

President's Secretariat
(Administration Section)

No. A-36011/01/2026-Admin/25272

01st September, 2026

ADVERTISEMENT NOTICE

Engagement of Pharmacist on Contract Basis for One Year in the President's Secretariat

The Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi, on behalf of the President of India, invites applications from eligible Indian citizens for engagement of **01 Pharmacist** in the President's Secretariat, purely on contractual basis, as per the terms and conditions mentioned in Para 2 below. The application should reach the Office of the Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi, on or before **10th September, 2026 upto 05:00 PM**. The application form may also be downloaded from the Rashtrapati Bhavan website.

2. The terms and conditions for above mentioned engagements shall be as under: -

(A) Period of Engagement

The Pharmacist shall be engaged initially for a period of **one year** from the date of joining. The engagement may be extended further, subject to requirement, satisfactory performance and approval of the Competent Authority, on mutually agreed terms and conditions. The engagement shall initially be subject to a **probation/assessment period of three months** from the date of engagement.

(B) Job Responsibilities and Duties:

- i. Dispensing medicines to patients on the prescription of Physician/Deputy Physician/Visiting Medical Specialists in PEC.
- ii. Providing counselling and health education to patients.
- iii. Maintaining records of prescriptions and pharmacy counter medicines.
- iv. Maintaining inventory of medicines at the pharmacy counter.
- v. Attending emergency duty as and when required.
- vi. Documentation of records and literature.
- vii. Periodic indenting and checking availability of drugs at the pharmacy counter.
- viii. Any other work assigned by the President's Estate Clinic/President's Secretariat.

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(C) **Position/ No. of Position/ Eligibility Conditions.**

S. No.	Position	No. of Position	Educational Qualification(s)/ Experience(s) & skills
i.	Pharmacist	01	Essential Qualification: (i) 10+2 with science stream (Physics/Chemistry/Biology) from a recognized Board; and (ii) Diploma/Degree in Pharmacy from a recognized institution and registration as a Pharmacist under the Pharmacy Act, 1948. Desirable Experience: Minimum 05 years' experience as Pharmacist in any recognized hospital/dispensary/retail pharmacy chain after being duly registered as Pharmacist under the Pharmacy Act, 1948. Desirable Qualification/Skill: Working knowledge of computer. The candidate should be a resident of Delhi.

(D) **Age Limit**

Only Indian citizens up to the age of 35 years, as on the last date of receipt of application, shall be eligible to apply for the post.

(E) **Duty Place and Timing**

The Pharmacist shall be deployed at the President's Estate Clinic, President's Secretariat. The normal working hours shall be 6 hours per day, 6 days a week, between 08:00 AM and 02:00 PM. The Pharmacist shall also be required to be available on call for emergency duties, whenever required. No additional remuneration shall be admissible for such additional/emergency duty.

(F) **Remuneration**

The Pharmacist shall be paid a consolidated remuneration of **₹36,000/- (Rupees Thirty-Six Thousand only) per month.**

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(i) The President's Secretariat shall pay a fixed remuneration as mentioned above on monthly basis. For any fraction of a month, the remuneration will be paid on pro rata basis (number of days, taking 30 days in a month).

(ii) No other allowances shall be admissible to Pharmacist. The remunerations shall be paid by direct bank transfer.

(iii) The aforesaid remuneration shall be paid to Pharmacist of such time as he/she will serve under the agreement to be executed and actually perform his/her duties commencing from the aforesaid date and ceasing on the date of his/her quitting service or on the date of his/her discharge from or on the expiration of his/her terms of service under the Contract Agreement or on the day of his/her death, if he/she die whilst in service.

(iv) If in the opinion of the President's Secretariat, it is necessary to carry out work outside the Terms of Reference for some purpose in addition to the services, Pharmacist shall carry out such additional work with the prior authorization of the President's Secretariat. No additional fee for such additional work shall be paid.

(G) Leave

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond tenure of the contract will not be allowed. Leave cannot be claimed as a matter of right. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case, he/she remains absent from duty beyond entitled leave, a proportionate deduction from the remuneration, as applicable, will be made.

(H) Criteria

The Pharmacist shall be engaged to perform duties relating to dispensing of medicines, maintenance of prescription and pharmacy records, inventory management, counselling and health education of patients and such other responsibilities assigned by the President's Estate Clinic/President's Secretariat. The engagement shall be purely on contractual basis and shall not confer any right for regular appointment. The selected candidate shall work on a full-time basis and shall not undertake any other assignment during the period of engagement.

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(I) **Health Cover**

The Pharmacist shall be eligible for availing medical facilities from President's Estate Clinic.

(J) **TA/DA, Transport and Telephone**

The Pharmacist shall not be entitled to TA/DA, Transport and Telephone facilities during the engagement.

(K) **Residential Accommodation**

No residential accommodation shall be provided from the President's Estate Pool of Accommodation.

(L) **Termination of Engagement/Resignation**

(i)	By either side, after giving one month notice. However, either side shall terminate the contract on payment of an amount equal to one month remuneration forthwith.
(ii)	If any declaration/ information furnished in the bio-data is found to be false or if it is detected that some material/ facts has been suppressed wilfully, his/ her engagement will be terminated at any point of time without notice and without any compensation thereof.

Prior to acceptance of resignation, Pharmacist shall hand over all office property in his/ her possession to the **Physician to the President** and obtain a 'No Demand Certificate' from the **President's Estate Clinic**. Further, no claim of pensionary benefit on account of this contractual engagement shall be admissible.

(M) **Marital Status**

The Pharmacist will have to submit declaration in the prescribed form about his/ her marital status and in the event of candidate is having more than one wives/ husbands living, the engagement will be terminated except for his/ her being exempted from the requirement of the rules/laws in this behalf.

(N) **Oath of Allegiance**

The Pharmacist will have to take an oath of allegiance/ faithfulness to the Constitution of India or make solemn affirmation to this effect in the prescribed form.

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(O) Residuary

The decision of Secretary to the President shall be final in respect of all matter not specifically provided for.

(P) Confidentiality

The Pharmacist shall maintain absolute integrity and confidentiality at all time.

(Q) Proposal Evaluation

(i)	The President's Secretariat shall constitute a Selection Committee which will carry out the entire selection process.
(ii)	All eligibility conditions will be reckoned as on the last date of the application.
(iii)	From the time the applications are opened to the time the selection is finalized, the applicant should not contact the President's Secretariat on any matter related to his/ her application. Any effort by the applicant to influence the President's Secretariat in the examination, evaluation, ranking of Proposals and recommendation for award of Contract may result in the rejection of the application.

(R) Taxes and Duties

The Pharmacist shall be liable to pay taxes under the applicable laws of India.

(S) Conflict of Interest

The President's Secretariat requires that Pharmacist provide professional, objective and impartial advice and at all times hold the President's Secretariat's interest's paramount, strictly avoid conflicts with other Assignment/jobs or his/her own corporate interests and act without any consideration for future work. Pharmacist have an obligation to disclose any situation of actual or potential conflict that impacts his/her capacity to serve the best interest of the President's Secretariat, or that may reasonably be perceived as having this effect. If Pharmacist fails to disclose said situations and if the President's Secretariat comes to know about any such situation at any time, it may lead to the disqualification/disengagement of Pharmacist during selection process or the termination of its Contract after execution of contract.

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(T) **Fraud and Corruption**

The President's Secretariat may declare Pharmacist disqualified either indefinitely or for a stated period of time, for being considered for engagement in President's Secretariat, if at any time, it is determined that Pharmacist directly or through an agent, have/has engaged in corrupt, fraudulent, collusive or coercive practices.

(U) **Liquidated Damages**

If President's Secretariat suffers losses/damages due to negligence of Pharmacist, he/she shall be liable to pay the damages to be decided by the President's Secretariat.

(V) **Arbitration**

In the case of dispute arising upon or in relation to or in connection with the contract between the President's Secretariat and Pharmacist, which has not been settled amicably, such dispute regarding any matter under contract will be decided by the Secretary to the President, who may appoint an arbitrator for the settlement of the dispute/ controversy. The jurisdiction of the court of law will be within Delhi. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

Eligible candidates will have to appear for Personal Interview before Selection Committee. The applicant, once selected, shall not be allowed to withdraw his/ her candidature subsequently. He/ She shall be required to join immediately.

4. **How to Apply:**

(a) The application is to be submitted in the prescribed format as given in Annexure-A. Applications, not in the prescribed format, are liable to be rejected. Applications complete in all respect may be sent to email id: soadmn@rb.nic.in/ **Under Secretary (Admin), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004** within a period of **10 days** of advertisement i.e. **10th September, 2026 upto 05:00 PM.**

(b) Applications should be typewritten in A4 sheet. The applicants are advised to scan the application form along with the supporting documents and send the same to email id: soadmn@rb.nic.in before **last date** of submission. The name of the professional position should be clearly mentioned in the **subject line** of the **email**, which may read as **"Application for Engagement as Pharmacist in President's Secretariat on Contract basis"**.

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(c) Self-attested copies of documents/ certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with application. On being selected for engagement, selected professionals shall bring original certificates/ documents for verification at the time of joining.

(d) The name of the candidate(s) and his/her parents in the curriculum vitae submitted by him/her should be exactly the same as reflected in the certificates/ documents attached with the application.

(e) The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.

(f) It is the responsibility of the candidates to ensure that he/she fulfil the eligibility conditions in terms of (i) educational qualifications (ii) experience etc.

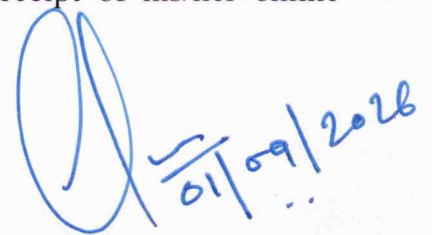
(g) Shortlisted applicants will be intimated through mail/e-mail/telephonic message for interview/ written test.

(h) No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.

5. Candidates already in a job should come with a “No objection Certificate” from the employer, without which the candidate will not be allowed to appear for the interview.

6. President’s Secretariat reserves the right to cancel the process of engagement of Pharmacist or alter the number of positions required at any stage without any notice and without assigning any reason(s) thereof.

7. Applicants should clearly note that President’s Secretariat shall in no case be responsible for non-receipt of his/her applications or any delay in receipt thereof on any account whatsoever. He/she should, therefore, ensure the receipt of his/her online application by the prescribed date.



(Kuldeep Chaudhary)
Under Secretary (Admin)

PROFORMA FOR APPLICATION FORM

(Applicants must read the Advertisement Notice before filling up the application form)

Recent
passport size
self-attested
photograph

Professional Position applied for: _____

1. **Name:** _____

2. **Father's/Husband's Name:** _____

3. **Date of Birth:** _____ **Age:** _____ **Yrs. Sex :** _____

4. **Nationality :** _____

5. **Residential Address:**

Temporary: _____

District: _____ State: _____ Pin: _____

Permanent: _____

District: _____ State: _____ Pin _____

6. **Telephone No:** _____ **Mobile No:** _____
(with STD)

7. **E-mail ID:** _____

8. **Educational Qualifications (Matriculation onwards):**

Sl. No.	Description of Qualifications	Year of Passing	Board/ University	% of marks/ CGPA

9. **Professional Experience:**

Sl. No.	Description of Experience	Organization	Duration	
			From	To

10. Any other information:

11. The last date of submission of application: 10th September, 2026 upto 05:00 PM.

DECLARATION

I declare that I fulfil the eligibility conditions as prescribed for the position applied for by me and that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I, understand that in the event of any information being found false or incorrect at any stage, my candidature/ engagement is liable to be cancelled/ terminated.

(Applicant's Signature)

Place: _____

Dated: _____