

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)

Engagement of Nodal Officers (Marketing & Sales) in BPPI on contractual basis in the State of Odisha, Punjab and Himachal Pradesh

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 and Union Territories. 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 posts:

Sl. No.	Post	No. of Posts	Age Limit	Minimum Qualification	Experience in Relevant Field.	Consolidated fee
1.	Nodal Officer (Marketing & Sales)	(1) Odisha – 2 (2) Punjab – 1 (3) Himachal Pradesh - 1	Below 45 years	B. Pharma or Graduate in Science	Minimum 5 years experience in Marketing of pharmaceutical products.	Rs.25,000/- (all inclusive)*

*Deserving candidates can be considered for higher fee.

The selected candidates will be initially engaged for a period of one year. The contract may be renewed on yearly basis based on his/her 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 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 19th August, 2013. 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 us at Telephone No. 0124-4303751. Those who have already applied in response to earlier advertisement(s), need not apply again and their application along with those received in response to this advertisement will be considered together.

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 on email. The candidates are, therefore, advised to check their email regularly after 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. He/She should preferably be a permanent resident of the State for which Nodal Officer is required and applied for. He/She may however be required to act as Nodal officer for any other State(s) also as per the requirement of BPPI.
2. On the envelope containing the application form the applicant must write "application for the post of Nodal Officer in BPPI" along with the name of the State applied for.
3. The documents submitted by the applicant at the time of the interview, if found incorrect/false, his/her candidature will stand cancelled. If any of these shortcomings are detected after engagement, his/her services are liable to be terminated.
4. BPPI has the right to reject the candidature at any stage and the decision of BPPI will be final.
5. BPPI has the right to reject the entire selection/advertisement at any stage and the decision of BPPI shall be final in this regard.
6. BPPI will pay 3rd AC rail fare/deluxe bus fare to the shortlisted candidates for attending the interview.
7. BPPI reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience.
8. Selected candidate will be offered contractual appointment for the post interviewed on whole time contractual basis initially for a period of one year from the date of his joining on the following terms & conditions:
 - a) He/She will be entitled to consolidated remuneration of Rs.25, 000 inclusive of all charges.
 - b) He/She will be entitled to TA/ DA, while on tour outside the local area as per the requirement and advance approval of BPPI as per the policy of BPPI.
 - c) He/She will be entitled to one day leave for every month of service, which can be availed of at any time during the period of the contract.
 - d) BPPI reserves the right to revise the terms & conditions during the tenure of the contract.
 - e) He/She will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
 - f) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI.
 - g) The contract may be renewed on yearly basis with 5% increase in fee based on his/her satisfactory performance and the need of the organization.

Duties and Responsibilities of the Nodal Officers

i. To oversee the functioning/establishment of Jan Aushadhi Stores opened/yet to be opened in the State :

To ensure that all the stores opened are functional. To remain in contact with the Jan Aushadhi Stores(JAS) located in the State on regular basis and enquire about their supply and sales position. Make visits to JASs and submit detailed report of the visit to BPPI on monthly basis.

ii. Liaison with the Jan Aushadhi Stores, Super Stockists, concerned Hospital Authorities, officers of the State Government and BPPI:

During the visit to JAS, to invariably meet the hospital authorities and apprise them of the issues being faced by JAS for promotion of sale of generic medicines, including non-prescription of generic medicines by the Doctors, if noticed, and make a mention about this in tour report.

iii. Procurement of orders from Jan Aushadhi Stores and ensuring execution Of the same by the Super Stockists :

Obtain the details of procurement orders placed by JAS on the Super Stockist over phone/ email and ensure their supply from Super Stockist to JAS. In case of non-supply by the Super Stockist, bring the matter to the notice of BPPI.

iv. Monitoring the movement of inventory of medicines at Jan Aushadhi Stores and Follow up of the payments from Jan Aushadhi Stores:

A monthly report indicating orders placed by JASs, supplies made by Super Stockist and payments made by JASs to super stockists to be sent to BPPI by 5th of every month including problems, if any, in the supply of medicines.

v. A monthly report about the indents placed by Super Stockists on CPSUs, the supplies received by them and the PDCs issued in the name of BPPI to be sent to BPPI by 5th of every month.

vi. To prepare demand projections of the medicines in consultation with the Super Stockist based on the inflow of the orders received from the JASs and forward the same to BPPI for further necessary action.

v. Computerization of Jan Aushadhi Stores :

All the JASs and the Super Stockists are required to use BPPI software. In the monthly report, indicate the computerization status of each JAS, particularly with regard to utilization of BPPI software.

The job involves extensive touring of Jan Aushadhi Drug Stores opened in the State.

Format of Application for the Post of Nodal Officer in BPPI on contractual basis

Photograph

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. :
Including E-mail, if any

6. Nationality :

7. Name of the State applied for :

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
