

**Engagement of Outsourced Manpower (through an outsourcing agency) in
PCIM&H, Ghaziabad**

Applications are invited for the following posts to be engaged through an outsourcing agency at PCIM&H, Ghaziabad in the prescribed format attached herewith. The application/s in the prescribed format supported with respective self-attested mark sheets/certificates/testimonials/experience certificates etc. along with signed biodata should be submitted **latest by 30th April, 2024 to the email address dir.pcimh-ayush@gov.in**. The shortlisted candidates will be intimated through email to appear in the interview alongwith date for the interview. Period of engagement will be initially for one year or completion of tenure of outsourcing agency whichever is earlier.

Sl. No.	Name of post	No. of Post	Age Limit	Qualification	Monthly Remuneration
1.	Technical Data Associate (TDA)	01	Should not exceed 64 years	Essential: Essential: Bachelor's degree with 05 years of experience in Administration/ finance in Govt./ PSU/ Autonomous Body Desirable: Preference will be given to retired persons who have excellent communication skills and interpersonal skills with adequate knowledge of computer applications..	31,500/-
2.	Office Assistant (OA)	01	Should not exceed 30 years	Essential: 1. Bachelor's in any discipline from a recognized University. 2. Should have good communication, typing speed, capable in taking dictation, writing ability and interpersonal skills. 3. Knowledge of computer applications such as MS Word, MS Excel & Power Point.	20,000/-

Note:

1. The engagement will be purely on a contractual basis through an outsourced agency and no claim for continuance or regular appointment will be entertained.
2. Only those candidates who will receive the confirmation email for appearing in the interview shall be considered to attend the interview.
3. The applications received after last date i.e. 30th April, 2024 shall not be considered.
4. Applicable deduction in respect of ESI, PF and taxes shall be as per rules.
5. The eligibility of candidates will be determined as per the essential qualification.
6. For attending walk-in -interview at PCIM&H, No TA/DA will be paid for attending the interview.
7. The Director, PCIM&H reserves the right to accept or reject the application and postpone or cancel the interview without assigning any reason

**Pharmacopoeia Commission for Indian Medicine & Homoeopathy,
Ghaziabad**

(Ministry of Ayush, Govt. of India)

APPLICATION FORMAT

Affix recent Self attested passport size photo

Application for the post of.....

1.	NAME IN BLOCK LETTERS	
2.	Father's Name	
3.	Date of Birth (DD/MM/YYYY)	
4.	Age as on 01/03/2024	
5.	Address	
6.	Mobile No.	
7.	Email	

8. Educational and other qualifications:

Sl. No.	Qualifications	Board /Institute	Year of passing	Percentage/division

9. Details of Employment in chronological order:

Sl. No.	Name of the Office/Org.	Post held	Nature of employment (temporary/permanent)	Total period		Pay scale /monthly remuneration	Nature of duties
				From	To		

10. Additional information if any which like to mention in support of suitability for the post

11. List of documents attached (all documents should be duly self-attested, application should be continuously page numbered)

Sl. No.	Name of the document	Page No.

Declaration:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I also declared that no criminal case is pending/contemplated against me. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after my selection, my candidature/engagement is liable to be cancelled/terminated

Signature of the candidate

Name of the candidate

Place and date