

**PHARMACY COUNCIL OF INDIA (PCI)**  
(Statutory body under Ministry of Health & F.W.)  
Govt. of India

Invites applications for the post of -

**1. Technical Assistant.**

**No. of Post :** 1 (One) for General category.

**Pay Scale :** Rs.9300-34800 (PB 2) + Grade Pay Rs.4200 plus other allowances at central government rates.

**Educational qualification and experience required:**

**Essential -**

1. B.Pharm degree obtained from an institution / authority approved under section 12 of the Pharmacy Act, 1948.
2. A registered pharmacist.

**Desirable -**

1. At least 2 yeas professional experience.
2. Knowledge of computer applications.

**Age Limit :** Not exceeding 30 years as on the date of the publication of advertisement of the post.

**Period of Probation :** 2 years.

**Conditions:**

1. The Council reserves the right to withdraw this advertisement or part of it at any stage.
2. The prescribed qualification are the minimum and mere possession and fulfillment of the qualifications does not entitle the candidates to be called for interview/test.
3. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (**Annexure-I**).
4. Envelope containing application should be superscribed with "Application for the Post of "Senior Technical Assistant" or "Technical Assistant" as the case may be.
5. The applicant applying for both the posts shall apply separately for each post in separate envelope.
6. The candidates short-listed for interview/test will be informed by post. The council will not be responsible for any postal delay.
7. Original certificates should be produced only at the time of interview/test.
8. Persons working in Government/Public Sector Undertakings/Autonomous Organization should apply through proper channel. Candidates may send an advance copy of application. However, advance application shall be entertained by this council only when application through proper channel is received. It shall be necessary to furnish "No Objection Certificate" from the parent department/present employer at the time of interview/test.
9. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained and filed.
10. The decision of the Council in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
11. Each application must be accompanied by
  - i) A Demand Draft of Rs.100/- (Rupees One Hundred only) drawn in favour of Registrar-cum-Secretary, Pharmacy Council of India, payable at New Delhi.
  - ii) Two self addressed envelopes with postal stamps duly fixed on it giving complete postal address of the candidate.
12. The application, complete in all respects must be sent, directly or through proper channel (in case the candidate is already employed) so as to reach this Council within 30 days from the date of publication of advertisement in the Employment News. The applications received after the due date will be summarily rejected and filed.

**Registrar-cum-Secretary**  
**Pharmacy Council of India, NBCC Centre, 3rd Floor,**  
**Plot No.2, Community Centre, Maa Anandamai Marg,**  
**Okhla Phase - I, New Delhi - 110020**

**Annexure-I**  
**Application Form**  
**Pharmacy Council of India, New Delhi**  
**Part-A**

Affix recent passport size photo duly attested by Gazetted officer
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1. Name of the post.....
2. Name in Full (in Block Letters) .....
3. Father's / Husband's Name .....
4. Date of Birth..... Age on the date of publication of advertisement.

Years	Months	Days

5. Nationality.....
6. a) Telephone (Residence) .....
- b) E.Mail ID .....
- c) Mobile No.....
7. a) Address for correspondence (in block letters).....
- Pin Code .....
- b) Permanent Address (in block letters).....
- Pin Code .....
8. Whether you belong to (Please tick) SC \_\_\_\_\_ ST \_\_\_\_\_ OBC \_\_\_\_\_ PH \_\_\_\_\_ Gen \_\_\_\_\_

9. Educational Qualifications:

S.No.	Degree	Name of		Year of admn.	Year of passing	Division	% of Marks	Pharmacist Registration No.	Date of validity of registration
		Institution	University						

Please enclose self attested photocopy of -

- a) proof of date of birth (10<sup>th</sup> certificate).
  - b) 12<sup>th</sup> certificate.
  - c) marks sheet of B.Pharm (Ist to IVth year).
  - d) B.Pharm pass certificate.
  - e) valid pharmacist registration certificate from State Pharmacy Council indicating date of validity.
  - f) experience certificates.
  - g) degrees of other qualifications if any.
10. Employment Record (details in reverse chronological order, starting with the last job)

Name & complete address of the employer with Tel.No.	Designation of post held	Period of service in each post		Total experience			Brief nature of work and level of responsibilities
		From (Date)	To (Date)	Years	Months	Days	

11. Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference:-

- |                       |                       |
|-----------------------|-----------------------|
| 1. Name.....          | 2. Name .....         |
| Address.....          | Address .....         |
| .....                 | .....                 |
| Residential T.No..... | Residential T.No..... |
| Mobile No.....        | Mobile No.....        |
| E.mail ID.....        | E.mail ID.....        |

**Date :**

**Name of Candidate** \_\_\_\_\_

**Signature of Candidate** \_\_\_\_\_

**Part-B**

**Declaration**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. At any time if I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

**Name of Candidate** \_\_\_\_\_

**Signature of Candidate** \_\_\_\_\_

**PHARMACY COUNCIL OF INDIA  
(A STATUTORY BODY OF MINISTRY OF HEALTH & FAMILY WELFARE)**

**E-MAIL : [registrar@pci.nic.in](mailto:registrar@pci.nic.in)**

**WEBSITE : [www.pci.nic.in](http://www.pci.nic.in)**

**NBCC Centre, 3rd Floor,  
Plot No.2, Community Centre  
Maa Anandamai Marg Okhla Phase I  
New Delhi – 110 020**

Ref.No.14-135/Pt. II/17-PCI

**ADVERTISEMENT NO. 14-135/Pt. II/17-PCI**

The Pharmacy Council of India intends to engage the following personnel's on full time and purely on contract basis initially for a period of one year which can be extended as per the requirement of the Council.

Name of position	System Administrator
No. of position	One
Qualification	BE/BCA/MCA
Experience	6 to 10 years
Remuneration	Rs. 60,000/- per month
Age	Not exceeding 35 years as on 31.12.2019
Responsibilities and Skills required	Responsibilities and Skill requirements (Hard and Soft) are enclosed as <b>Annexure-I.</b>

Name of position	System Analyst
No. of position	One
Qualification	BE/BCA/MCA
Experience	3 to 5 years
Remuneration	Rs. 40,000/- per month
Age	Not exceeding 35 years as on 31.12.2019
Responsibilities and Skills required	Responsibilities and Skill requirements (Hard and Soft) are enclosed as <b>Annexure-II.</b>

The interested candidates may apply on the prescribed proforma in **Annexure-III** to the following address within 30 days from the date of publication of this advertisement.

**Pharmacy Council of India,  
NBCC Centre, 3rd Floor,  
Plot No.2, Community Centre,  
Maa Anandamai Marg,  
Okhla, Phase-I,  
New Delhi – 110 020.**

**General Terms & Conditions**

- (i) No TA/DA will be paid for appearing in the interview.
- (ii) **Allowances:**  
The candidates shall not be entitled to any allowance such as DA, HRA, Transport allowance, Medical reimbursement etc.
- (iii) The application, complete in all respects must reach this Council within 30 days from the date of publication of advertisement in the Employment News. The applications received after the last date will be summarily rejected and filed.

**(ARCHNA MUDGAL)**  
**Registrar-cum-Secretary**

**Job Description:**

Position: System Administrator, Experience: 6-10 years, Qualification: BE /BCA /MCA

**Responsibilities-**

- Administrate infrastructure, including firewalls, databases, malware protection software and other processes.
- Ensure proper configuration of the Digital System (software, website, hardware, cloud, mobility, networks, office equipments, etc) for smooth running of the office.
- Monitor the System daily and respond immediately to security or usability concerns.
- Create and verify backups and retrieval of data. Ensure disaster recovery is in place.
- Review application logs. Provide technical support for software and hardware issues. Respond to and resolve help desk requests.
- Upgrade systems and processes as required for enhanced functionality and security issue resolution.
- Provide and present yearly roadmap and budget for the Digital System.

**Skills required:**

**Hard Skills**

- Configuration, Operation, Monitoring, Maintenance and Support of the overall Digital System.
- Data Management including Security.
- Knowledge of Automation, Content and Access Management.
- Knowledge of web-based technologies.
- Programming in Java, J2EE and related technologies.
- Efficient with PostgreSQL and NoSQL (MongoDB preferred).
- Knowledge on Web services and Web-based technologies.
- Strong in Project Management and Leading Team.

**Soft Skills**

- Good interpersonal skills, excellent oral & written communication in English.
- Teamwork and ability to contribute to a team effort.
- Taking- logical approach to problem solving, initiative, self-confident, methodical, investigative and inquisitive.
- Ability to manage stakeholder expectations and explain technical detail.
- Interest in the way organizational processes work.

**Job Description:**

Position : System Analyst, Experience: 3-5 years, Qualification: BE /BCA /MCA

**Responsibilities-**

- Working closely with colleagues, developers, testers and a variety of end users to ensure technical compatibility and user satisfaction.
- Managing the Project Management Unit (PMU) and Helpdesk. Supporting users on their issues /queries, change control and system updates.
- Liaising extensively with external and internal stakeholders, for requirements gathering, conducting requirements analysis, preparing specific proposals for new feature /modifications.
- Drawing up, supervising and documenting testing schedules for complete systems.
- Analyzing existing systems and workflow mapping and documenting interfaces.
- Identifying options for potential solutions and assessing them for both technical and suitability.
- Providing training, function as train the trainer.

**Skills required:**

**Hard skills-**

- Conceptualize original website design ideas that bring simplicity and user friendliness to complex roadblocks.
- Visual design capabilities- create wireframes, storyboards, user flows, process flows and site maps to communicate interaction and design ideas for the workflow.
- Knowledge of Web-based technologies.
- Proficiency in HTML, CSS and JavaScript for rapid prototyping.
- Knowledge of Java and J2EE and related technologies.
- Knowledge of PostgreSQL and NoSQL (MongoDB preferred).
- Working knowledge of Spring.
- Knowledge on web services.
- Should have worked in Distributed Continuous Integration (DCI).

**Soft Skills-**

- Good interpersonal skills, excellent oral & written communication in English.
- Ability to manage stakeholder expectations and explain technical detail.
- Team work and ability to contribute to a team effort
- Taking- logical approach to problem solving, initiative, self-confident, methodical, investigative and inquisitive.
- Interest in the way organizational processes work.

**APPLICATION FOR THE POSITION OF SYSTEM ADMINISTRATION/SYSTEM ANALYST**

Paste self attested passport size photograph
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1. Name of the Applicant (In Block Letters) \_\_\_\_\_
2. Father's/Husband's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Age as on 31.12.2019

Years	Months	Days

5. Nationality \_\_\_\_\_
6. Category (SC/ST/OBC/GEN/PH) \_\_\_\_\_
7. a) Telephone No.(Residence) \_\_\_\_\_
- b) E-mail ID \_\_\_\_\_
- c) Mobile No. \_\_\_\_\_
- d) PAN Number (attach a copy of PAN Card) \_\_\_\_\_
- e) Aadhar Card No. (Attach a copy of Aadhar Card) \_\_\_\_\_
8. a) Complete correspondence address (In Block Letters)
- \_\_\_\_\_
- Pin Code: \_\_\_\_\_
- b) Permanent Address (In Block Letters)
- \_\_\_\_\_
- Pin Code: \_\_\_\_\_

9. Educational Qualifications:

Sr. No.	Qualification at graduate level	Name of the		Year of Passing	Division	% of Marks
		Institution	University			

10. Details of Experience (separate sheet may be attached, if required).

Position Held	Name of Organization	Period		Remuneration	Length of Service in years	Nature of duties performed
		From	To			

Total length of experience in years

If selected what notice period required for joining

11. Any other information

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**DECLARATION**

It is hereby declared that the information provided as above is true and complete in all respect to the best of my knowledge and belief. If anything is found wrong/incorrect my application will be treated as cancelled and withdrawn.

(Signature of the Applicant)

Date-----

Name-----

Place-----

Address-----