PHARMACY COUNCIL OF INDIA
(Constituted under the Pharmacy Act’1948)

Ref.No.1-16/2018-PCI

E-mail/Speed-post

17 DEC 2019

The Assistant Director (Advertising)
Employment News,
Publication Division
M/o Information & Broadcasting Govt. of India
Soochha Bhawan, VII Floor,
CGO Complex, Lodhi Road
New Delhi-110 003.

Email: director.employmentnews@gmail.com

Sub: Advertisement of Positions on contract basis- regarding.

Sir,

The Pharmacy Council of India an autonomous body under the Ministry of Health & Family Welfare, Govt. of India intends to advertise the positions of System Administrator and System Analyst on full time and purely on contract basis in the Employment News. The text of the advertisement is enclosed as Appendix-1. You are requested to advertise these positions in the next edition of Employment News on DAVP rates and the bill thereof may be sent to this Council for payment.

Yours faithfully

[Signature]

(Archinamudgal)
Registrar-cum-Secretary
The Pharmacy Council of India intends to engage the following personnel 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.

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

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

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
Annexure – I

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

Responsibilities–
• Administer 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.
Annexure – II

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

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

<table>
<thead>
<tr>
<th>Years</th>
<th>Months</th>
<th>Days</th>
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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:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Qualification at graduate level</th>
<th>Name of the Institution</th>
<th>Year of Passing</th>
<th>Division</th>
<th>% of Marks</th>
</tr>
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10. Details of Experience (separate sheet may be attached, if required).

<table>
<thead>
<tr>
<th>Position Held</th>
<th>Name of Organization</th>
<th>Period From</th>
<th>Period To</th>
<th>Remuneration</th>
<th>Length of Service in years</th>
<th>Nature of duties performed</th>
</tr>
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</tbody>
</table>

Total length of experience in years

If selected what notice period required for joining

11. Any other information

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-----------------------