

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)

Engagement of Manager (Procurement) 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:

| Manager (Procurement) | |
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| Experience | Five years experience in handling procurement matters preferably in Govt./PSU pharmaceutical industry at a middle level. |
| Age | Below 50 years. Relaxable upto 62 years in case of Govt./PSU retired employees. |
| Educational Qualification | Graduate in any discipline, preferably having degree/diploma/MBA in the procurement related discipline from a recognised University/Institute. |
| Tenure | One year from the date of appointment extendable on yearly basis subject to satisfactory performance. |
| Remuneration | Consolidated salary of Rs. Rs.40,000/- (Rupees Forty thousand only) per month plus Rs.4000/- per month towards conveyance and upto Rs. 1000/- per month mobile phone reimbursement for official purpose. |
| Travel on tour | As per BPPI Rules |
| Leave | As per BPPI Rules |
| Job Requirement | The duties of Manager (Procurement) include preparation of tender document, call for expression of interest, take action for evaluation of bids & finalization of the same in a transparent manner, following the prescribed procedure in the GFR and CVC guidelines. After the rates are finalized, to assess the requirement and place order for procurement with the CPSUs and other suppliers as per the decision of the competent authority. He is responsible for |

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| | maintaining proper records of goods, ordered, procured, payment to be made etc. |
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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 30 days notice or proportionate fee in lieu thereof from either side.

The application in the prescribed format along with copies of certificates/testimonials should be addressed to:-

**General Manager (A&F),
Bureau of Pharma Public Sector Undertakings of India,
IDPL Corporate Office, IDPL Complex,
Old Delhi Gurgaon Road,
Dundahera, Gurgaon – 122016 (Haryana)**

The last date for receipt of applications is **27.10.2014**. Applications received after the last date shall not be considered. BPPI will not be responsible for postal delay etc. In case of any query, please contact at Telephone No. 0124-4556761. Only applications received by post / speed-post / courier will be considered. Applications received through e-mail will not be considered.

The interview of the short listed applicants will be held at BPPI headquarters at IDPL Corporate office, IDPL complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon-122016 (HARYANA). The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated by post / email. The candidates are, therefore, advised to check their email regularly after 07 days from the last date of receipt of application.

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 Manager (Procurement) 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 |
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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 | | |
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11. Any other relevant information:

Name & Signature of the applicant