

**F.No. D.21013/82/2019-DC**  
**Government of India**  
**Directorate General of Health Scheme**  
**Central Drugs Standard Control Organization**

**FDA Bhawan, Kotla Road, New Delhi**  
**Dated the 19<sup>th</sup> June, 2019**

**Notice regarding engagement of contractual manpower by CDSCO(HQ) at New Delhi and its field offices across the country**

For engaging outsourced manpower in various categories CDSCO under the MH&FW have selected the following agencies through GeM as per procedure.

<b>S.No</b>	<b>Agency/Firm Name</b>	<b>Post</b>	<b>Email ID of the agencies</b>
1	Sai Communication	DEO, OA, Labs Assistant, Librarian, Bench Chemist, Sr. Bench Chemist, Account Officer, Professional Consultant, TDA , Sr. TDA, TDA (Admin/Fin),	<a href="mailto:saicommunicationdelhi@gmail.com">saicommunicationdelhi@gmail.com</a> <a href="mailto:ravisaicommunication@yahoo.co.in">ravisaicommunication@yahoo.co.in</a>
2	Intelligence Security of India	DEO, OA, Labs Assistant, Bio-statistician	<a href="mailto:intelligence.securityofindia@gmail.com">intelligence.securityofindia@gmail.com</a>
3	Hybrid Fleet Management Private Limited	TDA Pharmacovigilance ,	<a href="mailto:manmeet.singh@hybridfm.in">manmeet.singh@hybridfm.in</a>

2. Persons fulfilling age/qualification/experience criteria of the respective positions may apply to the aforesaid agencies with their biodata copies of relevant certificates, photograph etc. latest by 26<sup>th</sup> June, 2019 for consideration by the agencies. **The candidates should mention on the top of their application the name of position applied for and the location where they desire to work.**

The details of vacancies, prescribed qualifications, etc. relating thereto are **attached at Annexure-I & II respectively.**

## Contractual positions in CDSCO(HQ), Zones, Sub-Zones, Labs and Port offices

S.No.	Locations	TDA Pharmacovigilance	Professional Consultants	Account Officer	Veterinary Officer	Engineer	Librarian	TDA	Legal Consultant	DEO	System Analyst (IT)	OA	Sr. Research Scientist & Research Scientist	Sr. TDA	Bio-Statistician	Lab Assistant	Bench Chemist	MTS Safaiwala	Sr. Bench Chemist	TDA(Admn./Fin.)	Total	
1	CDSCO(HQ)	10	6				1	30	1	67		13	3	20	1							152
2	North Zone, Ghaziabad							2		2												4
3	South Zone, Chennai							2		2												4
4	West Zone, Mumbai							2		3												5
5	East Zone, Kolkata							2		2												4
6	Ahmedabad Zone							2		2												4
7	Hyderabad Zone							2		2												4
8	Bangalore Sub-Zone							1		1												2
9	Baddi, Sub-Zone							1		1												2
10	Jammu Sub-Zone							1														1
11	Goa Sub-Zone							1														1
12	Mumbai Sea/Airport							3		2												5
13	Nhava Sheva Port, Mumbai							2		2												4
14	Chennai Port							2		2												4
15	Kolkata Port							2		1												3
16	IGI Airport, New Delhi							2		1												3
17	RDTL, Chandigarh			1						6		2				5	29			2		45
18	RDTL, Guwahati			1						5		2				5	27			1		41
19	CDTL, Chennai			1						4		1				4	23			1		34
20	CDTL, Mumbai			1						6		2				5	30			1		45
21	CDL, Kolkata		2	1						5		2				4	25			1		40
22	RDTL, Hyderabad			1			1			6		4				5	22			1		40
23	CDL, Kasauli			1	1	2				4	2	3				6	17	4	3	2		45
24	Mini Lab Nhava Sheva (Sea Port)									2		1					4					7
25	Mini Lab Hyderabad (Airport)									2		1					4					7
26	Mini Lab Bangalore (Airport)									2		1					4					7
27	Mini Lab Ahmedabad (Airport)									2		1					4					7
28	Minii Lab Mumbai Seaport									2		1					4					7

**Professional Consultant** : Rs. 50,000/- p.m

**Qualification:** - The candidates should have Post Graduate/ Master Degree (Certifications in one's field are highly recommended) with 3-10 years of experience.

**Job Description:** - To assist officers of CDSCO in scrutiny/examination of technical documents pertaining to import registration, Import license, new drug approval, medical device, Diagnostic Kit, Pharmacovigilance, Biopharmaceuticals, Clinical Trial, Cosmetics, IT Services, Quality Management System, Chemical Division, Toxicology, Central License Approving Authority (CLAA) items and various NOCs. Documentation, Creation and maintenance of National Data Bank. Any other duties assigned by DDC(I) from time to time.

**Legal Consultant:** Rs. 68,250/- p.m.

**Qualification:** - Graduate with 5 years' experience

**Job Description:** -Tender legal opinion on the issues coming before the Ministry. Prepare para-wise comments on all OAS Writ Petitions, SLPs, PILS filed against the Ministry and forward to the concerned Standing Counsel after approval of the Competent Authority, for drafting counter affidavit. Scrutinise the counter affidavit received from Counsel with reference to the para wise comments. Perform such other work of a legal nature as may be entrusted from time to time. Maintain a register of pending court cases in the Ministry. Monitor the pending court cases. To be present in the court during the hearing. Further, the Legal Consultants should be in sound health (both physically and mentally), should not be accused in any pending inquiry and should be of impeccable integrity.

**Veterinary Officer:** Rs. 30,000/- p.m.

**Qualification:** - Degree in Veterinary Science (Post Graduates/ Graduates)

**Job Description:** -Providing daily routine veterinary treatment to the rescued animals- each catered to individual animal's need. • Collecting body tissue, faeces, urine or other body fluids for examination and analysis. • Operating diagnostic equipment such as radiographic and ultrasound equipment, and interpreting the resulting images. • Documenting actions by completing forms, reports, logs, and animal records. • Planning and executing animal nutrition, exercise and enrichment programs. • Training and supervising on-field animal keepers. • Updating job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. • Identifying research opportunities. • Participating in animal rescues as and when required. • Keeping the senior management, communications team and other relevant teams updated with on-ground development. • Performing other duties as assigned

**System Analyst (IT):** Rs. 25,000/- p.m.

***Qualification:*** Master Degree in Computer Science

***Job Description***

Research and evaluate new technologies •Consult with clients •Identify the organizational needs of IT systems, Analyze costs and benefits ,Add new functionality to systems, Oversee installations, Test systems, Train users, Handling the website

**Engineer :** Rs. 15,000/- p.m.

***Qualification:*** ITI / Degree

***Job Description:-*** Maintenance of equipment's of Lab.

**Research Scientist:** Rs. 50,000/- p.m.

***Qualifications:*** B.Tech/B .E in Electrical/instrumentation/ Clinical/Biomedical Engineering/Biotechnology from recognized Institute/University; Post Graduation or Advanced Post-Graduate Diploma in similar discipline would be desirable.

Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web Surfing to search relevant data & documents.

Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English.

Experience of working in Medical Devices manufacturing/ medical devices research/ medical devices testing laboratory for a minimum period of 2 years.

***Job Description:*** - Undertaking technical assessment for devices & diagnostics. Providing technical assistance towards identification and regulation medical device s & diagnostics. Analysis of data/market research on quality assessments. Undertake other assignments, which may be assigned from time to time.

**Sr. Research Scientist :** Rs. 80,000/- p.m.

***Qualifications*** B.Tech/B .E in Electrical/instrumentation/ Clinical/Biomedical Engineering/Biotechnology from recognized Institute/University; Post Graduation or Advanced Post-Graduate Diploma in similar discipline would be desirable. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web Surfing to search relevant data & documents. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English.

Experience of working in Medical Devices manufacturing/ medical devices research/ medical devices testing laboratory for a minimum period of 5 years.

**Job Description:** - Undertaking technical assessment for devices & diagnostics. Providing technical assistance towards identification and regulation medical devices & diagnostics.

Analysis of data/market research on quality assessments. Undertake other assignments, which may be assigned from time to time.

**Technical Data Associate (Pharmacovigilance) :** Rs. 50,000/- p.m.

**Qualification:** M. Pharm (Pharmacology) from a recognised university having two years experience in the area of pharmacovigilance programme of India. Preferably the candidate shall have knowledge on electronic clinical pharmacovigilance data management.

**Experience :** Minimum 2 years experience in the capacity of teaching and/or pharmacovigilance activities in Institutions and/or companies.

**Technical Data Associate (TDA) :** Rs. 26,250/- p.m.

**Qualification:** -The candidates should be B.Pharmacy or M.Sc. in Biochemistry, Pharmaceutical Chemistry/Organic Chemistry/Microbiology/Biotechnology. The candidates should also have sound knowledge of computer operation. Preference will be given candidates having experience in manufacturing/ testing of drugs/drugs regulatory affairs.

**Job Description:** -To assist officers of CDSCO in scrutiny/examination of technical documents pertaining to import registration, Import license, new drug approval, Central License Approving Authority (CLAA) items and various NOCs. Documentation, Creation and maintenance of National Data Bank. Any other duties assigned by DDC(I) from time to time.

**Technical Data Associate (TDA/Admn/Finance) :** Rs. 31,500/- p.m.

**Qualification:** - Graduate with 5 years' experience in Administration / Finance. in Govt./ PSU/ Autonomous Body.

**Job Description:** -Handling of Administration/ Accounts/ Budget, etc. Any other duties assigned by the head of Office from time to time.

**Sr. Technical Data Associate (Sr. TDA) :** Rs. 42,000/- p.m.

**Qualification/Experience:** - B.Tech/M.Tech in Clinical/Biomedical Engineering/Bio-technology, or M.Sc, Ph.D in Molecular Biology/Biochemistry/Bio-technology, or BDS/M.D in Clinical Pharmacology. working in Medical Device manufacturing/Research/Testing for a minimum period of one year.

**Job Description:** -To assist officers of CDSCO in scrutiny/examination of technical documents pertaining to import registration, Import license, new drug approval, Central Licence Approving Authority (CLAA) items and various NOCs. Documentation, Creation and maintenance of National Data Bank. Any other duties assigned by DDC(I) from time to time.

**Bench Chemist** : Rs. 26,250/- p.m.

**Qualification:** - B. Pharmacy / M. Pharmacy or Master Degree in Chemistry / Microbiology.

**Job Description:** - To perform analysis of Drugs, Cosmetics & Medical Devices. Maintenance & Calibration of various analytical instruments. Maintenance of records as per GLP etc. Any other duty assigned by the Head of the laboratory from time to time.

**Sr. Bench Chemist** : Rs. 30,000/- p.m.

**Qualification:** - B. Pharmacy / M. Pharmacy or Master Degree in Chemistry / Microbiology.

**Job Description:** -To perform analysis of Drugs, Cosmetics & Medical Devices. Maintenance & Calibration of various analytical instruments. Maintenance of records as per GLP etc. Any other duty assigned by the Head of the laboratory from time to time.

**Data Entry Operator:** as per Minimum wages.

**Qualification** Bachelor's degree in any field.

**Job Description:-** Proficient in Hindi and English should possess an English typing speed of 30 words per minute Well versed with MS Word, MS Excel and MS Powerpoint Handling of official communication preferably in English/Hindi. Data entry and verification, data validation, reconciliation of validation errors. Preparation of documents, letters and tables, PowerPoint presentations, document conversion and computer file handling. Cataloguing, filing, maintenance of files. Movement of files from one room to other as per instructions of the officers and staff. Taking regular backup of data/files on computer.

**Multi-tasking Staff/ Sweeper cum Guard:** as per Minimum wages

**Qualification** High school/ Higher Secondary School.

**Job Description:** -Serving water snacks/tea etc. to officers, staff and guests as per the instructions of offices and staff. Manage incoming and outgoing files/letters/packages. Visiting offices to distributes/receive office documents. Binding/repairing of office documents. Organize and maintaining cleanliness of work area/desk. All day to day preventive maintenance jobs related to proper functioning of all sanitary items in toilets, to check for any leakages/blockages in pipelines, drains in the toilets in office premises. Monitoring, maintenance and operation of installed water pump for supply of water in water tank, RO Plant, Water coolers for drinking water. Besides above he shall carry out the all other related jobs as and when directed / assigned by the management. Proper upkeep and cleaning of the entire Health Centre including the toilets. The mopping of floor and cleaning of toilets (Floor and the WC) is to be done Multi-tasking Staff.

**Laboratory Assistant/Attendant:** as per Minimum wages

***Qualification:*** -Science Graduate with Chemistry/ B.Sc.(Chemistry).

***Job Description:*** -To receive samples in Lab. To assist the Analyst during the analysis or testing of Input Samples. To assist the analyst in the day to day laboratory operations.

**Office Assistant:** as per Minimum wages

***Qualification :*** 10+2

***Job Description:*** Shifting of Office equipment, furniture and furnishing, electrical and stationery items as well as delivering of bulk papers/ reports in Parliament/ PIB and assistance in meeting held in committee room, etc.

**Librarian:** Rs. 21,000/- p.m.

***Qualification:*** - Bachelor in Library Science (B. Lib).

***Job Description:*** - To maintain the library and, under immediate supervision, performs clerical and other library work as required

**Accounts Officer:** Rs. 31,500/-p.m.

***Qualification;*** Associate Membership of the Institute of Chartered Accountants of India or any equivalent qualification. About five years experience of work connected with accounts and audit in a responsible capacity in a Government /semi-Government organization or commercial concern of standing. Qualification relaxable at commission's discretion in case of candidates otherwise well-qualified. Degree of a recognized University. Knowledge of Government Rules and Regulations budgeting, financial rules and accounts code. Preparation of Hospital Budget. Drawing & Disbursing officer for Pay & Allowance of the hospital establishment. Processing of all cases of drawl, advances admissible and claimed by staff.

***Job Description:*** -Maintenance of financial accounts. Deduction of income tax at source and maintaining all accounts filing of return to the respective authorities in time. Detailed scrutiny of all files, bills pertaining to Purchase/Store Department as per GFR. Maintenance of accounts relating to Government funds. Pension Cases. Joint custody of cash with the cashier. Endorsement of service books of staff in token of having checked with the pay bills. Financial advice to MS, Addl. MS Head of Officer and other officers. Financial member in the Joint Purchase Committee, Maintenance Committee and other committee constituted by the Medical Superintendent. Maintenance of accounts relating to Non-Government fund. Any other work assigned by the Medical Superintendent. Accounts officer will report to DDA/Head of Office