

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)
(Society set up under the aegis of Department of Pharmaceuticals, Government of India)
IDPL CORPORATE OFFICE COMPLEX, DUNDAHERA, GURGAON-122016 (HR)
Tel. 0124-4556750, Fax. 0124-2340370

Engagement of HR Consultant on Retainership

Bureau of Pharma PSUs of India (BPPI) is the implementing agency for **Pradhan Mantri Bhartiya Janaushadhi Pariyojana** of **Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India**. Bureau of Pharma PSUs of India (BPPI) comprising all the Pharma CPSUs under the Department of Pharmaceuticals, Government of India was established on the 1st December, 2008 and registered as Society under the Societies Registration Act, 1860 in April 2010. The objective of the scheme is to make available quality generic medicines at affordable prices to all. BPPI is expanding its operations and has urgent requirement for HR Consultant on retainership and invites applications from individuals having the following requirements for its Human Resources Development Department to render services as Consultant on retainer ship basis.

Qualifications and Experience

A Qualified, experienced and retired officers of Central Public Sector Undertaking having worked at senior level (not less than the rank of General Manager of Schedule A Company). Should have adequate experience in HR matters. Officials having additional experience in Legal or Company law matters shall be preferred.

Assignment

The incumbent shall study the present set up in HR and compliances under Societies Act and suggest improvements by submitting the detailed proposal. The incumbent also develop Rules, Regulations, Procedures, formats and other associated works consistent with the policies of the Bureau and as per the decisions of the Governing Council from time to time. The incumbent is also required to identify and suggest compliance under Society Laws, Corporate Governance, and Governing Council Matters.

Period of Engagement

The initial engagement shall be for a period of one year. Further extension shall be at the sole discretion of the Management from time to time.

Fee for services

The upper limit of fees to be paid shall be Rs.50,000 per month + service tax/GST (if applicable). For payment of service tax/GST, proof of registration shall be required at the time of payment for the first month only.

Selection process

The shortlisted candidates shall be required to attend the interview before the Management on their own expenses.

GENERAL TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required experience.
2. BPPI has the right to reject the entire selection process/advertisement at any stage and the decision of BPPI shall be final in this regard.
3. BPPI reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience. Mere fulfilling the eligibility criteria shall not confer any right to be considered for selection against the respective position.
4. Applicants will have to produce one set of self attested copies of their testimonials for verification at the time of interview, along with the duly filled in attached application form.
5. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
6. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email.
7. Only shortlisted candidates shall be called for interviews.
8. Any change in above terms & conditions will be notified only through our web site.
9. Interested candidates may send their applications through speed post/courier along with one set of self attested copies of their qualification and experience certificates to CEO, BPPI or can send their application by email to hrsandeep.bppi@gmail.com to reach him by 15.07.2017 (Till 05:00PM).

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IDPL CORPORATE OFFICE COMPLEX, DUNDAHERA, GURGAON-122016 (HR)

Application for the Post of _____

**Recent
Photo**

1. Name of the Candidate :
2. Sex (Male/Female/Others) :
3. Father's/Mother's Name :
4. Age & Date of Birth :
5. Permanent Residential Address :
6. Present mailing address :
7. Contact No. & Email Id :
8. Nationality :
9. Marital status :
10. Alternative contact no. :
11. Languages known :

Speak:

Write:

12. Educational Qualification (Starting from matriculation onwards):

Sl. No.	Course/Certificate/Diploma/Degree	Board/University	Year of Passing	Subjects (Main)	%age of Marks/Division Obtained

13. Work experience (Starting from latest organization):

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

14. Total Experience (In Years) :

15. Any other relevant information :

(Signature of the applicant)

Date:

Note: Resume in detail may be attached.