



Bureau of Pharma Public Sector Undertakings of India (BPPI)

(Set up under the Department of Pharmaceuticals, Govt. of India)
IDPL CORPORATE COMPLEX, DUNDAHERA, GURGAON-122016 (HR)
Tel. 0124-4556761, Fax. 0124-2340370



WALK-IN-INTERVIEWS

Urgently requires experienced candidates in the areas of Procurement, Media, Distribution, Sales and Executive Assistants to Management Persons to join us to take forward the "Pradhan Mantri Jan Aushadhi Yojana (PMJAY)", the ambitious project launched by the Govt. of India.

List of requirements:

1. **Manager Procurement (Formulations)- 1**
2. **Deputy Manager Procurement (Formulations) – 1**
3. **Sr. Executive/Deputy Manager (Publicity and Social Media Expertise) - 1**
4. **Deputy Manager/Manager (Advertising and Brand Management) - 1**
5. **Executive Assistant to CEO - 1**
6. **Executive Assistant to Chief Mentor (Hyderabad based) (Manager/Dy. General Manager)-1**
7. **Dy. General Manager/General Manager/Director Supply Chain (Distribution) - 1**
8. **Executive/Sr. Executive (Channel Decisions, Sales Administration and Analytics) - 1**
9. **Dy. Manager/Manager PR, NGO networking & marketing North - 1**
10. **Dy. Manager/Manager PR, NGO networking & marketing South - 1**
11. **Dy. Manager/Manager PR, NGO networking & marketing West - 1**
12. **Dy. Manager/Manager PR, NGO networking & marketing East - 1**
13. **General Manager/Director (HR) - 1**

The scheme boosts the noble objective of making quality generic medicines available at affordable prices to all. BPPI is the implementing agency for the Pradhan Mantri Jan Aushadhi Yojana (PMJAY). For details, please see our website janaushadhi.gov.in.

Chief Executive Officer

BUREAU OF PHARMA PSUs OF INDIA (BPPI)
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List of requirements:

- 1. Manager Procurement (Formulations) - 1**
- 2. Deputy Manager Procurement (Formulations) – 1**
- 3. Sr. Executive/Deputy Manager (Publicity and Social Media Expertise) - 1**
- 4. Deputy Manager/Manager (Advertising and Brand Management) - 1**
- 5. Executive Assistant to CEO - 1**
- 6. Executive Assistant to Chief Mentor (Hyderabad based) (Manager/Dy. General Manager) - 1**
- 7. Dy. General Manager/General Manager Supply Chain/Director (Distribution) - 1**
- 8. Executive/Sr. Executive (Channel Decisions, Sales Administration and Analytics) - 1**
- 9. Dy. Manager/Manager PR, NGO networking & marketing North - 1**
- 10. Dy. Manager/Manager PR, NGO networking & marketing South - 1**
- 11. Dy. Manager/Manager PR, NGO networking & marketing West - 1**
- 12. Dy. Manager/Manager PR, NGO networking & marketing East - 1**
- 13. General Manager/Director (HR) - 1**

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Chief executive Officer

GENERAL TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience.
2. Applicants having additional qualifications from the reputed universities and already worked in a similar position shall be given preference.
3. Applicants having experience of working in Govt./PSUs and Pharma industries shall also be given preference.
4. 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.
5. No TA/DA will be paid for attending the interview.
6. 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.
7. Appointment will be on whole time contractual basis on the following terms & conditions.
 - a) He/She will be entitled to consolidated remuneration and reimbursement of mobile phone/telephone charges as per rules.
 - b) He/She will be entitled to leaves as per BPPI rules.
 - c) BPPI reserves the right to revise the terms & conditions during the tenure of the contract.
 - d) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI, in future.
8. Initial appointment will be for a period of one to three years which may or may not be extended based on the performance.
9. Applicants will have to produce original certificates and one set of self attested copies of their testimonials for verification at the time of interview.
10. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
11. 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.
12. Any change in above terms & conditions including change in date of Interviews will be notified only through our web site.

Table – I

S. No.	Post	Maximum Age	Eligibility Criteria		Consolidated Remuneration/ month	Conveyance/ month	Mobile Expenses/ month	Remarks
			Qualification	Experience				
1	Manager Procurement (Formulations)	50 years	B.Pharma	Minimum 10 years in procurement of medicines & Drugs	Rs. 45,000/-	Rs. 4,000/-	Rs. 1,000/-	MBA/M.Pharma will be an added advantage
2	Dy. Manager Procurement (Formulations)	45 years	B.Pharma	Minimum 5 years in procurement of medicines & Drugs	Rs. 35,000/-	Rs. 3,000/-	Rs. 1,000/-	MBA/M.Pharma will be an added advantage
3	Sr. Executive/Dy. Manager (Publicity and Social Media Expertise)	45 years	Graduation in any discipline	Minimum 3 to 5 years in handling social sites, making social posts, Campaigning, writing tag lines	Rs. 27,000/- to Rs. 35,000/-	Rs. 2,000/- to Rs. 3,000/-	Rs. 5,00/- to Rs. 1,000/-	Graduation in Journalism or MBA in Journalism will be an added advantage
4	Dy. Manager/Manager (Advertising and Brand Management)	50 years	Graduation	Minimum 5 to 10 years experience in Advertising and Brand Management	Rs. 35,000/- to Rs. 45,000/-	Rs. 2000/- to Rs. 3,000/-	Rs. 5,00/- to Rs. 1,000/-	Experience in Advertising and Branding in Pharma sector will be given preference
5	Executive Assistant to CEO	35 years	Graduation in any discipline.	Minimum 5 Years in secretarial work	Rs. 20,000/- to Rs. 35,000/-	Rs. 2000/- to Rs. 3,000/-	Rs. 5,00/- to Rs. 1,000/-	Expert in Drafting/Typing and MS office will be given preferences. Fluency in English will be an added advantage
6	Executive Assistant to Chief mentor/DGM/GM(Hyderabad based)	55 Years	B.E./MBA	Minimum 10 Years in secretarial work	Rs. 45,000/- to Rs. 55,000/-	Rs. 4,000/- to Rs. 5,000/-	Rs. 1,000/- to Rs. 1,500/-	Expert in MS Excel will be given preferences. Fluency in English will be an added advantage
7	Dy. General Manager /General Manager/Director (Distribution)	58 Years	Graduation	Minimum 15 to 20 Years in Distribution management (Logistics & Supply Chain)	Rs. 55,000/- to Rs. 80,000/-	Rs. 5,000/-	Rs. 1500/-	Experience in Pharma sector will be given preference and B.Tech./ B.Pharma/MBA (Supply Chain) will be an added advantage
8	Executive/Sr. Executive (Channel Decision, Sales Administration and Analytics)	35 Years	BCA/BSc. (IT)/B.Tech. (IT)	Minimum 2 to 3 years in Sales Analysis and Sales Administration	Rs. 20,000/- to Rs. 27,000/-	Rs. 2,000/-	Rs. 500/-	Experience in Pharma sector will be given preference.
9	Dy. Manager/Manager PR, NGO Networking & Marketing	50 Years	Graduation	Minimum 5 to 10 years experience in NGO networking and PR work	Rs. 35,000/- to Rs. 45,000/-	Rs. 2000/- to Rs. 3,000/-	Rs. 5,00/- to Rs. 1,000/-	Experience in Pharma sector will be an added advantage
10	General Manager/Director (HR)	58 Years	Graduation	Minimum 15 to 20 Years in senior position in HR	Rs. 60,000/- to Rs. 80,000/-	Rs. 5,000/-	Rs. 1500/-	MBA in HR will be an added advantage

Table – II
Job Descriptions for various posts in BPPI

S. No.	Post	Job Description
1	Manager Procurement (Formulations)	<ul style="list-style-type: none"> • Preparation of tender document • Call for expression of interest • Evaluation of bids & finalization of the same in a transparent manner, following the prescribed procedure in the GFR and CVC guidelines. • Assess the requirement and place order for procurement with the CPSUs and other suppliers as per the approval of the competent authority. • Responsibility also includes maintaining proper records of goods, ordered, procured, payment to be made etc. • Increasing basket of medicines • Proper planning for future demands for procurement • Comparative detailed study of prices of medicines
2	Dy. Manager Procurement (Formulations)	<ul style="list-style-type: none"> • Evaluation of bids & finalization of the same in a transparent manner, following the prescribed procedure in the GFR and CVC guidelines. • Assess the requirement and place order for procurement with the CPSUs and other suppliers as per the approval of the competent authority. • Responsibility also includes maintaining proper records of goods, ordered, procured, payment to be made etc. • Increasing basket of medicines • Proper planning for future demands for procurement • Comparative detailed study of prices of medicines
3	Sr. Executive/Deputy Manager (Publicity and Social Media Expertise)	<ul style="list-style-type: none"> • Deliberate planning and goal setting • Development of brand awareness and online reputation • Content management • SEO (search engine optimization) and generation of inbound traffic • Cultivation of leads, publicity and awareness • Community leadership and participation (both online and offline) • Administrate the creation and publishing of relevant, original, high-quality content. • Create a regular publishing schedule. • Implement a content editorial calendar to manage content and plan specific, timely marketing campaigns. • Promote content through social advertising e.g. Facebook, twitter. • Develop relevant content topics to reach the company's target customers. • Create, curate, and manage all published content (images, video and written). • Monitor, listen and respond to users in a "Social" way while cultivating leads and sales. • Oversee design (ie: Facebook Timeline cover, profile pic,

		<ul style="list-style-type: none"> thumbnails, ads, landing pages, Twitter profile, Blog, etc.). Develop and expand community and/or influencer outreach efforts. Design, create and manage promotions and Social ad campaigns. Compile reports for management showing results
4	Dy. Manager/Manager (Advertising and Brand Management)	<ul style="list-style-type: none"> Assist in developing brand plan and forecast based on market segmentation and deliver campaign execution that drives the achievement of Scheme objectives. Consulting clients about campaign requirements Making attractive advertisement of PMJAY Issuing Advertisement of all department related subjects. For select brands in the portfolios, responsible for leading all marketing activities including: launch/brand plans, market research, segment analysis, promotional programs, non-personal promotion, , all brand strategies and tactics, and peer to peer initiatives. Identify and turn consumer/brand insights into actionable programs that have a beneficial impact on the growth of the business. Build collaborative relationships with key internal partners (sales, analytics, operations, stores) Research trends, platforms, and experiences that can drive innovation and performance Understand market landscape for categories we compete in, and support internal competitive intelligence activities Accountable for ensuring brands meet or exceed annual revenue and unit forecasts Understand market landscape for categories we compete in Planning for making attract packaging of all brands
5	Executive Assistant	<ul style="list-style-type: none"> All secretarial work pertaining to the office of CEO or other senior Directors, e.g., arranging meetings, attending telephone calls, hotel & air ticket bookings, travel arrangements, communicating with senior officials, arranging appointments, making presentations, filing, handling visitors, etc.
6	Dy. General Manager/General Manager/Director Supply Chain (Distribution)	<ul style="list-style-type: none"> Assessment of stock level at JASs, Distributors, C&F, CWH, etc. Ensure timely orders to supplier to avoid stock outs. Ensure smooth operations of Central warehouse (CWH). Maintenance of Ware House. Appointment/Monitoring of Super Stockiest, C&FA's, etc. Hire transporters for smooth supply of medicines to different areas of Country. Dispatch Stocks in the best possible manner to C&F, CSA or Super Stockiest and Jan Aushadhi Kendras. Ensure all issues of compliances of the Distribution , Storage, Transportation and IT services.
7	Executive/Sr. Executive (Channel Decision, Sales Administration and Analytics)	<ul style="list-style-type: none"> Sales forecasts and collects and analyzes data to evaluate current sales goals. Researches and evaluates current economic conditions that may affect the organization's ability to sell its products or services in the marketplace.

		<ul style="list-style-type: none"> Assists in the development of sales quotas and forecasts for the sales team. Recommends changes to current sales techniques, procedures or promotional efforts based on market research and new trends. Management of ta/da bills of all field forces Management of distributors/CFA feedbacks. Make Availability of data for future demands as per available data. Suggest daily reports content, Receive daily reports, Stock information, Data mining and bring up useful analysis to improve sales force effectiveness. Suggest design, incentive scheme in collaboration of Marketing and Sales Director and Managers and monitors implementation. Create MIS for organizations efficiency.
8	Dy.Manager/Manager PR, NGO Networking & Marketing	<ul style="list-style-type: none"> Contact to NGO's and make their interest in opening JASs. Correspondence with state government for opening of Jan Aushadhi Store and release of one time financial assistance. Call for EOI from interested party for opening of JAS, selection of design etc., processing of application and take all consequential action till the opening of store. To support the successful running of Jan Aushadhi stores To co-ordinate with Media & Publicity department to build the image of JASs and create awareness about generic medicines Compliance of statutory laws, e.g., DPCO etc. All day to day matters pertaining to above
9	General Manager/Director (HR)	<ul style="list-style-type: none"> Advising management on the administration of human resources policies and procedures. Serving as internal consultants by analyzing a company's current HR programs and recommending solutions. Developing, revising, and implementing HR policies and procedures Ensuring HR programs and services are in compliance with established policies and procedures and state/federal laws and regulations. Preparing and maintaining reports related to specific HR projects Assisting with the development and coordination of recommended changes regarding workflow. Developing methods for compiling and analyzing data for reports and special projects Conducting audits of HR activities to ensure compliance Presenting training sessions related to specific HR programs

Table-III

S. NO.	Post	Date of Interview	Time Of Interview	Place of Interview
1	Manager Procurement (Formulations)	19.10.2016	10:30 Am to 01:00 PM	BPPI, IDPL Corporate office complex, Old Delhi-Gurgaon Road, Dundahera, Gurgaon - 122016
2	Dy. Manager Procurement (Formulations)	19.10.2016	02:00 PM to 05:00 PM	Same As Above
3	Sr. Executive (Publicity and Social Media Expertise)	20.10.2016	10:30 Am to 01:00 PM	Same As Above
4	Dy.Manager/Manager (Advertising and Brand Management)	20.10.2016	02:00 PM to 05:00 PM	Same As Above
5	Executive Assistant to CEO	21.10.2016	10:30 Am to 01:00 PM	Same As Above
6	Dy. General Manager/Manager/Director Supply Chain (Distribution)	22.10.2016	10:30 Am to 01:00 PM	Same As Above
7	Executive/Sr. Executive (Channel Decision, Sales Administration and Analytics)	22.10.2016	02:00 PM to 05:00 PM	Same As Above
8	Executive Assistant (Hyderabad Based)	24.10.2016	11:00 Am to 03:00 PM	4-1-1177 to 1183, Flat No. - 103, Ganesh enclave, Bogulkumta, Hyderabad- 500001
9	Dy.Manager/Manager PR, NGO Networking & Marketing - South	24.10.2016	10:30 Am to 01:00 PM	BPPI, IDPL Corporate office complex, Old Delhi-Gurgaon Road, Dundahera, Gurgaon – 122016
10	Dy.Manager/Manager PR, NGO Networking & Marketing – West	24.10.2016	02:00 Pm to 04:30 PM	BPPI, IDPL Corporate office complex, Old Delhi-Gurgaon Road, Dundahera, Gurgaon – 122016
11	Dy. Manager/Manager PR, NGO Networking & Marketing – North	25.10.2016	10:30 Am to 01:00 PM	BPPI, IDPL Corporate office complex, Old Delhi-Gurgaon Road, Dundahera, Gurgaon – 122016
12	Dy. Manager/Manager PR, NGO Networking & Marketing – East	25.10.2016	02:00 Pm to 04:30 PM	BPPI, IDPL Corporate office complex, Old Delhi-Gurgaon Road, Dundahera, Gurgaon – 122016
13	General Manager/Director (HR)	26.10.2016	10:30 Am to 01:00 PM	BPPI, IDPL Corporate office complex, Old Delhi-Gurgaon Road, Dundahera, Gurgaon – 122016

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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

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13. Work experience (Starting from latest organization):

S. No.	Name of the organization	Type of organization (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. Total Experience in Pharma Sector :

16. Split up details of latest drawn salary :

17. Any other relevant information :

(Signature of the applicant)

Date:

