

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)

Walk-in-Interview

Engagement of Executive (Personnel) in BPPI on contractual basis

To provide relief to the common man in the area of healthcare, a countrywide campaign for ensuring availability of generic medicines at affordable prices to all, in the name of "Jan Aushadhi " has been launched by the Government of India, Department of Pharmaceuticals in collaboration with the State Governments, Union Territories and also by associating recognized Trusts/Societies/pharmacists. To become a partner to this campaign and carrying forward this noble objective, BPPI invites applications from energetic and enthusiastic persons to fill up the following post on contractual basis:

Sl. No.	Post	No. of Posts	Age Limit	Minimum Qualification	Experience in Relevant Field.	Consolidated Fee
4.	Executive (Personnel)	01	Below 45 yrs. Relaxable in case of retired Govt./PSU employees	Graduate in any discipline preferably post-graduate Diploma/ Degree in Personnel /HR Management	Minimum 5 years experience in handling matters related to personnel, HR management, drafting / noting / maintaining of office record files and having good knowledge of working on computers. Work experience in Govt./ PSU would be preferred.	Rs.15,000/- plus conveyance of Rs. 2000/- and mobile phone charges reimbursement upto Rs.500/- per month

The selected candidate will be initially engaged for a period of one year. The contract may be renewed on yearly basis based on his satisfactory performance and the need of the organization. However, the engagement can be terminated by giving 15 days notice or proportionate fee in lieu thereof from either side.

The interview will be held at BPPI headquarters at IDPL Corporate office, IDPL complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon-122016 (HARYANA) on 15.7.2014 at 10.00 a.m.

The candidates must bring all original certificates and four sets of their resume in the format attached along with photocopies of their certificates / testimonials and one recent passport size photographs at the time of interview.

TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience for the post and is within the age limit.
2. The documents submitted by the candidate at the time of the interview, if found incorrect/false, his candidature will stand cancelled. If any of these shortcomings are detected after appointment, his services are liable to be terminated.
3. BPPI has the right to reject the candidature at any stage and the decision of BPPI will be final.
4. BPPI has the right to reject the entire selection/advertisement at any stage and the decision of BPPI shall be final in this regard.
5. BPPI reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience.
6. Selected candidate will be offered contractual appointment for the post interviewed on whole time contractual basis for a period of one year from the date of his joining on the following terms & conditions.
 - a) He will be entitled to consolidated remuneration besides reimbursement of charges as mentioned above.
 - b) He will be entitled to one day leave for every month of service besides 10 days medical leave, on medical ground, which can be availed of at any time during the period of the contract.
 - c) BPPI reserves the right to revise the terms & conditions during the tenure of the contract.
 - d) He will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
 - e) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI.

Application for the Post of Executive (Personnel) in BPPI on contractual basis

1. Name of the Candidate (in block letters):

2. Father/Husband's Name :

3. Date of Birth

4. Permanent Address :

5. Mailing Address, Contact No . & e-mail :

6. Nationality :

8. Marital status :

9. Educational Qualification (from matriculation onwards):

Sl. No.	Educational Qualification	Board/University	Year of Passing	Subjects	%age of Marks / Division Obtained

10. Work experience :

Sl. No.	Name of the organization	Type of organization (Govt. /PSU/ Pvt.)	Post held	Period			Job responsibilities	Total emoluments drawn per month
				From	To	Period in years & months		

11. Any other relevant information:

Name & Signature of the applicant

