

मिसिल संख्या/ F. no. A-40011/1/2024-Estt. (E-29004)
भारत सरकार/Government of India
रसायन और उर्वरक मंत्रालय/Ministry of Chemical and Fertilizers
औषध विभाग/Department of Pharmaceuticals

शास्त्री भवन, नई दिल्ली- 110 001
Shastri Bhawan, New Delhi-110 001
दिनांक/Dated 3rd August 2026

CIRCULAR

Subject: Inviting applications from the retired DS/US/SO of Central Govt. Departments or Corporate/Public Sector Entities Personnel for rendering their services as Consultant in Department of Pharmaceuticals, Ministry of Chemical & Fertilizers –regarding.

It is proposed to engage retired officers from Govt./PSU/Banks to render their services as Consultant in Department of Pharmaceuticals as per details given below: -

1.	Name of the Post	Consultant (non-tech) Grade-II 1. Retired US/SO with specialized experience in vigilance matters. 2. Retired DS/US or Corporate/Public Sector Entities Personnel (02 nos.)
2.	Total vacancies	03
3.	Job Profiles	(i) Vigilance Section (Retired US/SO):- “Handling matters related to drafting of charge sheets, examination of inquiry reports, liaison with CVC and UPSC for statutory advice, monitoring of timely disposal of complaints on PIDPI Portal, processing of disciplinary proceedings and other related vigilance matters”. (ii) Administration/IT Section (Retired DS/US or Corporate/Public Sector Entities Personnel): “Handling matters relating to maintenance of IT infrastructure, network administration, digital initiatives and allied functions”. (iii) Establishment Section (Retired DS/US or Corporate/Public Sector Entities Personnel): “Handling personnel administration, establishment matters, recruitment, service matters, maintenance of service records, leave, pay and other administrative functions”.
4.	Period of engagement	Initially for a period of 01 year. The contract can be extended for a further period not exceeding 05 years or till the attaining of age of 65 years (whichever is earlier), as per requirement basis.
5.	Job Location	Shastri Bhawan/Kartavya Bhawan, New Delhi-110001
6.	Eligibility Criterion	Officers retired from Central Govt. Departments as DS/US/SO or

		Officers from Corporate/Public Sector Entities Personnel.
7.	Age Eligibility	Should not be more than 64 years of age on the last date of receipt of the application.
8.	Remuneration	A fixed monthly amount arrived at by deducting the basic pension from the last pay drawn + TA/DA as per admissibility (for central govt. retired personnel) or Rs. 71,500/- (fixed) + TA/DA as per admissibility (for Corporate/Public Sector Entities Personnel) The amount of remuneration so fixed shall remain unchanged for the term of the contract.
9.	Leave	18 days leave during the period of 01 year on pro-rata basis
10.	Working Hours	• Normal Office timings from 9:00 AM to 5:30 PM • May also have to devote more time to meet the exigencies of work, if required.
11.	How to apply	The applications in the prescribed format (complete in all respects) along with the requisite documents may be submitted at the following address: The Under Secretary (Admn.) Department of Pharmaceuticals, G-19, Shastri Bhawan New Delhi-110001. or The application may be mailed at so-establishment@pharma-dept.gov.in .
12.	Last date for receipt of application	21 days after issuance of this O.M.

- Detailed guidelines for engagement of consultants are enclosed herewith.
- Vacancies may vary as per requirement basis.


(Sandeep Kumar)

Under Secretary to the Government of India

Tele.: 011 2338 2096

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

Copy to: NIC Team, to upload on the website of Department of Pharmaceuticals.

APPLICATION FORM FOR CONSULTANT IN DEPARTMENT OF PHARMACEUTICALS

1.	Name					
2.	Father's Name					
3.	Date of Birth					
4.	Nationality					
5.	Mailing Address					
6.	Telephone/Mobile No.					
7.	Mailing Address (with Telephone/Mobile No. and E-mail address)					
8.	Permanent Address					
9.	Educational Qualification					
	Course	Subject	University/ Institute	Year of Passing	Division/ Class	
10.	Work Experience (Add a separate sheet, if required)					
	Organization/ Institute	Period		Nature of Work	Remarks	
		From	To			
11.	Reference	1. 2.				