

Addendum and Extension of Last Date for Submission of Application

Subject: - Extension of the date of submitting applications for engagement as Technical Consultant/Consultant in Department of Pharmaceuticals against advertisement no.01/2026 issued on 24.06.2026 – regarding.

The last date for submitting applications for engagement as Technical Consultant/Consultant in Department of Pharmaceuticals against advertisement No.01/2026 issued on 24.06.2026 has been extended from **14.07.2026** to **24.07.2026** for the following posts: -

Sl no.	Position	No. of Positions	Division
1.	Legal Consultant	One	Pricing
2.	Financial Consultant	One	NIPER
3.	Legal Consultant	One	NIPER
4.	Administrative Consultant (Retired Officers only)	One	NIPER
5.	Technical Consultant (Medical Devices)	Two	Medical Devices
6.	Technical Consultant (Pharmaceuticals)	One	International Cooperation
7.	Technical Consultant (International Relations)	One	International Cooperation
8.	Technical Consultant Grade II (Pharmaceuticals)	One	Pharma Policy
9.	Technical Consultant (Pharmaceuticals)	One	Pharma Policy

2. Apart from above positions, one (01) additional position of Technical Consultant-I (Pharma) in SPI and Bulk Drug Park Division has been included in the ongoing engagement process. The application form, along with descriptions of role, responsibilities, required attributes, eligibility criteria, and other terms of engagement for the said position are attached herewith. All other terms and conditions of Advertisement No. 01/2026 dated 24.06.2026 shall remain unchanged.

Submission Instructions

Applications must be submitted using the prescribed form. Applications complete in all respects should reach the department on or before the specified last date i.e. **24.07.2026**. Applications are accepted in either of the following methods:

1. **By Hard Copy:** Sent via Speed Post or hand-delivered in a sealed cover to: **Office of Under Secretary(E&A), Department of Pharmaceuticals, G-19, Shastri Bhawan, New Delhi** Addressed to: Under Secretary (E&A) Department of Pharmaceuticals, G-19, Shastri Bhawan, New Delhi (During working hours on a working day)
2. **By Email:** Sent to the email address: **SO-Establishment@pharma-dept.gov.in**

Last Date for Receipt of Application: [24.07.2026]

Application form for engagement of Technical Consultant/Consultant

To:

Under Secretary 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 Technical Consultant/Consultant, invited *vide* Department of Pharmaceuticals' Advertisement no. 1/2026, Issue date: 24.06.2026 and subsequent Addendum dated 14.07.2026.

Madam/sir,

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

A. Division details (Applicant has to submit separate application for each of the Division where she/he is eligible and applying for):

Division (Tick as applicable and cross others)	Position applied for	Whether applying under category of retired officer(Y/N)
International Cooperation		
Medical Device		
Academia and Research		
Pricing		
Pharmaceutical Policy		
Strengthening of Pharmaceuticals Industry & Bulk Drug Park		

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 (10 th /matriculation onwards, in reverse chronological order viz. PG/PG Diploma → Graduation → 12 th /10+2 → 10 th /matriculation):					
	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:

In case of retired officers applying for the position*

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 Hiring of Non-Technical Consultants on contract basis in the Department of Pharmaceuticals' issued vide F. No. A-41011/01/2022-Estt.dated 04.03.2025, as available on website of Department of Pharmaceuticals (<https://pharma-dept.gov.in/recruitment>) and that I agree to abide by the same.

Or

In case of other applicants

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 Technical Consultant on Contract Basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals (<https://pharma-dept.gov.in/recruitment>) and that I agree to abide by the same.*

**Please tick as applicable and cross the other.*

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

Roles, responsibilities and other particulars for Technical Consultant Grade I(Pharmaceuticals), International Cooperation Division	
1. Identification data:	
Category of Consultant:	Technical Consultant Grade I (Pharmaceuticals)
Number of Young Professionals required:	One (Whole Time)
Organisation:	Department of Pharmaceuticals Ministry of Chemicals and Fertilizers
Legal status:	Technical Consultant Grade I(Pharmaceuticals) (<i>herein after referred to as Consultant</i>) will be a consultant and will not be regarded for any purposes as an employee or official or representative of DoP. Further, the relationship between DoP and the said consultant will not be one of an employer and employee, or of a principal and its agent.
2. Roles, responsibilities and attributes:	
The Consultant will provide technical, regulatory, and analytical support for initiatives related to the Indian pharmaceutical sector, including policy development, industry competitiveness, trade facilitation, quality compliance, and market access. The role requires strong knowledge of India's pharma ecosystem, regulatory frameworks, and global pharmaceutical trends. Responsibilities include:- (a) assist in preparing 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 research and preparation of analytical reports on country profiles related to pharmaceuticals and medical devices, international trade matters, regulations, and market access issues; (d) providing comprehensive secretarial support, including drafting proposals, handling correspondence, file processing, record-keeping etc.; and (e) carrying out such other duties and tasks as may be entrusted from time to time. The applicants should have the following attributes: (f) Ability to manage multiple tasks simultaneously and meet deadlines; (g) Good organisational skills with excellent communication, writing and presentation skills; and (h) Good knowledge and skill in word processing, spreadsheets and the use of presentation software.	

3. Eligibility criteria:	
Qualification	Essential Qualification: Master's /Integrated Degree in M. Pharma /M.Sc. (Pharmacology)
Experience	Minimum 3 years of relevant experience in: • Pharmaceutical industry • Pharmaceutical/Medical Device Regulatory Authority/Govt. Department • Relevant Consulting / research organizations • Trade and market access analysis / Data analytics in economics/industry Desirable: In depth understanding of Active Pharmaceutical Ingredients (APIs / Key Starting Materials (KSMs) / Drug Intermediates (DIs)
Age	Not exceeding 40 years of age as on 30.06.2026.
4. Terms and conditions:	
Remuneration	Remuneration will be ₹80,000 per month.
Other terms and conditions	The hiring would be governed by 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals.
Application fee	Nil

Roles, responsibilities and other particulars for Technical Consultant Grade I(International Relations), International Cooperation Division	
1. Identification data:	
Category of Consultant:	Technical Consultant Grade I (International Relations)
Number of Young Professionals required:	One (Whole Time)
Organisation:	Department of Pharmaceuticals Ministry of Chemicals and Fertilizers
Legal status:	Technical Consultant Grade I(International Relations) (<i>herein after referred to as Consultant</i>) will be a consultant and will not be regarded for any purposes as an employee or official or representative of DoP. Further, the relationship between DoP and the said consultant will not be one of an employer and employee, or of a principal and its agent.
2. Roles, responsibilities and attributes:	
The Consultant will provide technical, regulatory, and analytical support for initiatives related to the Indian pharmaceutical sector, including policy development, industry competitiveness, trade facilitation, quality compliance, and market access. The role requires strong knowledge of India's pharma ecosystem, regulatory frameworks, and global pharmaceutical trends. Responsibilities include:- (i) assist in preparing background notes, briefs, and presentations for bilateral and multilateral meetings, trade negotiations, and other international engagements; (j) help in collection of data, especially related to trade, analysis of data, and preparation of summary notes; (k) support research and preparation of analytical reports on country profiles related to pharmaceuticals and medical devices, international trade matters, regulations, and market access issues; (l) providing comprehensive secretarial support, including drafting proposals, handling correspondence, file processing, record-keeping etc.; and (m)carrying out such other duties and tasks as may be entrusted from time to time. The applicants should have the following attributes: (n) Ability to manage multiple tasks simultaneously and meet deadlines; (o) Good organisational skills with excellent communication, writing and presentation skills; and (p) Good knowledge and skill in word processing, spreadsheets and the use of presentation software.	

3. Eligibility criteria:	
Qualification	Essential Qualification: Master's /Integrated Degree in Pharma / Pharmacology/Law
Experience	Minimum 3 years of relevant experience in: • Pharmaceutical industry • Pharmaceutical/Medical Device Regulatory Authority/Govt. Department • Relevant Consulting / research organizations • Trade and market access analysis / Data analytics in economics/industry Desirable: In depth understanding of Active Pharmaceutical Ingredients (APIs / Key Starting Materials (KSMs) / Drug Intermediates (DIs) Exposure in handling multi-lateral /bi-lateral matters.
Age	Not exceeding 40 years of age as on 30.06.2026.
4. Terms and conditions:	
Remuneration	Remuneration will be ₹80,000 per month.
Other terms and conditions	The hiring would be governed by 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals.
Application fee	Nil

Roles, responsibilities and other particulars for Technical Consultant Grade I(Pharmaceuticals), Medical Device Division	
1. Identification data:	
Category of Consultant:	Technical Consultant Grade I (Medical Device)
Number of Technical Consultant required:	Two (Whole Time)
Organisation:	Department of Pharmaceuticals Ministry of Chemicals and Fertilizers
Legal status:	Technical Consultant Grade I (Medical Device) (<i>herein after referred to as Technical Consultant</i>) will be a consultant and will not be regarded for any purposes as an employee or official or representative of DoP. Further, the relationship between DoP and the said Technical Consultant will not be one of an employer and employee, or of a principal and its agent.
2. Roles, responsibilities and attributes:	
The Technical Consultant will provide specialized technical and analytical support on medical devices in the context of India's pharmaceutical and healthcare ecosystem. The role focuses on regulatory compliance, market analysis, quality standards, manufacturing competitiveness, and policy inputs for strengthening India's medical devices sector alongside pharmaceuticals. Responsibilities include— (a) support research on global and domestic policies, industry trends, manufacturing promotion, access to medical devices, and related areas. (b) assist in preparing background notes, talking points, briefs, and presentations and minutes of the meeting for related meetings, events and conferences. (c) support coordination with industry associations and related Departments of Government of India. (d) providing comprehensive secretarial support, including drafting proposals, handling correspondence, file processing, record-keeping etc.; and (e) carrying out such other duties and tasks as may be entrusted from time to time. The applicants should have the following attributes: (q) Ability to manage multiple tasks simultaneously and meet deadlines; (r) Good organisational skills with excellent communication, writing and presentation skills; and (s) Good knowledge and skill in word processing, spreadsheets and the use of presentation software.	

3. Eligibility criteria:	
Qualification	Essential Qualification: B.E./ B. Tech (Biomedical, Biotechnology, Electronics, Instrumentation engineering) OR M. Pharma. Desirable Qualification: M. Tech or equivalent post graduate degree (in Biomedical, Biotechnology, Instrumentation engineering).
Experience	A minimum of 3 years' work experience in Medical Devices Manufacturing/ Medical Devices Regulatory Affairs/ Medical Device research & Development/ Medical Device testing Laboratory and related subject. Sound knowledge/hands-on experience in: • Medical Devices manufacturing industry, • Domestic and global medical devices trade and regulatory issues, • Latest technologies and trends in medical devices • Data analytics in economics/industry • Programme management, if any.
Age	Not exceeding 40 years of age, on the date of the publishing of the advertisement on the Department's website
4. Terms and conditions:	
Remuneration	Remuneration will be ₹80,000 per month.
Other terms and conditions	The hiring would be governed by 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals.
Application fee	Nil

Roles, responsibilities and other particulars for Administrative Consultant (retired officer)	
1. Identification data:	
Division	Academia and Research Division
Position	Administrative Consultant (NIPER)
Number of PLs required:	One (Whole Time)
Organisation:	Department of Pharmaceuticals (DoP) Ministry of Chemicals and Fertilizers
Legal status:	The position is that of a consultant and nothing in the contract engaging consultant will establish, constitute or imply the relationship of employer and employee, or of a principal and its agent, between this Department and consultant.
Age	Maximum age limit should not be more than 64 years as on 30.06.2026.
2. Roles, responsibilities and attributes:	
(a) Assist in handling fund and budget-related matters of NIPERs, including budget formulation, fund release, utilisation tracking, and related financial processes; (b) Provide support in administrative and governance matters, including Board-related issues, file processing, drafting, correspondence, and record management; (c) Assist in Parliamentary work, including preparation of replies to Lok Sabha and Rajya Sabha Questions, laying of reports before Parliament, and coordination of related matters; (d) Support preparation of Cabinet Notes, briefing materials, background notes, agendas, presentations, and minutes of meetings; (e) Assist in submission of Monthly Reports (including PMO references and DO letters), DBT reports, and other periodic returns; (f) Support matters related to construction and infrastructure development of NIPERs; (g) Assist in compilation of Annual Reports and Statements of Accounts for laying before Parliament; (h) Support audit-related work, including responses to audit observations and Aadhaar-related audit of the NIPER Scholarship Portal; (i) Coordinate with NIPERs, industry stakeholders, and other Ministries/Departments for data collection, analysis, and follow-up actions; (j) Provide inputs for policy support, scheme implementation, and drafting of key documents; (k) Carry out any other tasks as assigned from time to time.	
3. Eligibility criteria:	
Qualification	Graduate from a recognized university or equivalent qualification
Experience	Retired as Deputy Secretary or above in Government or Retired as registrar from a government institute of repute in level 12 or above or 8-15 years of experience in Public Sector entities and retired at the level of AGM or above. <u>Core knowledge</u> Governance & secretariat: prepare agenda notes/briefs, run meetings, record minutes, and track actions to closure.

	Digital & MIS: oversee portal use, dashboards and data quality; publish monthly/quarterly KPIs and narrative reports. Financial & legal interfaces: coordinate with Finance/Legal on recovery/clawback, breach/termination and contracting. Tools: MS Office Suite (Advanced Excel/PowerPoint)
Desirable	Post-graduate degree in Management/Engineering/Pharma/Health/Public Policy 8+ years of experience leading a PMU/program delivery (public or private sector), in R&D/innovation, health, or drug/medical devices development. <i>Note: The Department reserves the right to select a candidate who may not possess the desirable qualifications/experience, provided the overall profile and expertise of the candidate align with the specific requirements of the job.</i>
4. Terms and conditions:	
Remuneration	Remuneration (fixed) will be Rs. 71,500/- for officers retired from Public Sector entities retired. or A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.
Other terms and conditions	These will be governed by the 'Guidelines for Hiring of Non-Technical Consultants on contract basis in the Department of Pharmaceuticals' issued vide F. No. A-41011/01/2022-Estt.dated 04.03.2025, as available on website of Department of Pharmaceuticals, as may be amended from time to time, except in relation to criteria of qualification/experience specifically mentioned above. The said Guidelines, as they currently stand, may be accessed using the hyperlink https://pharma-dept.gov.in/recruitment.
Application fee	Nil

Roles, responsibilities and other particulars for Financial Consultant (TC) Grade 1	
1. Identification data:	
Division	Academia and Research Division
Position	Financial Consultant (TC) Grade I ((NIPER)
Number of positions:	One (Whole Time)
Organisation:	Department of Pharmaceuticals (DoP) Ministry of Chemicals and Fertilizers
Legal status:	The position is that of a consultant and nothing in the contract engaging consultant will establish, constitute or imply the relationship of employer and employee, or of a principal and its agent, between this Department and consultant.
Age	Maximum age limit should not be more than 40 years as on 30.06.2026.
2. Roles, responsibilities and attributes:	
The Financial Adviser / Chief Accounts Officer will provide specialized professional support in financial accounting, preparation of annual accounts, audit coordination, financial reporting, and compliance matters of the Institute. The role focuses on ensuring accuracy, transparency, and compliance in financial statements and addressing audit observations in accordance with applicable Government of India rules and accounting standards. Responsibilities include— (a) supporting the preparation, compilation, and finalization of annual accounts of the Institute, including the Balance Sheet, Income and Expenditure Account, Receipts and Payments Account, Schedules to Accounts, Notes on Accounts, and other related financial statements; (b) assisting in the maintenance, reconciliation, verification, and review of accounting records, ledgers, fixed asset registers, grant registers, advances, liabilities, and other financial records; (c) supporting the examination of audit observations, inspection reports, draft audit paragraphs, management letters, and other audit communications received from Internal Auditors, Statutory Auditors, and the Comptroller and Auditor General (CAG) of India; (d) assisting in preparation of replies, clarifications, explanatory notes, reconciliations, and supporting documents in response to audit observations and audit queries; (e) supporting coordination with auditors, Government Departments, funding agencies, and various divisions of the Institute on matters relating to accounts, financial reporting, and audit compliance; (f) assisting in preparation of compliance reports, action taken reports, utilization certificates, financial statements, and other reports required by statutory authorities, funding agencies, and the Department of Pharmaceuticals; (g) providing comprehensive secretarial support, including drafting notes, correspondence, reports, file processing, maintenance of financial records, and documentation relating to accounts and audit matters; and (h) carrying out such other duties and tasks relating to accounts, financial reporting, audit, and compliance matters as may be entrusted from time to time. The applicants should have the following attributes:	

(a) ability to manage multiple assignments simultaneously and adhere to strict timelines; (b) good organizational skills with excellent communication, drafting, analytical, and report-writing abilities; (c) sound knowledge of financial statements, accounting principles, Government accounting procedures, and audit processes applicable to autonomous institutions; (d) ability to analyze financial records and prepare evidence-based responses to audit observations and compliance requirements; and (e) good knowledge and skill in accounting software, spreadsheets, word processing, and presentation software.	
3. Eligibility criteria:	
Qualification	Certified Cost and Management Accountant or MBA/PG Diploma in Finance/Accounts
Experience	3-8 years post-qualification experience in grant/programme finance, preferably for autonomous academic institutions/R&D/innovation programmes. Hands-on grant accounting & fund-flow management: budgeting, release requests, BharatKosh/PFMS transactions, bank reconciliation, utilisation tracking, SoE/UC preparation, and audit coordination. <u>Core knowledge</u> Conversance with government rules esp. grant release and utilisation monitoring, record-keeping & audit norms; familiarity with scheme ledgering and periodic financial statements (QFS/QPR tie-out) Controls for milestone-linked disbursements: pre-disbursement checks (co-funding evidence, prior advances), re-appropriation/change-control, variance analysis, and recovery/clawback accounting Tax/TDS/GST treatment on grants/consultancies; basics of FEMA/foreign remittance where applicable. Conversance with MIS-based work/fund flows. Tools: MS Office Suite (Advanced Excel/PowerPoint)
Desirable	Chartered Accountant 5+ years post-qualification experience in grant/programme finance for Govt/PSU/multilateral or large R&D schemes Prior roles in public R&D programmes (e.g., DBT/ICMR/BIRAC/MeitY) covering appraisal, monitoring & financial closure. Drafting/ standardising finance SOPs, templates (budget, UC/SoE), & maintaining a digital audit trail. Tools: Tally/ERP
4. Terms and conditions:	
Remuneration	Remuneration (fixed) will be in the band of ₹ 80,000 - ₹ 1,45,000 per month.
Other terms and conditions	These will be governed by the 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt.(E-21833) dated 03.02.2026 (published on the website of the Department), as may be amended from

	time to time, except in relation to criteria of qualification/experience specifically mentioned above. The said Guidelines, as they currently stand, may be accessed using the hyperlink https://pharma-dept.gov.in/recruitment .
Application fee	Nil

Roles, responsibilities and other particulars for Legal Consultant (TC Grade 1 or Retired Officer)	
1. Identification data:	
Division	Academia and Research Division
Position	Legal Expert (NIPER)
Number of positions:	One (Whole Time)
Organisation:	Department of Pharmaceuticals (DoP) Ministry of Chemicals and Fertilizers
Legal status:	The position is that of a consultant and nothing in the contract engaging consultant will establish, constitute or imply the relationship of employer and employee, or of a principal and its agent, between this Department and consultant.
Age	Maximum age limit should not be more than 40 years as on 30.06.2026. Or In case of retired officers, age limit should not be more than 64 years as on 30.06.2026.
2. Roles, responsibilities and attributes:	
(a) Draft and review standard agreements and documents, including MoUs, NDAs, grant/assistance agreements, and basic IP/technology transfer clauses under guidance; (b) Maintain and update repository of legal templates, standard clauses, and checklists for NIPER-related work; (c) Ensure documentation complies with applicable Government of India rules, including GFR-2017, DFPR, and record-keeping/audit requirements; (d) Incorporate standard provisions related to benefit-sharing, recovery, and compliance in agreements as per scheme guidelines; (e) Prepare legal notes, briefs, and summaries on routine matters such as eligibility, documentation requirements, and contractual provisions; (f) Support examination of issues related to data sharing, confidentiality, and basic IP aspects; (g) Assist in handling matters related to breach of contract, issuance of notices, and recovery/termination processes; (h) Coordinate with concerned Divisions, NIPERs, and other stakeholders for legal documentation and clarifications; (i) Provide inputs for preparation of Cabinet Notes, meeting materials, and official documents from a legal perspective; (j) Maintain records and documentation to ensure audit readiness and proper legal tracking; (k) Support committees (such as Board/other bodies) by reviewing documents and ensuring completeness from a legal standpoint; (l) Contribute to updating SOPs, templates, and MIS/portal-related legal fields; (m) Perform any other tasks assigned from time to time.	
3. Eligibility criteria:	
Qualification	Bachelor of law from a recognised University <u>Core knowledge</u> Government frameworks (esp. Grant-in-Aid & utilisation provisions) Statutes: Indian Contract Act; Arbitration & Conciliation Act; Companies Act; IT/DPDP data provisions(confidentiality/

	privacy); Patents/Trademarks basics (benefit-sharing/IP ownership). Sector context: Pharma/med-tech regulatory ecosystem (high-level familiarity with Drugs & Cosmetics Act, New Drugs and Clinical Trials Rules, and Medical Devices Rules)
Experience	a) 3-8 years post-qualification experience in contract/commercial law, including drafting/vetting of agreements for programmes, projects, or R&D partnerships. Proven hands-on drafting/vetting & enforcement of: grant/assistance agreements, MoUs, NDAs, IP/technology-transfer & licensing clauses Strong drafting, analytical, and communication skills Proficiency in MS Office tools (Word, Excel, PowerPoint) b) Retired officer from the Government/Government of India undertakings/State Government/Government Autonomous Bodies where the job description included a significant work of legal nature and court case management
Desirable	(a) LL.M. from a recognized university; (b) Minimum 6+ years post-qualification experience in contract/commercial law, preferably for public-funded programmes or R&D partnerships (Govt/PSU/multilateral/mission mode); (c) Experience of working with GoI/State Ministries, PSUs, Autonomous Bodies, or multilateral PMUs; (d) Experience in handling contracts, breach/indemnity matters, legal notices, and recovery/clawback actions; (e) Exposure to grant disbursement processes, utilization verification, and MIS/portal-based workflows; (f) Familiarity with IPR, technology transfer, licensing, and research collaborations; (g) Knowledge of data protection, confidentiality, IT laws, public procurement, financial rules, and audit/compliance frameworks; (h) Experience in litigation support, dispute resolution, and policy/legal research including drafting of legal briefs/notes.
4. Terms and conditions:	
Remuneration	a) Consolidated monthly remuneration of Rs. 80,000/- to 1,45,000/- per month in the position of Technical Consultant I. The hiring would be governed by 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals. b) Remuneration as applicable to Consultant (Non-Tech) Grade-II in terms of 'Guidelines for Hiring of Non-Technical Consultants on contract basis in the Department of Pharmaceuticals' issued vide F. No. A-41011/01/2022-Estt.dated 04.03.2025, as available on website of Department of Pharmaceuticals, would be admissible for retired officers.
Other terms and conditions	These will be governed by the 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-

	41011/01/2022-Estt. (E-21833) dated 03.02.2026' and 'Guidelines for Hiring of Non-Technical Consultants on contract basis in the Department of Pharmaceuticals' issued vide F. No. A-41011/01/2022-Estt.dated 04.03.2025, as may be amended from time to time, except in relation to criteria of qualification/experience specifically mentioned above. The said Guidelines, as they currently stand, may be accessed using the hyperlink https://pharma-dept.gov.in/recruitment .
Application fee	Nil

Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals

CIRCULAR

Subject: Inviting application for engagement of Legal Consultant in Department of Pharmaceuticals on contract basis—reg.

Department of Pharmaceuticals (DoP) invites applications from qualified and experienced candidates for engagement of one Legal Consultant in Department of Pharmaceuticals on contractual basis.

1. Scope of Work: The Legal consultant will provide legal advice on various legal matters related to policy, conduct legal research and analysis for policy development, scrutiny of review applications by identifying legal grounds, error apparent, procedural lapse, new evidence, etc. to facilitate the Hearing Authority to take appropriate decision and handle the litigation related matters of this Department pending in various Hon'ble Courts/Tribunals. He/She will be responsible to keep track of cases pertaining to the Department, draft affidavit/ file affidavit and follow up with the D/o Legal Affairs and Advocates to ensure that all matters are properly defended and disposed in timely manner and as directed from time to time. The legal consultant will be responsible for handling work in efficient and effective manner for the following and any other work as assigned by the Department / senior officers.

- a) **Legal Advice-** Providing expert legal advice on various legal matters, including compliance with law and regulations.
- b) **Legal research and analysis-** Conducting legal research on specific issues, interpreting laws and regulations and providing analysis for policy development
- c) **Review application and drafting of Review Orders-** Assist the officers in examining the review applications received and drafting of review orders
- d) **Litigation Monitoring** – Maintaining records of all pending cases and ensure timely action and follow-up to avoid delays in court proceedings.
- e) **Coordination with Legal Counsel-** Coordination with government counsels and ensure that legal representatives are properly briefed and supported.
- f) **Legal Vetting**
- g) **Drafting replies** – Assisting in drafting replies to legal notices, affidavits and court submissions to maintain accuracy and consistency.
- h) **Repository of legal records** –Maintaining data on cases, court orders, and related documents in a systematic and accessible manner.
- i) **Compliance Monitoring** –Tracking compliance with court orders to prevent contempt and ensure accountability.
- j) **Legal Audit and Feedback** – Reviewing litigation trends and provide feedback to pricing policy divisions to help reduce future disputes.
- k) Any other work which may be assigned to the appointees.

2. Essential qualification: Degree in Law from recognized University.

Desirable: LLM from a recognized University with B.Sc. in Pharmacy.

3. Experience Requirement :

- a) 3-8 years post qualification work experience and having good knowledge of noting, drafting, Court Procedures and appearances, briefing to the Govt. Counsel, handling cases related to Pharmaceutical Regulatory including drafting / vetting of Speaking Orders. Strong drafting and analytical and communication skills. Proficiency in MS office tools.

- b) Retired officer from the Government/Government of India undertakings/State Government/Government Autonomous Bodies where the job description included a significant work of legal nature and court case management.

4. Remuneration:

- a) Consolidated monthly remuneration of Rs. 80,000/- to 1,45,000/- per month in the position of Technical Consultant I for candidates falling the category of 3(a) above. The hiring would be governed by 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F. no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals.
- b) Remuneration as applicable to Consultant (Non-Tech) Grade-II in terms of 'Guidelines for hiring of Non-Technical Consultants on contract basis in the Department of Pharmaceuticals' issued vide F. No. A-41011/01/2022-Estt. Dated 04.03.2025, as available on website of Department of Pharmaceuticals, would be admissible for retired officers falling in the category of 3(b) above.

5. Period of engagement:

The period of engagement would be initially for one year, on contract basis, which may be extended as per requirement of the department and on the basis of performance of the Consultant in terms of applicable guidelines as mentioned at para 4 above.

- 6. Maximum Age Limit:** Not exceeding 62 years, as on 30.06.2026.

7. Other Terms & Conditions:

All other terms and conditions would be governed as per 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026' and 'Guidelines for Hiring of Non-Technical Consultants on contract basis in the Department of Pharmaceuticals' issued vide F. No. A-41011/01/2022-Estt.dated 04.03.2025, as may be amended from time to time, except in relation to criteria of qualification/experience specifically mentioned above. The said Guidelines, as they currently stand, may be accessed using the hyperlink <https://pharma-dept.gov.in/recruitment>.

8. How to apply:

The application in the prescribed format (complete in all respects) as per the annexure along with a copy of PPO and other supporting documents, may be sent by post /email to the address mentioned below;

Under Secretary (E&A)
Department of Pharmaceuticals
Shastri Bhawan, New Delhi

Or

Email: SO-Establishment@pharma-dept.gov.in

Roles, responsibilities and other particulars for Technical Consultant Grade I(Pharmaceuticals), Pharmaceutical Policy Division	
1. Identification data:	
Category of Consultant:	Technical Consultant Grade I(Pharmaceuticals)
Number of Technical Consultant required:	One (Whole Time)
Organisation:	Department of Pharmaceuticals Ministry of Chemicals and Fertilizers
Legal status:	Technical Consultant Grade I(Pharmaceuticals) (<i>herein after referred to as Technical Consultant</i>) will be a consultant and will not be regarded for any purposes as an employee or official or representative of DoP. Further, the relationship between DoP and the said Technical Consultant will not be one of an employer and employee, or of a principal and its agent.
2. Roles, responsibilities and attributes:	
The Technical Consultant will provide specialized technical, analytical, and policy support on matters relating to the pharmaceutical sector in India. The role focuses on pharmaceutical policy formulation and implementation, foreign direct investment (FDI), industry development, pricing-related issues, regulatory frameworks, and promotion of a competitive and sustainable pharmaceutical ecosystem. Responsibilities include: (a) Supporting research and analysis on domestic and international pharmaceutical policies, industry trends, FDI proposals, pharmaceutical manufacturing, supply chain resilience, access to medicines, bulk drugs, and other related policy matters. (b) Assisting in examination of policy proposals, preparation of analytical notes, briefs, cabinet notes, concept papers, talking points, presentations, reports, and minutes of meetings relating to pharmaceutical policy and industry issues. (c) Supporting coordination and stakeholder consultations with Central Ministries/Departments, State Governments, industry associations, regulatory bodies, and other relevant organizations on matters concerning the pharmaceutical sector. (d) Providing comprehensive secretarial and technical support, including drafting official communications, processing files and proposals, maintaining records and databases, monitoring policy initiatives, and follow-up of decisions and action points. (e) Assisting in collection, compilation, and analysis of data relating to the pharmaceutical industry, including investment trends, production, exports, pricing, and policy impact assessment. (f) Carrying out such other duties and tasks as may be assigned from time to time in connection with the work of the Pharma Policy Division. The applicants should have the following attributes: (t) Ability to manage multiple tasks simultaneously and meet deadlines; (u) Good organisational skills with excellent communication, writing and presentation skills; and (v) Good knowledge and skill in word processing, spreadsheets and the use of presentation software.	

3. Eligibility criteria:	
Qualification	Essential Qualification: Master of Business Administration (MBA) or Master of Business Studies (MBS) or Post Graduate Diploma in Management (PGDM), from a recognised university/institute Desirable Qualification: • Master of Science (M.Sc.) or equivalent in Life Sciences or Pharmaceuticals or Biotechnology • Specialisation in Finance or Project Management in MBA/PGDM. Note: The Department reserves the right to select a candidate as Technical Consultant who may not possess all the desirable qualifications, provided their overall profile and expertise align with the specific requirements of the job.
Experience	A minimum of 3 years' work experience or more in the field of project management, research, industry promotion, finance or operations, in pharmaceuticals or life sciences related industry.
Age	Not exceeding 35 years of age as on 30.06.2026.
4. Terms and conditions:	
Remuneration	Remuneration will be ₹80,000 per month.
Other terms and conditions	The hiring would be governed by 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals.
Application fee	Nil

Roles, responsibilities and other particulars for Technical Consultant Grade II(Pharmaceuticals), Pharmaceutical Policy Division	
1. Identification data:	
Category of Consultant:	Technical Consultant Grade II (Pharmaceuticals)
Number of Technical Consultant required:	One (Whole Time)
Organisation:	Department of Pharmaceuticals Ministry of Chemicals and Fertilizers
Legal status:	Technical Consultant Grade II (Pharmaceuticals) (<i>herein after referred to as Technical Consultant</i>) will be a consultant and will not be regarded for any purposes as an employee or official or representative of DoP. Further, the relationship between DoP and the said Technical Consultant will not be one of an employer and employee, or of a principal and its agent.
2. Roles, responsibilities and attributes:	
The Technical Consultant will provide specialized technical, analytical, and policy support on matters relating to the pharmaceutical sector in India. The role focuses on pharmaceutical policy formulation and implementation, foreign direct investment (FDI), industry development, pricing-related issues, regulatory frameworks, and promotion of a competitive and sustainable pharmaceutical ecosystem. Responsibilities include: (a) Supporting research and analysis on domestic and international pharmaceutical policies, industry trends, FDI proposals, pharmaceutical manufacturing, supply chain resilience, access to medicines, bulk drugs, and other related policy matters. (b) Assisting in examination of policy proposals, preparation of analytical notes, briefs, cabinet notes, concept papers, talking points, presentations, reports, and minutes of meetings relating to pharmaceutical policy and industry issues. (c) Supporting coordination and stakeholder consultations with Central Ministries/Departments, State Governments, industry associations, regulatory bodies, and other relevant organizations on matters concerning the pharmaceutical sector. (d) Providing comprehensive secretarial and technical support, including drafting official communications, processing files and proposals, maintaining records and databases, monitoring policy initiatives, and follow-up of decisions and action points. (e) Assisting in collection, compilation, and analysis of data relating to the pharmaceutical industry, including investment trends, production, exports, pricing, and policy impact assessment.	

(f) Carrying out such other duties and tasks as may be assigned from time to time in connection with the work of the Pharma Policy Division.

The applicants should have the following attributes:

- a. Ability to manage multiple tasks simultaneously and meet deadlines;
- b. Good organisational skills with excellent communication, writing and presentation skills; and
- c. Good knowledge and skill in word, excel processing, spreadsheets and the use of presentation software.

3. Eligibility criteria:

Qualification	Essential Qualification: Master of Business Administration (MBA) or Master of Business Studies (MBS) or Post Graduate Diploma in Management (PGDM), from a recognised university/institute. Desirable Qualification: • Master of Science (M.Sc.) or equivalent in Life Sciences or Pharmaceuticals or Biotechnology • Specialisation in Finance or Project Management in MBA/PGDM. Note: The Department reserves the right to select a candidate as Technical Consultant who may not possess all the desirable qualifications, provided their overall profile and expertise align with the specific requirements of the job.
Experience	A minimum of 8 years' work experience in Work experience of eight years or more in the field of project management, research, industry promotion, finance or operations, in pharmaceuticals or life sciences related industry.
Age	Not exceeding 40 years of age as on 30.06.2026.
4. Terms and conditions:	
Remuneration	Remuneration will be ₹1,45,000 per month.
Other terms and conditions	The hiring would be governed by 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals.
Application fee	Nil

Roles, responsibilities and other particulars for Technical Consultant Grade I(Pharmaceuticals), SPI & Bulk Drug Park Division	
1. Identification data:	
Category of Consultant:	Technical Consultant Grade I(Pharmaceuticals)
Number of Technical Consultant required:	One (Whole Time)
Organisation:	Department of Pharmaceuticals Ministry of Chemicals and Fertilizers
Legal status:	Technical Consultant Grade I(Pharmaceuticals) (<i>herein after referred to as Technical Consultant</i>) will be a consultant and will not be regarded for any purposes as an employee or official or representative of DoP. Further, the relationship between DoP and the said Technical Consultant will not be one of an employer and employee, or of a principal and its agent.
2. Roles, responsibilities and attributes:	
The Technical Consultant will provide specialized technical and analytical support on Pharmaceutical and Bulk Drugs in the context of India's pharmaceutical and healthcare ecosystem. The role focuses on regulatory compliance, market analysis, quality standards, manufacturing competitiveness, and policy inputs for strengthening India's Pharmaceutical sector alongside pharmaceuticals. Responsibilities include— - Review and evaluate project proposals, DPRs, technical specifications, and cost estimates submitted under the schemes. - Assess technical feasibility, technology selection, infrastructure requirements, and compliance with scheme guidelines. - Provide technical support to implementing agencies, State Governments, and beneficiary units. - Monitor project implementation, physical progress, milestone achievement, and utilization of funds. - Conduct site visits, inspections, and technical audits to verify project execution and quality standards. - Evaluate common facilities such as testing laboratories, R&D centres, CETPs, utilities, and other infrastructure created under the schemes. - Assess technology upgradation projects under RPTUAS for compliance with GMP, Schedule-M, quality, and manufacturing requirements. - Review planning, development, and operation of common infrastructure facilities in Bulk Drug Parks, including utilities, environmental systems, and logistics infrastructure. - Ensure adherence to statutory, environmental, safety, and regulatory requirements. - Identify implementation challenges and recommend corrective actions for timely project completion. - Prepare technical appraisal reports, monitoring reports, evaluation notes, and presentations for review committees and the Department of Pharmaceuticals. - Assist in impact assessment, project closure, and evaluation of outcomes achieved under the schemes. The applicants should have the following attributes: - Ability to manage multiple tasks simultaneously and meet deadlines; - Good organisational skills with excellent communication, writing and presentation skills; and	

- c. Good knowledge and skill in word processing, spreadsheets and the use of presentation software.

3. Eligibility criteria:

Qualification	Essential Qualification: M.S (Pharma)/M.Pharm or equivalent degree in any discipline, from any recognised university/institute.
Experience	Minimum 3 years of relevant experience in: • Pharmaceutical industry • Regulatory bodies • Consulting / research organizations • Understanding of facilities in a pharmaceutical unit • Understanding of Active Pharmaceutical Ingredients (APIs / Key Starting Materials (KSMs) / Drug Intermediates (DIs)
Age	Not exceeding 40 years of age as on 30.06.2026

4. Terms and conditions:

Remuneration	a. Remuneration will be ₹80,000 per month. b. Upon the successful completion of the initial one-year contract term, an annual raise of up to 10% may be granted, subject to performance appraisal and the subsequent decision to renew the engagement.
Other terms and conditions	The hiring would be governed by 'Guidelines for engagement of Technical Consultant on contract basis' issued vide F.no. A-41011/01/2022-Estt. (E-21833) dated 03.02.2026, as available on the website of Department of Pharmaceuticals.
Application fee	Nil