

मिसिल सं/File No. X.11035/210/2019-DRS  
भारत सरकार/Government of India  
स्वास्थ्य और परिवार कल्याण मंत्रालय/Ministry of Health and Family Welfare  
(औषध विनियमन अनुभाग)/(Drugs Regulation Section)

Nirman Bhawan, New Delhi  
Dated 01<sup>st</sup> October 2024

**VACANCY CIRCULAR**

**Subject: Engagement of Consultants (Non-officials) on contract basis in the Drugs Regulation Section, Ministry of Health & Family Welfare inviting applications thereof- reg.**

The Drugs Regulation Section, Ministry of Health & Family Welfare, Government of India, invites applications for engaging consultants on contract basis for a period of three years subject to yearly review. Applications are invited for the following posts:

**(i) Junior Consultant (General) – 01 Post**

- **Qualification:**  
Master's Degree in relevant discipline  
OR  
Bachelor's Degree in relevant discipline with 03 years' experience in a Government establishment with relevant work profile.
- **Experience:** Minimum 02 years in any Government establishment with relevant work profile.
- **Age:** Up to 40 years.
- **Remuneration:** Rs. 50,000/- per month.
- **Period of Engagement:** 03 years, subject to yearly review.

**Scope of Work:**

- Establishment matters including DPC, MACP, deputations, etc., relating to CDSCO, IPC, and NIB.
- Recruitment Rules for posts in these organizations.
- Court cases related to administrative matters in these organizations.
- Matters assigned by Drugs Regulation Section; and
- Other matters specifically entrusted by higher officers from time to time.

**(ii) Consultant (General) – 01 Post**

- **Qualification:** Master's Degree in relevant discipline.
- **Experience:** Minimum 10 years in any Government establishment with relevant work profile.
- **Age:** Up to 50 years.
- **Remuneration:** Rs. 60,000/- per month.
- **Period of Engagement:** 03 years, subject to yearly review.

## **Scope of Work:**

- MoUs with other countries & bilateral/multilateral cooperation matters.
- All international including WHO matters.
- Foreign tours & other proposals from IC/IH.
- Cabinet Note matters.
- Matters relating to the import of refurbished & reused devices.
- Matters assigned by Drugs Regulation Section; and
- Other matters specifically entrusted by higher officers from time to time.

## **2. Period of Engagement**

1. The initial engagement of a person as Consultant will be for a period of 3 (three) years, subject to yearly review. Extensions may be granted, not exceeding one year at a time, with a total engagement period not exceeding five years.
2. The appointment of Consultants will be on a full-time basis, and they will not be permitted to take up any other assignment during the period of consultancy.
3. The engagement of Consultants is temporary for specific jobs defined in terms and conditions and timeframes for completion. The Department can terminate the engagement at any time without assigning reasons.
4. Performance will be assessed by the Drugs Regulation Section for the first 3 (three) months. If the work is unsatisfactory, the Consultant's services will be terminated immediately without notice.
5. Appraisal/vigilance records (if any) from previous offices may also be submitted when submitting the application.

## **3. Entitlements for All Categories of Consultants**

(a) **Leave:** 30 days leave in a calendar year, with a maximum of 15 days in each half. Services may be terminated if absence exceeds 15 days beyond the entitled leave. Un-availed leave in a calendar year cannot be carried forward to next calendar year.

(b) **TA/DA:** No TA/DA will be admissible for joining or completing the assignment. Foreign travel is not permitted unless authorized by the Competent Authority in public interest. Domestic travel for official work may be reimbursed with prior approval of competent authority.

## **4. Working Hours**

Consultants shall follow normal working hours, with the possibility of extended hours or work on weekends/holidays as required.

## **5. Confidentiality of Data and Documents**

1. During the engagement, the Consultant will adhere to the provisions of the Indian Official Secrets Act, 1923, and will not disclose any information to unauthorized individuals.
2. Intellectual Property Rights (IPR) of data and deliverables produced will remain with the Ministry/Department/Organization.

3. No part of the data or information collected during the assignment can be utilized or disclosed to third parties without express written consent.
4. Consultants may not publish articles or participate in media broadcasts without prior approval from the Department.
5. All records related to the assignment must be handed over to the Ministry/Department/Organization before contract expiry and final payment.
6. Consultants will be required to sign a prescribed Non-Disclosure Agreement.

#### **6. Appraisal of the Consultant**

Performance will be appraised annually by the Controlling Officers from April 1 to March 31 of the subsequent year.

#### **7. Termination of Engagement**

The Section reserves the right to terminate the contract with fifteen days' notice. Termination will take effect 15 days after notice delivery and will not affect rights accrued prior to termination.

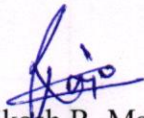
#### **8. Liability**

The Department shall not be responsible for any loss, accident, damages, or injury suffered by the consultants arising out of the performance of duties, including travel.

#### **9. Right of the Ministry**

The Ministry has the right to cancel the advertisement and refrain from engaging Consultants at any stage. It may accept or reject any or all applications without providing reasons.

10. Interested and eligible candidates should send their **applications (in the enclosed annexure-I along with self-attested copies of relevant documents)**, by **15.10.2024 on or before 05:30 PM** on [bikash.mahato@nic.in](mailto:bikash.mahato@nic.in) and [drugsdiv-mohfw@gov.in](mailto:drugsdiv-mohfw@gov.in). A hard copy of the application may be sent to Under Secretary (Drugs Regulation), Room No. 434, C-Wing, Nirman Bhawan, Ministry of Health & Family Welfare, New Delhi.

  
(Bikash R. Mahato)

Under Secretary to the Government of India  
Tel:-011-23061141

Copy to:

1. NIC for uploading on Ministry's website
2. E-office notice board

**APPLICATION FOR ENGAGEMENT OF CONSULTANTS**

Affix	Latest
Passport	Size
Photograph	

Details to be filled in **BLOCK LETTERS**:

1.	Name of the Applicant				
2.	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>	
3.	Post applied for	Junior Consultant <input type="checkbox"/>	Consultant <input type="checkbox"/>		
4.	Residential Address				
5.	Present Designation (If any)				
6.	Present Office Address and Telephone number (If any)				
7.	Date of Birth				
8.	Educational Qualification	Year of passing	Percentage of Marks/Grade		
	a)				
	b)				
	c)				
	d)				
9.	Details of Employment in chronological order:				
	Office / Institution	Post held	Period		Nature of duties (attach separate Sheet, if required)
			From	To	

10. Additional information, if any, which you would like to mention in support of your suitability for the job. Enclose a separate sheet with signature, if the space is insufficient.

The information/details provided by me above are correct and true to the best of my knowledge and no material facts having a bearing on my selection has been suppressed/withheld.

Place:  
Date:

Signature of the Candidate  
Mobile No.:  
Email -ID: