

Advertisement no: 02/2024 Dated: 5th April, 2024

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

Applications are invited for the following posts to be engaged through an outsourcing agency at PCIM&H, Ghaziabad in the prescribed format attached herewith. The application/s in the prescribed format supported with respective self-attested mark sheets/certificates/testimonials/experience certificates etc. along with signed biodata should be submitted **latest by 19th April, 2024 to the email address dir.pcimh-ayush@gov.in**. The shortlisted candidates will be intimated through email to appear in the interview alongwith date for the interview. Period of engagement will be initially for one year or completion of tenure of outsourcing agency whichever is earlier, based upon the performance in the interview.

Sl. No.	Name of post	No. of Post	Age Limit	Qualification	Monthly Remuneration
1.	Consultant (Admin)	01	Should not exceed 64 years	Essential: 1. Persons retired from the post of Section Officer/ Under Secretary/ Deputy Secretary/ 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. 2. Candidate should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential. 3. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure. Desirable: Preference will be given to persons with experience of dealing RTI, Grievances, Legal, Policy matters.	50,000/-

2.	Consultant (Establishment)	01	Should not exceed 64 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Persons retired from the post of Section Officer/ Under Secretary/ Deputy Secretary/ 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. 2. Candidate should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential. 3. 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 establishment related matters, and govt. policy related matters etc.</p>	50,000/-
3.	Domain Expert (Ayurveda)	01	Should not exceed 64 years	<p>Essential: 05 years' experience after M.D. (Ayurveda) from a 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/-
4.	Domain Expert (Siddha)	01	Should not exceed 64 years	<p>Essential: 05 years' experience after M.D. (Siddha) from a recognized University.</p> <p>Desirable: Preference will be given to personnel who have excellent communication skills with adequate knowledge of</p>	75,000/-

				computer applications and conversant with English and Tamil.	
5.	Domain Expert (Unani)	01	Should not exceed 64 years	<p>Essential: 05 years' experience after M.D. (Unani) from a 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/-
6.	PS to Director	01	Should not exceed 64 years	<p>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 of working experience as PA/PS or assisting to Head of the Office/Section Head/Division Head in Govt organisation/Autonomous/ PSU.</p>	35,000/-
7.	Pharmacopoeial Associate (Pharmacology)	01	Should not exceed 30 years	<p>Essential: Master's degree in Pharmacology from a recognised university/ Institute with 2 years of experience in pharmacological studies of Drugs/Research/Testing laboratory.</p>	32,000/-
8.	Laboratory Attendant	01	Should not exceed 28 years	<p>Essential: Intermediate with Science subject with 2 years' experience in scientific Laboratory or Bachelor's degree in Science.</p>	16,000/-

9.	Library Assistant	01	Should not exceed 30 years	Essential: Bachelor's degree in Library Science with 01-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/-
10.	MTS (security)	02	Should not exceed 64 years	Essential: 1. Minimum 10 th Pass from a recognised board. 2. Should have knowledge of Hindi or English and local language. Good Physique, personality and fulfilling requirements of physical standards and medical fitness as per PSARA Act and Rules. 3. Minimum 3 years of relevant experience in recognised organisations/agencies. 4. Should have knowledge of Security related matters, industrial and allied functions. 5. Preference will be given to persons who have served in police, Home Guards and armed forces.	16,425/-

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.
2. Only those candidates who will receive the confirmation email for appearing in the interview shall be considered to attend the interview.
3. The applications received after last date i.e. 19th April, 2024 shall not be considered.
4. Applicable deduction in respect of ESI, PF and taxes shall be as per rules.
5. The eligibility of candidates will be determined as per the essential qualification.
6. For attending walk-in -interview at PCIM&H, No TA/DA will be paid for attending the interview.
7. The Director, PCIM&H reserves the right to accept or reject the application and postpone or cancel the interview without assigning any reason.

**Pharmacopoeia Commission for Indian Medicine & Homoeopathy,
Ghaziabad**

(Ministry of Ayush, Govt. of India)

APPLICATION FORMAT

Affix recent
Self attested
passport size
photo

Application for the post of.....

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/Org.	Post held	Nature of employment (temporary/permanent)	Total period		Pay scale /monthly remuneration	Nature of duties
				From	To		

10. Additional information if any which like 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 declared 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