

Details of Post, Eligibility Criteria, Emoluments and Job Description

Chief Executive Officer

1.	Post Name	Chief Executive Officer
2.	Age (Maximum)	55 Years (as on the date of receipt of applications)
3.	Educational Qualification	<p><u>Essential</u></p> <ul style="list-style-type: none">• Graduation from a recognized university. <p><u>Desirable</u></p> <ul style="list-style-type: none">• Additional qualifications like CA/MBA/PGDM from reputed Institutions/Universities
4.	Eligibility	<ul style="list-style-type: none">• Serving Government servant / PSU employee holding analogues post or having 05 years' experience in the rank of Deputy Secretary or equivalent in pay level 12 or equivalent in the Government of India or State Govt., Central/State Autonomous/Statutory bodies and PSU. Experience in PSU or the related commercial sector is desirable. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Individuals from the Private Sector with a minimum of 25 years' experience with at least 10 years at a senior managerial position of a company with an annual turnover of at least Rs. 500 Cr. in the F.Y. 2023-24. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Total 25 years' experience with at least 5 years at senior managerial level if the candidate has worked both in the private and government sector. <p>(Note: In the case of Individuals from the Private Sector, turnover proof is required with the application,)</p>
5.	Other Skills Required	Candidate should have good communication skills. S/he should be a visionary, result-oriented leader full of initiative, drive, and missionary zeal.
6.	Tenure of Appointment	Initially appointment will be for a period of 03 years.
7.	Place of Posting	Delhi
8.	Consolidated Pay	<ul style="list-style-type: none">• Rs. 1.50 Lac Per Month.

		<p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Pay Level-13 for Serving Government employees. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Serving Government, Central/State PSU officials may choose to draw salary in their pay scale along with admissible allowances plus deputation duty allowance as per Government of India norms. <p>(Note: In the case of serving Government, Central/State PSU official, PMBI will bear the employee's share of admissible leave salary and pension contributions, whichever is applicable.</p>
9.	Accommodation Facility	Housing facility as per norms of PMBI.
10.	Conveyance Allowance	Car facility will be provided as per norms.
11.	Telephone Allowance	Telephone/Mobile Bill reimbursement up to the prescribed limit.
12.	Other Facilities	<ol style="list-style-type: none"> Provident Fund Facilities as per norms, if admissible. Group Insurance Scheme of the parent organisation shall be applicable in case of deputation. For others: - <ol style="list-style-type: none"> Group Mediclaim Policy of Rs. 10 Lacs Group Term Life Insurance of Rs. 10 Lacs Group Accidental Insurance of Rs. 10 Lacs
13.	Job Description	Chief Executive Officer (CEO) will be the in-charge and provide leadership to PMBI. CEO is responsible to demonstrate results in the implementation of <i>Pradhan Mantri Bhartiya Janaushadhi Pariyojana</i> (PMBJP) and ensure good internal governance while enhancing the capability and capacity of the organization.
14.	Other Terms & Conditions	The incumbent will report to the Joint Secretary, Department of Pharmaceuticals and will work under the overall guidance and supervision of Executive Council and Governing Council.

General Terms & Conditions

1. The appointment is purely on a deputation/contractual basis and it is not against any permanent vacancy. This appointment will not entitle any candidate to claim regular/ permanent employment in PMBI.
2. Candidates should ensure that they fulfil the eligibility criteria prescribed for the post, in case it is found at any stage of the selection process or even after the appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not fulfil the criteria, his / her candidature/services are liable for rejection/ termination without notice with further legal proceedings. Candidates must have post-qualification experience as per eligibility criteria. The cut-off date for age, qualification and experience will be the date of receipt of application.
3. The incumbent is liable to be transferred/posted in any place in India at the discretion of PMBI. The selected candidate should be able to join at the earliest.
4. PMBI has the right to reject the entire selection process/advertisement at any stage and the decision of PMBI shall be final in this regard.
5. PMBI reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the next round of the recruitment process or appointment. Canvassing in any form will disqualify the candidate.
6. Appointment will be on whole time contractual basis on the following terms & conditions:
 - a) S/he will be entitled to remuneration as mentioned in the above table and provident fund as per rules.
 - b) S/he will be entitled to leave as per PMBI rules.
 - c) PMBI reserves the right to revise the terms & conditions during the tenure of the contract.
 - d) The contractual appointment will automatically come to an end on the expiry of the contractual period and no notice pay or retrenchment compensation will be payable to the

candidate. During the contract period, in case the performance of the candidate is not found satisfactory or for any other reason, the contract can be terminated without assigning any reason by giving 30 days' notice or 30 days' remuneration in lieu thereof.

- e) Candidate will devote his/her whole time and attention to the interest of the Bureau and will not engage himself/herself in any other work/assignment either full-time or part-time, either paid or in honorary capacity. As a contractual employee, you will maintain a high standard of loyalty, efficiency and integrity.
7. Initially contractual appointment will be for 03 years and may be extended on the basis of performance to be evaluated by competent authority. For the appointee on contract, the first six months shall be on probation and after satisfactory completion of the same, the contract may be extended up to 2 years.
 8. For appointment on deputation basis, the terms and conditions as applicable for deputation on foreign service terms, shall be applicable as per relevant rules/guidelines issued by the Department of Personnel and Training from time to time.
 9. Organizations are requested to forward the applications of such eligible and interested applicants in respect of whom they are the parent organization, and who may be spared in case they are selected. Applications of individuals whose services cannot be spared by the cadre controlling authority may not be forwarded.
 10. It is clarified that in respect of members of the Indian Administrative Service, Indian Police Service and Indian Forest Service, including in respect of members serving in their allotted State cadre, the reference to cadre controlling authority means respectively the Department of Personnel and Training, the Ministry of Home Affairs and the Ministry of Environment and Forest in the Government of India.
 11. In case no authority is specified as such in respect of the parent organization, such authority as is competent to approve the relieving of the officer on deputation is to be considered as the cadre controlling authority for the purposes of this circular.

12. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
13. Candidates are advised to check their emails regularly for updates.
14. Please note that no TA/DA shall be paid to any candidate for appearing in interview in PMBI.
15. Interested, eligible candidates can apply at <https://recruitment.pmbi.co.in/> up to 23.05.2025 (till 03:00 PM).
16. The applicants serving in Government Departments/Offices/PSU/Autonomous Bodies/Statutory bodies/constitutional bodies shall be required to apply through the proper channel.

Selection Process

The selection process shall be followed by a two-stage process:

1. Initial Screening

2. Personal Interview

Initial Screening

Candidates are requested to submit a duly filled-in application form (complete in all respects) with a copy of all educational, experience etc. documents. The complete application form will be checked, verified and screened and the candidates, whose candidature will be found eligible and suitable for the requirements, will be notified telephonically and through email for the next stage of the Personal Interview. List of such candidates shall also be displayed on the website.

Personal Interview

In the second stage, there will be Personal Interview of the candidates, whose application forms have been successfully verified and those found suitable for the requirements. Based on the credentials and performance in the personal interview, the candidates will be shortlisted, and the offer of appointment shall be issued to the suitable candidate in the order of merit.

Please also note: Candidates are required to carry all the supporting documents (marks sheet, degree, experience certificate etc.), in original, along with one set of photocopies at the interview venue for verification. PMBI may adopt higher criteria/processes in case of a larger number of applicants meeting eligibility criteria.

Pharmaceuticals & Medical Devices Bureau of India (PMBI)

B-500, B-Tower, 5th Floor, Nauroji Nagar, World Trade Center, New Delhi-110029

Application for the post of Chief Executive Officer

**Recent
Photo**

1. Name of the Candidate :

2. Sex (Male/Female/Others) :

3. Father's/Mother's Name :

4. Age & Date of Birth :

5. Permanent address :

6. Present address :

7. Mobile No. & Email Id :

8. Alternative contact no. :

9. Nationality :

10. Marital status :

11. Languages known :
Speak :

Write :

12. Educational Qualification (Starting from matriculation onwards):

S. No.	Course/Certificate/ Diploma/Degree	Board/University	Year of Passing	Subjects (Main)	%age of Marks

13. Total Experience (As per Eligibility Criteria of the post)

S. No.	Experience as per Eligibility Criteria	Post held	Total Experience (Years & Months)
1	Experience in the rank of Deputy Secretary or equivalent in Government of India, Central/State PSU etc. (Note: Proof of experience in mentioned posts must be attached with the application)		
2	Experience in the Private Sector at a senior managerial position of a company with an annual turnover of at least Rs. 500 Cr. in the F.Y. (Note: Proof of experience in mentioned posts in a Private Sector with an annual turnover of at least Rs. 500 Cr. in the F.Y. must be attached with application)		
3	Total experience at senior managerial level if the candidate has worked both in the private and government sectors. (Note: Proof of experience in mentioned posts must be attached with the application)		

14. Split up details of the latest drawn salary:**15. Any other relevant information :****16. Any two references from the current/past organization :**

17. I, _____ S/o/D/o of Shri/Smt. _____, certified that the above information is true and correct, and I shall provide originals as and when the Management desires. In case any information furnished above is proved to be incorrect, I am liable to be terminated without any notice and suitable legal action shall be taken.

(Signature of the applicant)

Date:

Note:

1. All educational, and experience certificates with detailed resume must be attached with the application.
2. Applications submitted without attaching experience proof will be summarily rejected.
3. In the case of applicants from the Private Sector, 500 cr. Turnover proof of the company must be attached along with the application.

(To be filled by employer)

1. Certified that the particulars furnished by the applicant have been checked from available records and found to be correct.
2. Certified that no disciplinary proceedings are either pending or being contemplated against the officer.
3. List of punishments awarded, if any, during last 10 years is attached
4. Integrity certificate is attached.
5. In the event of selection, s/he will be relieved of her/ his duties immediately.

(Signature)

**Name and Designation
of the forwarding officer with seal**