



भारत सरकार
आयुष मंत्रालय
भारतीय चिकित्सा एवं होम्योपैथी भेषजसंहिता आयोग
(भारतीय चिकित्सा एवं होम्योपैथी केन्द्रीय औषधि प्रयोगशाला)
कमला नेहरू नगर, गाजियाबाद - 201002 (उ.प्र.)
Government of India
Ministry of Ayush
Pharmacopoeia Commission for Indian Medicine & Homoeopathy
(Central Drugs Laboratory for Indian Medicine and Homoeopathy)
Kamla Nehru Nagar, Ghaziabad - 201002 (U.P.)



F. No. PCIM&H/S. 26075/Manpower/2023-24/2152

Date: 19/02/2024

Advertisement No. 01/2024

Engagement of Outsourced Manpower (through an outsourcing agency) in PCIM&H, Ghaziabad

In partial revision of the Circular of even number 2148 dated 16th February, 2024, applications are invited for engaging the following posts through an outsourcing agency at PCIM&H, Ghaziabad in the prescribed format attached herewith latest by 28th Feb., 2024 (till 5.30 PM) to the email address dir.pcimh-ayush@gov.in. The shortlisted candidates will be intimated to appear in the interview through email alongwith date for the interview. Period of engagement will be initially for one year, based upon the performance in the interview. The application/s should be filled in the prescribed format supported with their self-attested mark sheets/certificates/testimonials/experience certificates etc. along with signed biodata.

Sl. No.	Name of post	No. of Post	Age Limit	Qualification	Monthly Remuneration
1.	Consultant (Admin)	01	Should not exceed 64 years	<p>Essential:</p> <ol style="list-style-type: none"> Persons retired from the post of Section Officer/ Under Secretary/ DeputySecretary/ Director or equivalent in the Government of India, Attached & Subordinate offices, Autonomous Bodies of the Government of India are eligible for the position of Consultant in Administrative matters. Candidate should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure. <p>Desirable: Preference will be given to persons with experience of dealing RTI, Grievances, Legal, Policy matters.</p>	50,000/-
2.	Pharmacopoeial Associate (Publication)	01	Should not exceed 30 years in case of fresh engagement	<p>Essential:</p> <ol style="list-style-type: none"> Bachelor's in any discipline from a recognized University. Should have good communication, writing ability and interpersonal skills. Knowledge in computer applications such as MS Word, MS Excel & Power Point. <p>Desirable: 02 yrs. Experience in any research institute</p>	25,000/-

3.	Technical Data Associate (TDA)	01	Should not exceed 64 years	<p>Essential: Bachelor's degree with 05 years of experience in Administration/ finance in Govt./ PSU/ Autonomous Body</p> <p>Desirable: Preference will be given to retired persons who have excellent communication skills and interpersonal skills with adequate knowledge of computer applications.</p>	31,500/-
4.	Office Assistant(OA)	01	Should not exceed 30 years in case of fresh engagement	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's in any discipline from a recognized University. 2. Should have good communication, typing speed, capable in taking dictation, writing ability and interpersonal skills. 3. Knowledge of computer applications such as MS Word, MS Excel & Power Point. 	20,000/-
5.	Driver	01	Should not exceed 64 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Matriculation passed from a recognized Board. 2. Possession of a valid driving license for motor cars. 3. 5 Years' Experience of Driving Govt. Vehicle 	20,000/-
6.	Domain Expert (Ayurveda)	01	Should not exceed 64 years	<p>Essential: 05 years' experience after M.D. (Ayurveda) from the recognized University</p> <p>Desirable: Preference will be given to personnel who have excellent communication skills with adequate knowledge of computer applications and conversant with Hindi, English and Sanskrit</p>	75,000/-
7.	Domain Expert (Siddha)	01	Should not exceed 64 years	<p>Essential: 05 years' experience after M.D. (Siddha) from the recognized University</p> <p>Desirable: Preference will be given to personnel who have excellent communication skills with adequate knowledge of computer applications and conversant with English and Tamil</p>	75,000/-
8.	Domain Expert (Unani)	01	Should not exceed 64 years	<p>Essential: 05 years' experience after M.D. (Unani) from the recognized University</p> <p>Desirable: Preference will be given to personnel who have excellent communication skills with adequate knowledge of computer applications and conversant with English and Urdu</p>	75,000/-
9.	Domain Expert (Homoeopathy)	01	Should not exceed 64 years	<p>Essential: 05 years' experience after M.D. (Homoeopathy) from the recognized University</p> <p>Desirable: Preference will be given to personnel who have</p>	75,000/-

				excellent communication skills with adequate knowledge of computer applications and conversant with English	
10.	Sr. Assistant	01	Should not exceed 45 years	Essential: Bachelor's Degree in any discipline from a recognised University with 03 years' experience as office assistant	40,000/-
11.	PS to Director	01	Should not exceed 64 years	Essential: Bachelor's Degree in any discipline from a recognised University with One year diploma in computer application from a recognised university/Institute and 5 years working experience as PA/PS in Govt organisation.	35,000/-
12.	Pharmacopoeial Associate (Microbiology)	01	Should not exceed 30 years in case of fresh engagement	Essential: M. Sc. (Microbiology) with 2 years of experience in microbial analysis of Drugs/Research. Or Ph. D. in Microbiology	32,000/-
13.	Pharmacopoeial Associate (Pharmacology)	01	Should not exceed 30 years in case of fresh engagement	Essential: M. Pharm. (Pharmacology) with 2 years of experience in pharmacological studies of Drugs/Research Or Ph.D in Pharmacology/Pharmaceutical Science Or M. V. Sc. (Pharmacology)	32,000/-
14.	Laboratory Attendant	01	Should not exceed 28 years in case of fresh engagement	Essential: Intermediate with Science subject with 2 years' experience in Laboratory or Bachelor's degree in Science	16,000/-
15.	Library Assistant	01	Should not exceed 30 years in case of fresh engagement	Essential: B. Lib with 1-year experience in relevant field. Desirable: Preference will be given to personnel who have excellent communication skills with adequate knowledge of computer applications and conversant with English	30,000/-

Note:

1. The engagement will be purely on a contractual basis through an outsourced agency and no claim for continuance or regular appointment will be entertained under any circumstances.
2. Only those candidates who will receive the confirmation email for appearing in the interview will be considered to attend the interview.
3. The applications received after last date will not be considered.
4. Age limit will be decided on the basis of age as on last date of application.
5. The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.
6. Applicable deduction in respect of ESI, PF and taxes, etc. shall be as per rules.
7. The eligibility of candidates will be determined as per the essential qualification.
8. For attending interview, No TA/DA will be paid for attending the interview.
9. The Director, PCIM&H reserves the right to accept or reject the application and postpone or cancel the interview without assigning any reason thereof.

Pharmacopoeia Commission for Indian Medicine & Homoeopathy, Ghaziabad

(Ministry of Ayush, Govt. of India)

APPLICATION FORMAT

Advertisement No.....of dated.....

Post applied for.....

Affix recent
Self attested
passport size
photo

1.	NAME IN BLOCK LETTERS	
2.	Father's Name	
3.	Date of Birth (DD/MM/YYYY)	
4.	Age as on 01/03/2024	
5.	Address	
6.	Mobile No.	
7.	Email	

8. Educational and other qualifications:

Sl. No.	Qualifications	Board /Institute	Year of passing	Percentage/division

9. Details of Employment in chronological order:

Sl. No.	Name of the Office	Post held	Nature of employment (temporary/permanent)	Total period (From – to)	Pay scale /monthly remuneration	Nature of duties

10. Additional information if any to mention in support of suitability for the post

11. List of documents attached (all documents should be duly self-attested, application should be continuously page numbered)

Sl. No.	Name of the document	Page No.

Declaration:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I also declare that no criminal case is pending/contemplated against me. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after my selection, my candidature/engagement is liable to be cancelled/terminated.

Signature of the candidate

Name of the candidate

Place and date: