

भारतीय भेषजी परिषद्

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांविधिक 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

NOTICE FOR WALK-IN INTERVIEW

File No.- 1-73/2024-PCI (Walkin)

ADMIN-14012/1/2025-ADMIN

Date: 13.11.2025

The Pharmacy Council of India (PCI), a statutory body functioning under the Ministry of Health and Family Welfare, Government of India, invites eligible candidates to attend a Walk-in Interview for the posts listed in **Annexure-I** (purely on contractual basis).

Candidates are required to bring their original certificates, identity proof, along with one set of self-attested photocopies of all documents and two passport-size photographs at the time of interview.

- Tenure: 01 year (extendable based on merit and performance)
- Date & Time of Interview: 17.11.2025 at 11:00 AM
- Venue:

*Pharmacy Council of India,
I-300, 3rd Floor, Tower-I,
World Trade Centre, Nauroji Nagar,
New Delhi – 110029*

This issues with the approval of Competent Authority

Yours faithfully

(ANIL MITTAL)
Registrar-Cum- Secretary

ANNEXURE-1

Name of the Post	Qualification	Work Experience	Number of Posts	Salary (Consolidated basis)
Legal Assistant	<p>Essential Qualification: Bachelor's Degree in Law (LL.B.) from a recognized University or Institution.</p> <p>Desirable Qualification: Master's Degree in Law (LL.M.) from a recognized University / Institution or diploma in legal drafting / arbitration / corporate law.</p>	<p>Experience: Minimum 2 to 3 years of experience in handling legal matters in any Government / Semi-Government / Autonomous body / Statutory organization / PSU or reputed law firm.</p> <p>Should have knowledge of:</p> <ul style="list-style-type: none"> • Drafting of legal documents, contracts, affidavits, and agreements. • Handling court cases, filing replies, and coordinating with legal counsels. • Familiarity with Government rules, statutory compliances, and RTI matters. • Liaisoning with legal departments, ministries, and regulatory authorities. 	2	35,000/-
Legal Associate	<p>Essential Qualification: Bachelor's Degree in Law (LL.B.) from a recognized University or Institution.</p> <p>Desirable Qualification: Master's Degree in Law (LL.M.) from a recognized University / Institution or diploma in legal drafting / arbitration / corporate law.</p>	<p>Experience: Minimum 5 years of post-qualification experience in handling legal matters in a government organization, PSU, or reputed private sector / law firm. Should have experience in drafting petitions, affidavits, contracts, and legal opinions.</p> <p>Skills and Attributes</p> <ul style="list-style-type: none"> • Excellent knowledge of Indian laws, including administrative, service, and contractual laws. • Strong drafting, analytical, and communication skills. • Ability to work under pressure and meet deadlines. • Proficiency in MS Office and online legal research tools. • High degree of integrity, confidentiality, and professionalism. 	1	56,000/-

Technical Assistant (Policy Bureau)	<p>Essential Qualification:</p> <ul style="list-style-type: none"> • Master's Degree (M.Pharm) obtained from an Institution/authority approved under section 12 of the pharmacy Act,1948. • A registered pharmacist • PhD <p>Desirable Qualification:</p> <ul style="list-style-type: none"> • Knowledge of policy formulation, regulatory framework, and research documentation related to pharmacy education and practice. 	<p>Experience :</p> <ul style="list-style-type: none"> • Minimum 2 to 3 years of experience in: <ul style="list-style-type: none"> ◦ Preparation, analysis, and review of policy documents, reports, and proposals. ◦ Coordination with Government Ministries / Regulatory bodies / Statutory Councils. ◦ Compilation and interpretation of data related to pharmaceutical education, regulation, or public health. ◦ Experience in drafting notes, office memoranda, and handling administrative correspondence related to policy matters. <p>Skills Required:</p> <ul style="list-style-type: none"> • Good analytical and drafting skills. • Proficiency in MS Office (Word, Excel, PowerPoint) and data handling. • Strong communication and coordination abilities. 	2	50,000/-
IT Assistant	<p>Essential Qualification:</p> <p>Bachelor's Degree in Computer Science / Information Technology / Electronics & Communication / Computer Applications (BCA/B.Tech/B.Sc. IT) from a recognized University or Institution.</p> <p>Desirable Qualification:</p> <ul style="list-style-type: none"> • Post Graduate Diploma or Master's Degree (MCA / M.Tech / M.Sc. IT). • Certification in Networking / Hardware / Software Maintenance (e.g., CCNA, MCSE, etc.) 	<p>Minimum 2 to 3 years of experience in:</p> <ul style="list-style-type: none"> • Maintenance and troubleshooting of computers, printers, LAN/WAN, and related hardware. • Software installation, data backup, and IT asset management. • Website updates, basic HTML or CMS handling, and coordination with IT vendors. • Knowledge of data security, email configuration, and basic server or network support. • Support for video conferencing systems, online meetings, and digital communication tools. 	2	35,000/-

Consultant (Administration)	<p>Essential Qualification:</p> <ul style="list-style-type: none"> Graduate in any discipline from a recognized University or Institution. <p>Desirable Qualification:</p> <ul style="list-style-type: none"> Post-Graduate Degree /MBA / Diploma in Administration, Management, or HR from a recognized institution. Knowledge of Government rules, procedures, office management, and establishment matters. 	<p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 years of experience in administrative work in a Government Department / Autonomous Body / Statutory Organization / PSU. Preference will be given to: <ul style="list-style-type: none"> Retired Officer from Central or State Government. Candidates having hands-on experience in service matters, establishment, recruitment, procurement, file management, noting & drafting, and handling administrative correspondences. Knowledge of e-office, GeM, and other government online systems. <p>Skills Required:</p> <ul style="list-style-type: none"> Good command over official noting & drafting in English. Familiarity with Central Government Rules, GFR, and Office Procedures. Proficiency in MS Office (Word, Excel, PowerPoint) and online documentation. Ability to coordinate with different sections and handle multitasking efficiently. 	1	60,000/-
Driver	<p>10th OR 12th Pass from recognised boards of India And Having valid driving license</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To drive official vehicles of the organization safely and responsibly at all times. To ensure the vehicle is clean, fuelled, and maintained in good running condition. To maintain the logbook, mileage records, and daily reporting of trips. 	01	up to 32,500/-