

**Government of India
Department of Pharmaceuticals**

Advertisement no. 1/2025

(Issue date: 02.12.2025)

Invitation of applications for engagement as Young Professionals

Applications are invited from eligible Indian nationals for engagement as Young Professionals (YPs) by the Department of Pharmaceuticals as individual consultants on contract basis, for deployment to its Pharmaceutical Policy, International Cooperation, Coordination and Parliament, Medical Device and Integrated Finance Divisions.

The form for making an application and the description, roles, responsibilities and attributes of YPs required, along with eligibility criteria and terms of conditions of engagement, may be accessed online using the website link **<https://pharma-dept.gov.in/recruitment>**.

Applications made in the said form should reach on or before the last date for receipt of applications, in hard copy by Speed Post or hand-delivered in a sealed cover at CR Section, Room no. 239, A Wing, Second floor, Shastri Bhawan, New Delhi during office hours on a working day, as well as by email at the email address **SO-Establishment@pharma-dept.gov.in**. The hard copy, sent by Speed Post or hand-delivered in sealed cover, should be addressed to:

Division Head and Director in charge of Establishment and
Administration Division
Department of Pharmaceuticals
Ministry of Chemicals and Fertilizers
Shastri Bhawan
New Delhi - 110 001

Last date of receipt of applications is 22.12.2025¹.

CBC 02107/11/0002/2526

Director (Estt. & Adm.)

Application form for engagement of Young Professional

To:

Division Head and Director 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. 1/2025, Issue date: 02.12.2025

Madam/sir,

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

A. Division details:

Division	Specify 'Y' against Division(s) applied for	Against Division(s) applied for, specify preference order number (1, 2, 3 etc.)
Pharmaceutical Policy		
International Cooperation		
Coordination and Parliament		
Medical Device		
Integrated Finance Division		

B. 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 etc.)	Year	Name of university, institution or other qualification awarding body	Percentage of marks / Grade Point Average	Discipline / branch / 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)		Scale of pay	Brief description of nature of duties
			From	To		

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:					

C. 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 (https://pharma-dept.gov.in/sites/default/files/New%20Guidelines%20for%20Young%20Professionals%20%28YPs%29_0001.pdf) and that I agree to abide by the same.

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

Department of Pharmaceuticals Advertisement no. 1/2025, dated 02.12.2025

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

For deployment at the Pharmaceutical Policy 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	Pharmaceutical Policy Division <i>Note:</i> The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.
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:	
<p>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 organisations and agencies, as required.</p> <p>Responsibilities include the following:</p> <ul style="list-style-type: none">(a) Support to research on global and domestic pharmaceutical policies, industry trends, manufacturing promotion, access to medicines, and related areas;(b) Assistance in the preparation of background notes, talking points, briefs, and presentations and minutes of the meeting for related meetings, events and conferences;(c) Support for coordination with industry associations and related Ministries/Departments of Government of India, including their organisations and offices;(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. <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none">(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	Graduate degree from a University as defined in the University Grants Commission Act, 1956 or equivalent qualification
Age	Not exceeding 32 years of age on the date of publication
4. Terms and conditions:	
Remuneration	Fixed monthly remuneration as follows: (a) In the first year of engagement, ₹50,000; (b) On satisfactory completion of each year of engagement as YP, annual increase over monthly remuneration in the preceding year by— (i) 5% for the second and third years; and (ii) 10% for subsequent years.
Other terms and conditions	These will be governed by the “Guidelines for engagement of Young Professionals on contract basis” of the Department of Pharmaceuticals (published on its website), as may be amended from time to time. The said guidelines, as they currently stand, may be accessed using the link https://pharma-dept.gov.in/sites/default/files/New%20Guidelines%20for%20Young%20Professionals%20%28YPs%29_0001.pdf .
Application fee	Nil

Department of Pharmaceuticals Advertisement no. 1/2025, dated 02.12.2025

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

For deployment at the International Cooperation 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	International Cooperation Division <i>Note:</i> The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.
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:	
<p>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 organisations and agencies, as required.</p> <p>Responsibilities include the following:</p> <ul style="list-style-type: none">(a) Assistance in the preparation of background notes, briefs and presentations for bilateral and multilateral meetings, trade negotiations and other international engagements;(b) Help in collection of data, especially related to trade, analysis of data, and preparation of summary notes;(c) Support to research and preparation of analytical reports on country profiles related to pharmaceuticals and medical devices, international trade matters, regulations, and market access issues;(d) Support for coordination with industry associations and related Ministries/Departments of the Government of India, including their organisations and agencies;(e) Providing comprehensive secretarial support, including for drafting of proposals, handling of correspondence, file processing, record-keeping etc.; and(f) Carrying out of such other duties and tasks as may be entrusted from time to time. <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none">(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	Graduate degree from a University as defined in the University Grants Commission Act, 1956 or equivalent qualification
Age	Not exceeding 32 years of age on the date of publication
4. Terms and conditions:	
Remuneration	Fixed monthly remuneration as follows: (a) In the first year of engagement, ₹50,000; (b) On satisfactory completion of each year of engagement as YP, annual increase over monthly remuneration in the preceding year by— (i) 5% for the second and third years; and (ii) 10% for subsequent years.
Other terms and conditions	These will be governed by the “Guidelines for engagement of Young Professionals on contract basis” of the Department of Pharmaceuticals (published on its website), as may be amended from time to time. The said guidelines, as they currently stand, may be accessed using the link https://pharma-dept.gov.in/sites/default/files/New%20Guidelines%20for%20Young%20Professionals%20%28YPs%29_0001.pdf
Application fee	Nil

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

For deployment at the Medical Device Division

1. YP description:	
Number of YPs required	Three
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	Medical Device Division <i>Note:</i> The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.
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:	
<p>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 organisations and agencies, as required.</p> <p>Responsibilities include the following:</p> <ul style="list-style-type: none">(a) Support to research on global and domestic policies, industry trends, manufacturing promotion, access to medical devices, and related areas;(b) Assistance in the preparation of background notes, talking points, briefs, and presentations and minutes of the meeting for related meetings, events and conferences;(c) Support for coordination with industry associations and related Ministries/Departments of Government of India, including their organisations and offices;(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. <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none">(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	Graduate degree from a University as defined in the University Grants Commission Act, 1956 or equivalent qualification
Age	Not exceeding 32 years of age on the date of publication
4. Terms and conditions:	
Remuneration	Fixed monthly remuneration as follows: (a) In the first year of engagement, ₹50,000; (b) On satisfactory completion of each year of engagement as YP, annual increase over monthly remuneration in the preceding year by— (i) 5% for the second and third years; and (ii) 10% for subsequent years.
Other terms and conditions	These will be governed by the “Guidelines for engagement of Young Professionals on contract basis” of the Department of Pharmaceuticals (published on its website), as may be amended from time to time. The said guidelines, as they currently stand, may be accessed using the link https://pharma-dept.gov.in/sites/default/files/New%20Guidelines%20for%20Young%20Professionals%20%28YPs%29_0001.pdf .
Application fee	Nil

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

YP description no. 5

1. YP description:	
Number of YPs required	One
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	Integrated Finance Division <i>Note:</i> The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.
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:	
<p>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 organisations and agencies, as required.</p> <p>Responsibilities include the following:</p> <ul style="list-style-type: none">(a) Assisting the Integrated Finance Division in DoP in financial analysis, budget planning, expenditure monitoring, appraisal of financial proposals and ensuring financial discipline across Departmental schemes and projects;(b) Supporting efficient and effective utilisation of public funds and adherence to General Financial Rules and applicable Government instructions and procedures;(c) Assisting the examination and appraisal of financial proposals and preparation of memos for Expenditure and Standing Finance Committees and other appraisal processes;(d) Analysing expenditure trends, cost estimates and resource requirements for various schemes and projects;(e) Supporting the preparation of budget estimates, revised budget estimates and finalising expenditure projections;(f) Assisting in monitoring scheme-wise and demand-wise expenditure and preparing utilisation reports;(g) Maintaining updated databases of budget allocations, releases, expenditures and performance indicators;	

<p>(h) Preparing financial reports, dashboards, briefs and presentations for senior management;</p> <p>(i) Providing comprehensive secretarial support, including for drafting of proposals, handling of correspondence, file processing, record-keeping etc.; and</p> <p>(j) Carrying out of such other duties and tasks as may be entrusted from time to time.</p> <p>The following attributes are required of the applicants:</p> <p>(a) The ability to manage multiple tasks simultaneously and meet deadlines; and</p> <p>(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.</p>	
3. Eligibility criteria:	
Qualification	Graduate degree from a University as defined in the University Grants Commission Act, 1956 or equivalent qualification
Age	Not exceeding 32 years of age on the date of publication
4. Terms and conditions:	
Remuneration	<p>Fixed monthly remuneration as follows:</p> <p>(a) In the first year of engagement, ₹50,000;</p> <p>(b) On satisfactory completion of each year of engagement as YP, annual increase over monthly remuneration in the preceding year by—</p> <p>(i) 5% for the second and third years; and</p> <p>(ii) 10% for subsequent years.</p>
Other terms and conditions	<p>These will be governed by the “Guidelines for engagement of Young Professionals on contract basis” of the Department of Pharmaceuticals (published on its website), as may be amended from time to time. The said guidelines, as they currently stand, may be accessed using the link https://pharma-dept.gov.in/sites/default/files/New%20Guidelines%20for%20Young%20Professionals%20%28YPs%29_0001.pdf.</p>
Application fee	Nil

Department of Pharmaceuticals Advertisement no. 1/2025, dated 02.12.2025

**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	Coordination and Parliament Division <i>Note:</i> The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.
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:	
<p>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 organisations and agencies, as required.</p> <p>Responsibilities include the following:</p> <ul style="list-style-type: none">(a) Tracking references for inter-departmental cooperation, coordinating with various Divisions within the Department as well as with its organisations, ensuring proactive and timely follow-up, processing and closure of matters;(b) Providing support for organising meetings, drafting proposals, summarising 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. <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none">(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	Graduate degree from a University as defined in the University Grants Commission Act, 1956 or equivalent qualification
Age	Not exceeding 32 years of age on the date of publication
4. Terms and conditions:	
Remuneration	Fixed monthly remuneration as follows: (a) In the first year of engagement, ₹50,000; (b) On satisfactory completion of each year of engagement as YP, annual increase over monthly remuneration in the preceding year by— (i) 5% for the second and third years; and (ii) 10% for subsequent years.
Other terms and conditions	These will be governed by the “Guidelines for engagement of Young Professionals on contract basis” of the Department of Pharmaceuticals (published on its website), as may be amended from time to time. The said guidelines, as they currently stand, may be accessed using the link https://pharma-dept.gov.in/sites/default/files/New%20Guidelines%20for%20Young%20Professionals%20%28YPs%29_0001.pdf .
Application fee	Nil
