

Government of India
Department of Pharmaceuticals
Advertisement no. 06/2026
(Issue date: 31.10.2026)

Invitation of Applications for Engagement as Consultant/Young Professionals

The Department of Pharmaceuticals invites applications from eligible Indian nationals for contractual positions as detailed below:

Sl. no.	Position	No. of Positions	Division
1.	Technical Consultant Grade-I (Medical Devices)	Two	Medical Devices
2.	Technical Consultant Grade-I (Pharmaceuticals)	One	International Cooperation
3.	Young Professionals	Two	Parliament and Coordination Division

Application Details

The application form, along with descriptions of roles, responsibilities, required attributes, eligibility criteria, and terms of engagement, can be accessed online at the following link: <https://pharma-dept.gov.in/recruitment>.

Submission Instructions

Applications must be submitted using the prescribed form. Applications complete in all respects should reach the department on or before the specified last date i.e. **20.11.2026**. Applications are accepted in either of the following methods:

1. **By Hard Copy:** Sent via Speed Post or hand-delivered in a sealed cover to: **Office of Under Secretary(E&A), Department of Pharmaceuticals, G-19, Shastri Bhawan, New Delhi** Addressed to: Under Secretary (E&A) Department of Pharmaceuticals, G-19, Shastri Bhawan, New Delhi (During working hours on a working day)
2. **By Email:** Sent to the email address: SO-Establishment@pharma-dept.gov.in

Last Date for Receipt of Application: [20.11.2026]

CBC 02201/11/0008/2627

Application form for engagement of Young Professional

To:

Under Secretary in charge of Establishment and Administration Division
Department of Pharmaceuticals
Ministry of Chemicals and Fertilizers
Shastri Bhawan, New Delhi – 110 001
[Email: SO-Establishment@pharma-dept.gov.in]

Subject: Application for engagement of Young Professional, invited *vide* Department of Pharmaceuticals' Advertisement no. 06/2026, Issue date: 31.10.2026

Madam/sir,

I hereby apply for engagement of Young Professional, in Parliament and Coordination Division, for which applications have been invited *vide* the advertisement cited in the subject noted above, and furnish details as under:

A. Basic details:

1.	Name of applicant: (in BLOCK letters)				Recent passport size photograph of applicant to be affixed and signed across				
2.	Citizenship:	Indian							
3.	Gender:	Male	Female	Third gender					
	Tick as applicable:								
4.	Date of birth:								
		D	D	M	M	Y	Y	Y	Y
5.	Contact details:	(a) Correspondence address: (in BLOCK letters)							
		(b) Email address: (in BLOCK letters)							
		(c) Telephone number:							
6.	Education qualification (graduation/diploma level and above, in reverse chronological order):								
	Qualification (degree, diploma, certificate)	Year	Name of university, institution or other		Percentage of marks / Grade		Discipline / branch /		

	etc.)		qualification awarding body	Point Average	specialisation
7. Details of employment or engagement as consultant, in reverse chronological order (enclose signed additional sheet, if required):					
	Organisation	Position held (specify designation in case of employment; otherwise specify "Consultant")	Period (month and year) From To		Scale of pay
8. Other experience, if any:					
9. Publications / recognition / awards / briefs / journals research papers (Please specify details and attach supporting documents):					
10. Details of past conviction for an offence or pending criminal case, if any:					

11.	Details of referees, if any:				
	Name	Post held by referee	Email	Telephone number	Mobile number
12.	Last remuneration:				

B. Declaration:

I, hereby, declare that all the statements and particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also confirm that I have read the extant 'Guidelines for engagement of Young Professionals on Contract Basis' of the Department of Pharmaceuticals' issued vide F.no. A-41011/01/2021-Estt. (E-16596) dated 12.06.2026, as available on website of Department of Pharmaceuticals (<https://pharma-dept.gov.in/recruitment>) and that I agree to abide by the same.

Date:		Signature of applicant:	
Place:		Name of applicant:	

Department of Pharmaceuticals Advertisement no. 06/2026, dated 31.10.2026

**Description, roles, responsibilities and attributes of Young Professionals (YPs) required,
along with eligibility criteria and terms of conditions of engagement**

For deployment at the Coordination and Parliament Division

1. YP description:	
Number of YPs required	Two
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	<i>Note: The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.</i>
Nature of engagement	The YP will be a consultant, engaged on whole-time basis. Nothing in the contract of engagement of YP will be construed as establishment, constituting or implying that the relationship between DoP and YP is that of an employer and its employee, or a principal and its agent. Further, YP will not be regarded for any purposes as an employee or representative of DoP.
2. Roles, responsibilities and attributes:	
The YP will work as an executive assistant and provide administrative support and high-quality inputs towards analysis, planning, execution, verification and reporting in the related field. She/he will liaise effectively with various Divisions in DoP and with other Ministries/Departments concerned and State Governments, including their organizations and agencies, as required.	
Responsibilities include the following:	
(a) Tracking references for inter-departmental cooperation, coordinating with various Divisions within the Department as well as with its organizations, ensuring proactive and timely follow-up, processing and closure of matters;	
(b) Providing support for organizing meetings, drafting proposals, summarizing documents, preparing minutes of meetings and action taken reports, and ensuring effective record-keeping;	
(c) Monitoring of portals managed by the Division;	
(d) Providing comprehensive secretarial support, including for drafting of proposals, handling of correspondence, file processing, record-keeping etc.; and	
(e) Carrying out of such other duties and tasks as may be entrusted from time to time.	
The following attributes are required of the applicants:	
(a) The ability to manage multiple tasks simultaneously and meet deadlines; and	
(b) Good knowledge and skill in the use of office productivity applications such as word processing, spreadsheets and presentation software, along with strong communication, analytical and presentation skills.	

3. Eligibility criteria:	
Qualification	A candidate must possess any of the following qualifications from a recognised University/Institution:
	(a) Master's Degree in relevant subject; or (b) BE/B. Tech.; or (c) MBBS; or (d) LLB; or (e) CA/ICWA; or (f) Any relevant professional degree earned after graduation from a university as defined in the University Grants Commission Act, 1956 or after an equivalent qualification
Age	Not exceeding 32 years of age as on 31.10.2026
4. Terms and conditions:	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals (https://pharma-dept.gov.in/recruitment).
Application fee	Nil
