



PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: Minimum Qualification of Employee	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

To lay down procedure for minimum qualification of employees for recruitment in order to ensure their competency.

2.0 SCOPE

This SOP is applicable for all employees, working in Manufacturing Facility atPlant.

3.0 RESPONSIBILITY

HOD – Personnel & Administration Department

4.0 PROCEDURE

4.1 Details for minimum qualification

- 4.1.1 The minimum qualification for different positions shall be maintained at the time of recruitment of employees.
- 4.1.2 Candidates with minimum qualifications as given below shall be ensured at the time of the recruitment.

S.No.	Department	Position	Minimum Qualification Required
1.	QA	Executive & Above	Graduate/Post Graduate in Science or Pharmacy
		Staff	Graduate/Post Graduate in Science or Pharmacy
2.	Production	Executive & Above	B. Pharmacy/M Pharmacy
		Staff	Graduate/Post Graduate in Pharmacy
3.	QC	Executive & Above	Graduate/Post Graduate in Science or Pharmacy
		Staff	Graduate/Post Graduate in Science or Pharmacy
4.	Store	Executive & Above	Graduate/Post Graduate in Science/Pharmacy/Commerce/Arts/or BCA
		Staff	Graduate/Post Graduate in Science/Pharmacy/Commerce/Arts/or BCA
5.	Maintenance	Executive & Above	Diploma/Bachelor in Engineering
		Staff	Diploma/Bachelor in Engineering
6.	Operators/ Technicians	----	10+2/ITI/Diploma in Pharmacy/Engineering



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5.0 ANNEXURE(S):

Nil

6.0 REFERENCE(S):

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION(S)/DEFINITION(S):

HR: Human Resource.

QA: Quality Assurance

QC: Quality Control

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	--	--	New SOP	--