Government of India
Department of Pharmaceuticals
Advertisement no. 07/2026
(Issue date: 17.11.2026)

Invitation of Applications for Engagement as 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.	Young Professionals	One	Media Cell
2.	Young Professionals cum Graphic/Video Editor	One	Media Cell

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. Applications complete in all respects should reach the department on or before the specified last date i.e. **04.12.2026**. 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: [07.12.2026] **CBC 02201/11/0009/2627**

Department of Pharmaceuticals Advertisement no. 07/2026, dated 17.11.2026

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

For deployment at the Media Cell

1. YP description:	
Number of YPs required	One
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	*Note: The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.*
Nature of engagement	The YP will be a consultant, engaged on whole-time basis. Nothing in the contract of engagement of YP will be construed as establishment, constituting or implying that the relationship between DoP and YP is that of an employer and its employee, or a principal and its agent. Further, YP will not be regarded for any purposes as an employee or representative of DoP.
2. Roles, responsibilities and attributes:	
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 organizations and agencies, as required.	
Responsibilities include the following:	
(a) Monitoring of Print/Electronic/Social media platforms and content creation for print media;	
(b) Developing engaging text posts for social media platforms including Facebook, Instagram, LinkedIn, YouTube and X;	
(c) Graphic Designing support for creating, posters, banners, infographics and other publicity material for social media platforms;	
(d) Creation of reels, short videos and videos for campaigns, events etc.; and	
(e) Carrying out of such other duties and tasks as may be entrusted from time to time.	
The following attributes are required of the applicants:	
(a) The ability to manage multiple tasks simultaneously and meet deadlines;	
(b) Good command over language (English & Hindi), use of design softwares and video/still photography;	
(c) Well versed in use of various social media platforms; and	
(d) Good knowledge and skill in the use of office productivity applications such as word processing, spreadsheets and presentation software, along with strong communication, analytical and presentation skills.	

3. Eligibility criteria:	
Qualification	A candidate must possess the **Master's Degree in Journalism/Mass Communication** from a recognised University/Institution.
Age	Not exceeding 32 years of age as on 31.10.2026
4. Terms and conditions:	
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 (https://pharma-dept.gov.in/recruitment).
Application fee	Nil

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Department of Pharmaceuticals Advertisement no. 07/2026, dated 17.11.2026

Description, roles, responsibilities and attributes of Young Professionals cum Graphic/Video Editor required, along with eligibility criteria and terms of conditions of engagement

For deployment at the Coordination and Parliament Division

1. YP description:	
Number of YPs required	One
Department and place	Department of Pharmaceuticals (DoP), Ministry of Chemicals and Fertilizers, New Delhi
Division of Department	*Note: The Division mentioned above is indicative; DoP will have the right to deploy to any other Division.*
Nature of engagement	The YP will be a consultant, engaged on whole-time basis. Nothing in the contract of engagement of YP will be construed as establishment, constituting or implying that the relationship between DoP and YP is that of an employer and its employee, or a principal and its agent. Further, YP will not be regarded for any purposes as an employee or representative of DoP.
2. Roles, responsibilities and attributes:	
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 organizations and agencies, as required.	
Responsibilities include the following:	
(a) Monitoring of Print/Electronic/Social media platforms and content creation for print media;	
(b) Developing engaging text posts for social media platforms including Facebook, Instagram, LinkedIn, YouTube and X;	
(c) Graphic Designing support for creating, posters, banners, infographics and other publicity material for social media platforms;	
(d) Creation of reels, short videos and videos for campaigns, events etc.; and	
(e) Carrying out of such other duties and tasks as may be entrusted from time to time.	
The following attributes are required of the applicants:	
(a) The ability to manage multiple tasks simultaneously and meet deadlines;	
(b) Good command over language (English & Hindi), use of design softwares and video/still photography;	
(c) Well versed in use of various social media platforms; and	
(d) Good knowledge and skill in the use of office productivity applications such as word processing, spreadsheets and presentation software, along with strong communication, analytical and presentation skills.	

3. Eligibility criteria:	
Qualification	A candidate must possess any of the following qualifications from a recognised University/Institution:
	(Master's Degree in Public Relations/Graphic Design/Animation/Multimedia and Communication or a related field Desirable: - (i). Minimum of 02 years of relevant experience; (ii). The candidate shall possess and maintain access to a professional quality camera or a smartphone with high resolution camera capabilities suitable for photography and videography required for official assignments
Age	Not exceeding 32 years of age as on 31.10.2026
4. Terms and conditions:	
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 (https://pharma-dept.gov.in/recruitment).
Application fee	Nil

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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. 07/2026, Issue date: 17.11.2026

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 and Post Details:*

Post applied for	**Division**	**Tick as applicable and cross others**
Young Professionals	Media Cell	
Young Professionals cum Graphic/Video Editor	Media Cell	

B. Basic details:

<table>
<tr><td>1.</td><td>Name of applicant:
(in BLOCK letters)</td><td colspan="8"></td><td rowspan="3" colspan="4">Recent passport size photograph of applicant to be affixed and signed across</td></tr>
<tr><td>2.</td><td>Citizenship:</td><td colspan="8">Indian</td></tr>
<tr><td rowspan="2">3.</td><td>Gender:</td><td colspan="3">Male</td><td colspan="3">Female</td><td colspan="2">Third gender</td></tr>
<tr><td>Tick as applicable:</td><td colspan="3"></td><td colspan="3"></td><td colspan="2"></td></tr>
<tr><td rowspan="2">4.</td><td rowspan="2">Date of birth:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr>
</table>

5.	Contact details:	(a) Correspondence address: (in BLOCK letters)	
		(b) Email address: (in BLOCK letters)	
		© Telephone number:	

6. Education qualification (graduation/diploma level and above, in reverse chronological order):

Qualification (degree, diploma, certificate etc.)	Year	Name of university, institution or other qualification awarding body	Percentage of marks / Grade Point Average	Discipline / branch / specialisation

7. Details of employment or engagement as consultant, in reverse chronological order (enclose signed additional sheet, if required):

Organisation	Position held (specify designation in case of employment; otherwise specify "Consultant")	Period (month and year)		Scale of pay	Brief description of nature of duties
		From	To		

8.	Other experience, if any:					
9.	Publications / recognition / awards / briefs / journals research papers (Please specify details and attach supporting documents):					
10.	Details of past conviction for an offence or pending criminal case, if any:					
11.	Details of referees, if any:					
	Name	Post held by referee	Email	Telephone number	Mobile number	
12.	Last remuneration:					

C. Declaration:

I, hereby, declare that all the statements and particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also confirm that I have read the extant 'Guidelines for engagement of Young Professionals on Contract Basis' of the Department of Pharmaceuticals' 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:		