्यालय ज्ञापन / Office Memorandum

Subject: Vacancy circular for engagement of One Consultant (Non-Tech) on contractual basis - regarding.

The undersigned is directed to enclose herewith a copy of vacancy circular inviting applications from Retired Under Secretary for engagement as consultant (Non-Tech) initially for a period of one year in the Department of Pharmaceuticals.

2. It is requested that the advertisement may be uploaded on the DoPT's website (dopt.gov.in) for information of retired Government Officers/Officials.

Encl.: as above

Digitally signed by
Sandeep Kumar
Date: 14-10-2026
11:09:16

(Sandeep Kumar)

Under Secretary to the Government of India

Tele.: 011 2338 2096

Email: US-Establishment@pharma-dept.gov.in

To

Department of Personnel & Training
[The Director (CS.I)], CS Division
Ministry of Personnel, Public Grievances and Pensions,
GF, Zone-5, Room No. 508, GPOA Block-03, Netaji Nagar,
New Delhi – 110 023.
Email: ram.vadali@nic.in

APPLICATION FORM FOR CONSULTANT IN DEPARTMENT OF PHARMACEUTICALS

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