

**Government of India**  
**Department of Pharmaceuticals**  
**Advertisement no.1/2026**  
**(Issue date: 24.06.2026)**

**Invitation of Applications for Engagement as  
Consultant/Young Professionals**

The Department of Pharmaceuticals invites applications from eligible Indian nationals for contractual positions as detailed below:

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
10.	Young Professionals	Ten	Details may be seen on website of the Department

**Application Details**

The application form, along with descriptions of roles, responsibilities, required attributes, eligibility criteria, and terms of engagement, can be accessed online at the following link: <https://pharma-dept.gov.in/recruitment>.

**Submission Instructions**

Applications must be submitted using the prescribed form. Completed applications should reach the department on or before the specified last date. Submissions are accepted via either of the following methods:

- 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)**
- By Email:** Sent to the email address:  
**SO-Establishment@pharma-dept.gov.in**

**Last Date for Receipt of Application: [14.07.2026]**

**CBC 02201/11/0001/2627**

## Application form for engagement of Young Professional

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 Young Professional, invited *vide* Department of Pharmaceuticals' Advertisement no. 1/2026, Issue date: 24.06.2026

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 (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
Foreign Direct Investment	
Public Sector Undertaking	
Pricing	
Academia and Research	
Pharmaceutical Policy	
Medical Device	
International Cooperation	
Coordination and Parliament	

**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



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' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as available on website of Department of Pharmaceuticals (<https://pharma-dept.gov.in/recruitment>) and that I agree to abide by the same.

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

**Department of Pharmaceuticals Advertisement no. 1/2026, dated 24.06.2026**

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

**For deployment at the FDI Division**

<b>1. YP description:</b>	
Number of YPs required	One
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	FDI Division <i>Note: The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.</i>
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.
<b>2. Roles, responsibilities and attributes:</b>	
<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"><li>(a) Support in matters relating to Foreign Direct Investment (FDI) in the pharmaceutical and medical devices sectors, including analysis of investment proposals and policy issues;</li><li>(b) Assistance in the preparation of background notes, briefs, presentations and minutes of meetings relating to FDI proposals and policy matters;</li><li>(c) Collection and analysis of data relating to investments, foreign collaborations, sectoral trends and related policy developments;</li><li>(d) Support for coordination with concerned Ministries/Departments of the Government of India, industry associations and other stakeholders on FDI-related matters;</li><li>(e) Providing comprehensive secretarial support, including drafting of proposals, handling of correspondence, file processing, record-keeping, etc.; and</li><li>(f) Carrying out such other duties and tasks as may be entrusted from time to time.</li></ul> <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none"><li>(a) The ability to manage multiple tasks simultaneously and meet deadlines; and</li><li>(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.</li></ul>	

<b>3. Eligibility criteria:</b>	
Qualification	The candidate must possess any of the following qualifications from a recognised University/Institution: <ul style="list-style-type: none"> <li>a) Master's Degree in Economics / Commerce/ Management (with specialization in Finance) or any other relevant subject; or</li> <li>b) LLB; or</li> <li>c) CA/ICWA; or</li> <li>d) Any relevant professional degree earned after graduation from a University as defined in the University Grants Commission Act, 1956 or after an equivalent qualification</li> </ul>
Age	Not exceeding 32 years of age as on 30.06.2026
<b>4. Terms and conditions:</b>	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals ( <a href="https://pharma-dept.gov.in/recruitment">https://pharma-dept.gov.in/recruitment</a> ).
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 PSU Division**

<b>1. YP description:</b>	
Number of YPs required	One
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	PSU 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.
<b>2. Roles, responsibilities and attributes:</b>	
<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"><li>(a) Support in matters relating to Public Sector Undertakings (PSUs) under the administrative control of the Department, including monitoring of their performance and policy-related issues;</li><li>(b) Assistance in the preparation of background notes, briefs, presentations and minutes of meetings relating to PSUs;</li><li>(c) Support for collection and analysis of information relating to financial, operational and governance matters of PSUs;</li><li>(d) Coordination with PSUs, related Ministries/Departments of the Government of India and other stakeholders, as required;</li><li>(e) Providing comprehensive secretarial support, including drafting of proposals, handling of correspondence, file processing, record-keeping, etc.; and</li><li>(f) Carrying out such other duties and tasks as may be entrusted from time to time.</li></ul> <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none"><li>(a) The ability to manage multiple tasks simultaneously and meet deadlines; and</li><li>(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.</li></ul>	

<b>3. Eligibility criteria:</b>	
Qualification	The candidate must possess any of the following qualifications from a recognised University/Institution: (a) Master's Degree in relevant subject; or (b) BE/B. Tech.; or (c) MBBS; or (d) LLB; or (e) CA/ICWA; or Any relevant professional degree earned after graduation from a university as defined in the University Grants Commission Act, 1956 or after an equivalent qualification
Age	Not exceeding 32 years of age as on 30.06.2026
<b>4. Terms and conditions:</b>	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals ( <a href="https://pharma-dept.gov.in/recruitment">https://pharma-dept.gov.in/recruitment</a> ).
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 Pricing Division**

<b>1. YP description:</b>	
Number of YPs required	One
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	Pricing Division <i>Note: The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.</i>
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.
<b>2. Roles, responsibilities and attributes:</b>	
<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> <p>(a) Support to research and analysis relating to pharmaceutical pricing policies, price regulation, affordability and accessibility of medicines, and related matters;</p> <p>(b) Assistance in the examination of matters relating to the Drugs (Prices Control) Order (DPCO), pharmaceutical pricing frameworks and associated policy issues;</p> <p>(c) Preparation of background notes, briefs, presentations and minutes of meetings relating to pricing policies and allied matters;</p> <p>(d) Support for coordination with the National Pharmaceutical Pricing Authority (NPPA), industry associations and related Ministries/Departments of the Government of India;</p> <p>(e) Providing comprehensive secretarial support, including drafting of proposals, handling of correspondence, file processing, record-keeping, etc.; and</p> <p>(f) Carrying out 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>	

<b>3. Eligibility criteria:</b>	
Qualification	The candidate must possess any of the following qualifications from a recognised University/Institution: (a) Master's Degree in relevant subject; or (b) BE/B. Tech.; or (c) MBBS; or (d) LLB; or (e) CA/ICWA; or Any relevant professional degree earned after graduation from a University as defined in the University Grants Commission Act, 1956 or after an equivalent qualification
Age	Not exceeding 32 years of age as on 30.06.2026
<b>4. Terms and conditions:</b>	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals ( <a href="https://pharma-dept.gov.in/recruitment">https://pharma-dept.gov.in/recruitment</a> ).
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 Academia and Research Division**

<b>1. YP description:</b>	
Number of YPs required	Two
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	Academia and Research Division <i>Note: The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.</i>
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.
<b>2. Roles, responsibilities and attributes:</b>	
<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"><li>(a) Support in matters relating to the functioning, administration and policy issues concerning the National Institutes of Pharmaceutical Education and Research (NIPERs);</li><li>(b) Assistance in the preparation of background notes, briefs, presentations and minutes of meetings relating to NIPERs, including meetings of governing bodies and review meetings;</li><li>(c) Support for collection and analysis of information relating to pharmaceutical education, research, innovation, skill development and related areas;</li><li>(d) Coordination with NIPERs, autonomous bodies, other Ministries/Departments of the Government of India and State Governments, as required;</li><li>(e) Providing comprehensive secretarial support, including drafting of proposals, handling of correspondence, file processing, record-keeping, etc.; and</li><li>(f) Carrying out such other duties and tasks as may be entrusted from time to time.</li></ul> <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none"><li>(a) The ability to manage multiple tasks simultaneously and meet deadlines; and</li><li>(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.</li></ul>	

<b>3. Eligibility criteria:</b>	
Qualification	A candidate must possess any of the following qualifications from a recognised University/Institution: (a) Master's Degree in relevant subject; or (b) BE/B. Tech.; or (c) MBBS; or (d) LLB; or (e) CA/ICWA; or Any relevant professional degree earned after graduation from a university as defined in the University Grants Commission Act, 1956 or after an equivalent qualification
Age	Not exceeding 32 years of age as on 30.06.2026
<b>4. Terms and conditions:</b>	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals ( <a href="https://pharma-dept.gov.in/recruitment">https://pharma-dept.gov.in/recruitment</a> ).
Application fee	Nil

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**Department of Pharmaceuticals Advertisement no. 1/2026, dated 24.06.2026**

**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**

<b>1. YP description:</b>	
Number of YPs required	One
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	Pharmaceutical Policy 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.
<b>2. Roles, responsibilities and attributes:</b>	
<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"><li>(a) Support to research on global and domestic pharmaceutical policies, industry trends, manufacturing promotion, access to medicines, and related areas;</li><li>(b) Assistance in the preparation of background notes, talking points, briefs, and presentations and minutes of the meeting for related meetings, events and conferences;</li><li>(c) Support for coordination with industry associations and related Ministries/Departments of Government of India, including their organisations and offices;</li><li>(d) Providing comprehensive secretarial support, including for drafting of proposals, handling of correspondence, file processing, record-keeping etc.; and</li><li>(e) Carrying out of such other duties and tasks as may be entrusted from time to time.</li></ul> <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none"><li>a. The ability to manage multiple tasks simultaneously and meet deadlines; and</li><li>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.</li></ul>	

<b>3. Eligibility criteria:</b>	
Qualification	A candidate must possess any of the following qualifications from a recognised University/Institution: (a) Master's Degree in relevant subject; or (b) BE/B. Tech.; or (c) MBBS; or (d) LLB; or (e) CA/ICWA; or Any relevant professional degree earned after graduation from a university as defined in the University Grants Commission Act, 1956.
Age	Not exceeding 32 years of age as on 30.06.2026
<b>4. Terms and conditions:</b>	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals ( <a href="https://pharma-dept.gov.in/recruitment">https://pharma-dept.gov.in/recruitment</a> ).
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**

<b>1. YP description:</b>	
Number of YPs required	One
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.
<b>2. Roles, responsibilities and attributes:</b>	
<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"><li>(a) Support to research on global and domestic policies, industry trends, manufacturing promotion, access to medical devices, and related areas;</li><li>(b) Assistance in the preparation of background notes, talking points, briefs, and presentations and minutes of the meeting for related meetings, events and conferences;</li><li>(c) Support for coordination with industry associations and related Ministries/Departments of Government of India, including their organisations and offices;</li><li>(d) Providing comprehensive secretarial support, including for drafting of proposals, handling of correspondence, file processing, record-keeping etc.; and</li><li>(e) Carrying out of such other duties and tasks as may be entrusted from time to time.</li></ul> <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none"><li>(a) The ability to manage multiple tasks simultaneously and meet deadlines; and</li><li>(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.</li></ul>	

<b>3. Eligibility criteria:</b>	
Qualification	A candidate must possess any of the following qualifications from a recognised University/Institution: (a) Master's Degree in relevant subject; or (b) BE/B. Tech.; or (c) MBBS; or (d) LLB; or (e) CA/ICWA; or Any relevant professional degree earned after graduation from a university as defined in the University Grants Commission Act, 1956 or after an equivalent qualification
Age	Not exceeding 32 years of age as on 30.06.2026
<b>4. Terms and conditions:</b>	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals ( <a href="https://pharma-dept.gov.in/recruitment">https://pharma-dept.gov.in/recruitment</a> ),.
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 International Cooperation Division**

<b>1. YP description:</b>	
Number of YPs required	One
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	International Cooperation Division <i>Note: The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.</i>
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.
<b>2. Roles, responsibilities and attributes:</b>	
<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"> <li>(a) Assistance in the preparation of background notes, briefs and presentations for bilateral and multilateral meetings, trade negotiations and other international engagements;</li> <li>(b) Help in collection of data, especially related to trade, analysis of data, and preparation of summary notes;</li> <li>(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;</li> <li>(d) Support for coordination with industry associations and related Ministries/Departments of the Government of India, including their organisations and agencies;</li> <li>(e) Providing comprehensive secretarial support, including for drafting of proposals, handling of correspondence, file processing, record-keeping etc.; and</li> <li>(f) Carrying out of such other duties and tasks as may be entrusted from time to time.</li> </ul> <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none"> <li>(a) The ability to manage multiple tasks simultaneously and meet deadlines; and</li> <li>(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.</li> </ul>	

<b>3. Eligibility criteria:</b>	
Qualification	A candidate must possess any of the following qualifications from a recognised University/Institution: (a) Master's Degree in relevant subject; or (b) BE/B. Tech.; or (c) MBBS; or (d) LLB; or (e) CA/ICWA; or Any relevant professional degree earned after graduation from a university as defined in the University Grants Commission Act, 1956 or after an equivalent qualification
Age	Not exceeding 32 years of age as on 30.06.2026
<b>4. Terms and conditions:</b>	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals ( <a href="https://pharma-dept.gov.in/recruitment">https://pharma-dept.gov.in/recruitment</a> ).
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 Coordination and Parliament Division**

<b>1. YP description:</b>	
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.
<b>2. Roles, responsibilities and attributes:</b>	
<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"> <li>(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;</li> <li>(b) Providing support for organising meetings, drafting proposals, summarising documents, preparing minutes of meetings and action taken reports, and ensuring effective record-keeping;</li> <li>(c) Monitoring of portals managed by the Division;</li> <li>(d) Providing comprehensive secretarial support, including for drafting of proposals, handling of correspondence, file processing, record-keeping etc.; and</li> <li>(e) Carrying out of such other duties and tasks as may be entrusted from time to time.</li> </ul> <p>The following attributes are required of the applicants:</p> <ul style="list-style-type: none"> <li>(a) The ability to manage multiple tasks simultaneously and meet deadlines; and</li> <li>(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.</li> </ul>	
<b>3. Eligibility criteria:</b>	
Qualification	A candidate must possess any of the following qualifications from a recognised University/Institution: <ul style="list-style-type: none"> <li>(a) Master's Degree in relevant subject; or</li> </ul>

	(b) BE/B. Tech.; or (c) MBBS; or (d) LLB; or (e) CA/ICWA; or (f) Any relevant professional degree earned after graduation from a university as defined in the University Grants Commission Act, 1956 or after an equivalent qualification
Age	Not exceeding 32 years of age as on 30.06.2026
<b>4. Terms and conditions:</b>	
Remuneration	Fixed monthly remuneration of Rs.70,000/- per month
Other terms and conditions	These will be governed by the Guidelines for engagement of Young Professionals on contract basis of the Department of Pharmaceuticals' issued vide F. no. A-41011/01/2021-Estt. (E- 16596) dated 12.06.2026, as may be amended from time to time. The said guidelines, as they currently stand, may be accessed on website of Department of Pharmaceuticals ( <a href="https://pharma-dept.gov.in/recruitment">https://pharma-dept.gov.in/recruitment</a> ).
Application fee	Nil

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