

भारतीय भेषजी परिषद्
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांख्यिक निकाय)
भारत सरकार
आई-300, तीसरी मंजिल, टावर-1, वर्ल्ड ट्रेड सेंटर,
नौरोजी नगर, नई दिल्ली-110029
टेलीफोन नंबर 011-65218900-01
E-mail: registrar@pci.nic.in



PHARMACY COUNCIL OF INDIA
(Statutory body under Ministry of Health & Family Welfare)
Government of India
I-300, 3rd floor, Tower-I, World Trade Centre,
Nauroji Nagar, New Delhi-110029
Telephone No. 011-65218900-01
E-mail: registrar@pci.nic.in

WALK-IN INTERVIEW

File No.- 1-73/2023-PCI (Walk-in)
10.06.2025

Date:

The Pharmacy Council of India (PCI) is a statutory body working under the Ministry of Health and Family Welfare, Government of India, New Delhi.

PCI invites eligible candidates for walk-in interview for the following posts (purely on contractual basis). The candidates should bring their original certificates & Identity proof along with one set of self-attested photocopies and two passport size photographs for interview to be held on 13.06.2025 (Friday) at Pharmacy Council of India (PCI), I-300, 3rd floor, Tower-I, World Trade Centre, Nauroji Nagar, New Delhi-110029.

Name of the Post	Number of Posts	Salary (Consolidated basis)
PA to President	01	40000/-
PA cum Steno	04	30000/-
IT Assistant	1	35000/-
Assistant Halwai-cum-Cook	1	40000/-

The detailed document is enclosed as **Annexure-1**.

Note: Tenure of 1 years subject to extension based on merit and performance.

Schedule Date and Time: 13.06.2025 (Friday) at 11:00 AM

Venue: Pharmacy Council of India, I-300, 3rd floor, Tower-I, World Trade Centre, Nauroji Nagar, New Delhi - 110 029

(ANIL MITTAL)

Registrar-cum- Secretary

Terms and Conditions, Remuneration etc. for hiring the staff for PCI on contract basis

1.	PA cum Steno	04	30000/-	<p>Educational Qualification-</p> <p>(i) Graduate in any discipline from a recognised University/ Institution.</p> <p>(ii) Minimum speed of 10 WPM in shorthand and 35 WPM in English typing or 30 wpm in Hindi Typing on computer.</p> <p>Desirable: Certificate Course in Secretarial practice</p> <p>Experience: 2-year experience in Private/Government organization</p>	Not more than 40 years on the date of advertisement	1 year subject to extension based on merit and performance	<p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Stenography: Taking shorthand or typing notes quickly and accurately. • Typing: Typing documents, reports, and other materials. • Administrative Support: Managing schedules, correspondence, and other administrative tasks. • Communication: Facilitating communication with colleagues, stakeholders, and the public. • Record Keeping: Maintaining accurate and organized records of stenographic notes and files • Fluency in English with good communication skills. <p>Desirable skills Knowledge of modern management techniques & computer applications.</p>
2.	PA to President	01	40000/-	<p>Educational Qualification- Any Degree</p> <p>Desirable: Post Graduation</p> <p>Experience: 1 year experience in Private/Government organization</p>	Not more than 40 years on the date of advertisement	1 year subject to extension based on merit and performance	<p>Job Responsibilities</p> <ul style="list-style-type: none"> • To assist the President to carry out its activities as per the Pharmacy Act, 1948 and Regulations made thereunder. • Fluency in English with good communication skills. <p>Desirable skills</p> <ul style="list-style-type: none"> • Knowledge of modern management techniques & computer applications.

3.	IT Assistant	02	35000/-	<p>Educational Qualification- B.Tech (CS/IT) /BE(CS/IT)</p> <p>Experience: Minimum 2-years experience in Private/Government organization.</p> <p>The preference should be given to the candidate who had well versed with the Government environment.</p>	Not more than 40 years on the date of advertisement	1 year subject to extension based on merit and performance	<p>Job Responsibilities</p> <ul style="list-style-type: none"> • Provide technical assistance to staff on hardware and software issues • Install, configure, and troubleshoot hardware and software. • Monitor and maintain computer systems and networks • Set up accounts and user profiles • Provide system administration and maintenance • Respond and diagnose technical hardware and software issues • Research and recommend new technologies • Create and maintain documentation of technical processes • Follow up with users to ensure their technical issues have been resolved. • Maintenance of records and User details of various portals. • Monitoring of all the licenced software's etc. used by the Office. • Maintain the confidentiality of IT related documents and user names, passwords etc. <p><u>Desirable skills</u></p> <ul style="list-style-type: none"> • Fluency in English. <p>Proficiency in verbal and written communications.</p>
4.	Assistant Halwai-cum-Cook	01	40,000/-	<p><u>Educational Qualification</u></p> <p>(a) 10th Class Pass from recognized board</p> <p>(b) A certificate or Diploma in Catering</p> <p>(c) One year experience in cooking</p> <p>A trade skill set for cooking including maintenance of hygiene etc.</p>	Not more than 45 years on the date of advertisement	1 years subject to extension based on merit and performance	<p>a) Expert in preparation of lunch/meals i.e. chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweat-dish, vegetable salad and sweet dishes etc.</p> <p>b) Expert in preparation of various snacks and beverages such as bonds, butter-toast, dosa, idly, vada, paneer pakoda, smosa, matthi, vegetable cutlet, vegetable sandwich/pakoda etc.</p> <p>c) To assist the Halwai-cum-Cook/ Canteen staff</p> <p>Ref. documents: Recruitment notice issued by UPSC/Ministry of Home Affairs</p>