

## Details of Post, Eligibility Criteria, Emoluments and Job Description

### Deputy Chief Executive Officer

1	<b>Post Name</b>	Deputy Chief Executive Officer
2	<b>Age (Maximum)</b>	54 Years
3	<b>Educational Qualification</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"><li>• Graduation from a recognized university.</li></ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"><li>• Additional qualifications like CA/MBA/PGDBM from reputed institutions/universities.</li></ul>
4	<b>Eligibility</b>	<ul style="list-style-type: none"><li>• Serving Government servant / PSU employee holding analogues post or having 05 years' experience in the rank of Under Secretary/ Deputy Director or equivalent in pay level 11 or equivalent in the Government of India or State Govt., Central/State Autonomous/Statutory bodies and PSU. Experience in PSU or the related commercial sector is desirable.</li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>• Individuals from the Private Sector with a minimum of 20 years' experience with at least 5 years at a senior managerial position of a company with an annual turnover of at least Rs. 500 Cr. in the F.Y. 2023-24.</li></ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"><li>• Total 20 years' experience with at least 5 years at senior managerial level if the candidate has worked both in the private and government sector.</li></ul> <p>(Note: In the case of Individuals from the Private Sector, turnover proof is required with the application,)</p>

5	<b>Other Skills Required</b>	Candidate should have good communication skills. S/he should be a visionary, result-oriented leader full of initiative, drive, and missionary zeal.
6	<b>Tenure of Appointment</b>	Initially appointment will be for a period of 05 years, or till the attaining the age of sixty years, whichever is earlier.
7	<b>Place of Posting</b>	Delhi
8	<b>Consolidated Pay</b>	<ul style="list-style-type: none"> <li>• Rs. 1.25 Lac Per Month.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Pay Level-12 for Serving Government employees.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Serving Government, Central/State PSU officials may choose to draw salary in their pay scale along with admissible allowances plus deputation duty allowance as per Government of India norms.</li> </ul> <p>(Note: In the case of serving Government, Central/State PSU official, PMBI will bear the employee's share of admissible leave salary and pension contributions, whichever is applicable.</p>
9	<b>Accommodation Facility</b>	Housing facility as per norms of PMBI.
10	<b>Conveyance Allowance</b>	Car facility will be provided as per norms.
11	<b>Telephone Allowance</b>	Telephone/Mobile Bill reimbursement up to the prescribed limit.
12	<b>Other Facilities</b>	<ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms, if admissible.</li> <li>2. Group Insurance Scheme of the parent organisation shall be applicable in case of deputation.</li> <li>3. For others:- <ol style="list-style-type: none"> <li>a) Group Medclaim Policy of Rs. 10 Lacs</li> <li>b) Group Term Life Insurance of Rs. 10 Lacs</li> <li>c) Group Accidental Insurance of Rs. 10 Lacs</li> </ol> </li> </ol>
13	<b>Job Description</b>	To work under the leadership of the Chief Executive Officer to demonstrate results in the implementation of 'Pradhan Mantri Bhartiya Janaushadhi Pariyojana' (PMBJP) and ensure good

		internal governance while enhancing the capability and capacity of the organisation.
14	<b>Other Terms &amp; Conditions</b>	The incumbent will report to the CEO, of PMBI and will work under the overall guidance and supervision of the CEO, of PMBI.

## General Terms & Conditions

1. The appointment is purely on a deputation/contractual basis and it is not against any permanent vacancy. This appointment will not entitle any candidate to claim regular/permanent employment in PMBI.
2. Candidates should ensure that they fulfil the eligibility criteria prescribed for the post, in case it is found at any stage of the selection process or even after the appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not fulfil the criteria, his / her candidature/services are liable for rejection/ termination without notice with further legal proceedings. Candidates must have post-qualification experience as per eligibility criteria. The cut-off date for age, qualification and experience will be 31.01.2025.
3. The incumbent is liable to be transferred/posted in any place in India at the discretion of PMBI. The selected candidate should be able to join at the earliest.
4. PMBI has the right to reject the entire selection process/advertisement at any stage and the decision of PMBI shall be final in this regard.
5. PMBI reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the next round of the recruitment process or appointment. Canvassing in any form will disqualify the candidate.
6. Appointment will be on whole time contractual basis on the following terms & conditions:
  - a) S/he will be entitled to remuneration as mentioned in the above table and provident fund as per rules.
  - b) S/he will be entitled to leave as per PMBI rules.

- c) PMBI reserves the right to revise the terms & conditions during the tenure of the contract.
  - d) The contractual appointment will automatically come to an end on the expiry of the contractual period and no notice pay or retrenchment compensation will be payable to the candidate. During the contract period, in case the performance of the candidate is not found satisfactory or for any other reason, the contract can be terminated without assigning any reason by giving 30 days' notice or 30 days' remuneration in lieu thereof.
  - e) Candidate will devote his/her whole time and attention to the interest of the Bureau and will not engage himself/herself in any other work/assignment either full-time or part-time, either paid or in honorary capacity. As a contractual employee, you will maintain a high standard of loyalty, efficiency and integrity.
7. Initially contractual appointment will be for 05 years and may be extended on the basis of performance to be evaluated by competent authority. For the appointee on contract, the first six months shall be on probation and after satisfactory completion of the same, the contract may be extended up to 5 years.
8. For appointment on deputation basis, the terms and conditions as applicable for deputation on foreign service terms, shall be applicable as per relevant rules/guidelines issued by the Department of Personnel and Training from time to time.
9. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
10. Candidates are advised to check their emails regularly for updates.
11. Please note that no TA/DA shall be paid to any candidate for appearing in interview in PMBI.

12. Interested, eligible candidates can apply upto 28.02.2025 at <https://recruitment.pmbi.co.in/>. Details of post, eligibility criteria, salary structure and other terms & conditions etc. of the appointment are given there.

13. The applicants serving in Government Departments/Offices/PSU/Autonomous Bodies/Statutory bodies/constitutional bodies shall be required to apply through the proper channel.

## Selection Process

The selection process shall be followed by a two-stage process:

### **1. Initial Screening**

### **2. Personal Interview**

#### **Initial Screening**

Candidates are requested to submit a duly filled-in application form (complete in all respects) with a copy of all educational, experience etc. documents. The complete application form will be checked, verified and screened and the candidates, whose candidature will be found eligible and suitable for the requirements, will be notified telephonically and through email for the next stage of the Personal Interview. List of such candidates shall also be displayed on the website.

#### **Personal Interview**

In the second stage, there will be Personal Interview of the candidates, whose application forms have been successfully verified and those found suitable for the requirements. Based on the credentials and performance in the personal interview, the candidates will be shortlisted, and the offer of appointment shall be issued to the suitable candidate in the order of merit.

**Please also note:** Candidates are required to carry all the supporting documents (marks sheet, degree, experience certificate etc.), in original, along with one set of photocopies at the interview venue for verification. PMBI may adopt higher criteria/processes in case of a larger number of applicants meeting eligibility criteria.