AYUSH EXPORT PROMOTION COUNCIL (AYUSHEXCIL)

DRAFT JOB DESCRIPTION

Programme Assistant – AYUSH Quality Mark (AQM) Programme

Position	Programme Assistant – AYUSH Quality Mark (AQM) Programme
Organisation	Ayush Export Promotion Council (AYUSHEXCIL)
Reporting to	AYUSH Quality Mark Secretary
Job Location	Gautam Budh University,Greater Noida
Engagement type	As approved by the competent authority

The AYUSH Quality Mark (AQM) Programme supports quality assurance and confidence-building in relevant AYUSH products and services through the prescribed programme process and verification of applicable supporting documents. AYUSHEXCIL requires dedicated programme support for initial review of application documents, stakeholder communication, awareness activities and systematic maintenance of AQM records.

2. Job Purpose

To provide day-to-day technical, administrative and coordination support for implementation of the AQM Programme, with particular emphasis on initial review of submitted documents, official email communication, organisation of awareness webinars and systematic management of programme records. The incumbent will work under the supervision of the designated AYUSHEXCIL officer and follow approved AQM guidelines and procedures.

3. Key Roles and Responsibilities

Initial review of documents and preparing checklists for prescribed documents

AQM document and record management

Organise application-wise files and prepare brief status notes for the designated officer.

Email and stakeholder communication

Prepare draft letters, notices, meeting invitations and other routine communications for approval where required.

Webinar and awareness programme coordination

General programme support

4. Essential Qualifications

A Bachelor's or Master's degree in Biotechnology, Life Sciences, Microbiology, Pharmacy, Chemistry, Biochemistry, Biomedical Sciences, Quality Management or another relevant technical/scientific discipline from a recognised university or institution.

Candidates with a relevant technical background and good documentation, communication and organisational skills may be considered. Freshers are welcome to apply.

5. Experience

- Freshers may apply; prior work experience is not mandatory.
- Preference will be given to candidates with prior experience in certification processes, quality assurance, quality management systems, accreditation, regulatory documentation, laboratory/technical documentation or application scrutiny.
- Experience in official email communication, document management, event coordination or webinar organisation will be an advantage.

6. Skills and Competencies

- Good written communication and email-drafting skills in English; knowledge of Hindi is desirable.
- Attention to detail for initial document review, checklist-based scrutiny and record keeping.
- Working knowledge of MS Word, Excel, PowerPoint, email and online webinar platforms.
- Strong organisational, coordination, follow-up and time-management skills.
- Ability to maintain confidentiality and handle applicant information responsibly.
- Willingness to learn AQM guidelines, certification terminology and internal procedures.