
	<b>Bureau of Pharma Public Sector Undertakings of India</b> (Department of Pharmaceuticals, Government of India) IDPL CORPORATE OFFICE, IDPL COMPLEX, DUNDAHERA, GURGAON-122016 (HR) Tel. 0124-4303761, Fax. 0124-2340370	
<p>Urgently requires experienced candidates in the areas of Marketing, Procurement, Quality and Executive Assistants to join us to take forward the “Jan Aushadhi scheme”, the ambitious project launched by the Govt. of India.</p> <p>The scheme boosts of noble objective of making quality generic medicines available at affordable prices to all. BPPI is the implementing agency for the Jan Aushadhi scheme. For details, please see our website <a href="http://janaushadhi.gov.in">janaushadhi.gov.in</a>.</p> <p style="text-align: right;"><b>Director (A&amp;F)</b></p>		

**Size 10(w)x5(h)cm**

## **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 preferred.
3. Person having experience of working in PSUs and Pharma industries may have 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. Higher start can be considered in case of deserving candidates.
  - 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) Benefits of Provident Fund Scheme and Gratuity Act are not available.
  - e) 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. Applications received after the last date shall not be considered.
11. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
12. Interested candidates may send their applications to General Manager (A&F) to reach him by 15.11.2015.
13. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email
14. Any change in above terms & conditions including extension of last date for receipt of application will be notified only through our web site.

**Table – I**

Sl. No.	Post	Age	Eligibility Criteria		Consolidated Remuneration	Conveyance	Remarks
			Minimum Qualification(In relevant discipline)	Experience in the relevant functional area			
1	Manager	40 years	Graduation in relevant discipline	Minimum 10 years	Rs. 40,000/- per month	Rs. 4,000/-	
2	Deputy Manager	35 years	Graduation in relevant discipline.	Minimum 5 years	Rs. 30,000/- per month	Rs. 3000/-	
3	Senior Executive	31 years	Graduation in relevant discipline.	Minimum 3 years	Rs. 25,000/- per month	Rs. 2000/-	
4	Executive Assistant	35 years	Graduation in any discipline. Certified course in MS office.	Minimum 5 Years	Rs. 17,000/- per month	Rs. 2000/-	

**Table – II**

**Functional Area and Job Descriptions for various positions in BPPI**

<b>Sl. No.</b>	<b>Functional Area</b>	<b>Job Description</b>
1	Marketing	<ul style="list-style-type: none"><li>• To ensure optimum sales from each Super stockiest/Jan Aushadhi Store (JAS).</li><li>• Appointment/Monitoring of Super Stockiest, C&amp;FA's, etc.</li><li>• Monitoring stocks at Super stockiest level with help of Nodal Officers.</li><li>• Getting orders from super stockiest to ensure availability of all products.</li><li>• Correspondence with state government for opening of Jan Aushadhi Store and release of one time financial assistance.</li><li>• 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.</li><li>• To support the successful running of Jan Aushadhi stores</li><li>• To co-ordinate with Media &amp; Publicity department to build the image of JASs and create awareness about generic medicines</li><li>• Appointment/monitoring CWH agency</li><li>• Compliance of statutory laws, e.g., DPCO etc.</li><li>• All day to day matters pertaining to above</li></ul>
2	Procurement	<ul style="list-style-type: none"><li>• Preparation of tender document</li><li>• Call for expression of interest</li><li>• Evaluation of bids &amp; finalization of the same in a transparent manner, following the prescribed procedure in the GFR and CVC guidelines.</li><li>• Assess the requirement and place order for procurement with the CPSUs and other suppliers as per the approval of the competent authority.</li><li>• Responsibility also includes maintaining proper records of goods, ordered, procured, payment to be made etc.</li></ul>
3	Quality	<p>Experienced in Regulatory activities in the areas of national laws/quality control/production, compliance of GMP</p> <ul style="list-style-type: none"><li>• To check quality of each batch of each medicine which are procured from CPSUs as well as Private Manufacturer.</li><li>• To collect, Plan samples of each Medicine for sending to empanelled NABL accredited Laboratories as per prepared SOP for drawing sample for testing approved GC.</li><li>• To conceal and maintain confidentiality of the manufacture's details printed on sample of each medicine.</li><li>• To send sample for testing and Keep samples of each medicines as a reference/ standard / Control sample and its documents.</li><li>• To scrutinize the certificate of Analysis of tested samples with respect to Indian Pharmacopoeia 2014.</li><li>• To check each product for proper labeling, packaging , Batch, MRP, expiry as per drug laws.</li></ul>

		<ul style="list-style-type: none"> <li>• To coordinate with Drug Licensing Authority for getting whole sale DL.</li> <li>• All allied matters pertaining to above.</li> </ul> <p>II) Empanelment of NABL accredited Laboratories</p> <ul style="list-style-type: none"> <li>• To prepare limited tender and list of Laboratories for empanelment of analytical testing labs for the analysis of Medicines.</li> <li>• To scrutinize technical bids, prepare a comparative statement and finalize the testing agencies.</li> <li>• To correspondence by letters, emails and telephone for assurance of information transferred to laboratories till finalization of the limited tender.</li> </ul>
4	Executive Assistant	<ul style="list-style-type: none"> <li>• All secretarial work pertaining to the office of CEO or other senior Directors, e.g., arranging meetings, attending telephone calls, hotel &amp; air ticket bookings, travel arrangements, communicating with senior officials, arranging appointments, making presentations, filing, handling visitors, etc.</li> </ul>

**BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)**

(Department of Pharmaceuticals, Government of India)

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

**Application for the Post of \_\_\_\_\_**

1. Name of the Candidate (in block letters) :
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 :
8. Nationality :
9. Marital status :
10. Spouse name and contact no. :
11. Languages known :

**Recent  
Photo**

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):

Sl. 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. Split up details of latest drawn salary:

15. Any other relevant information:

(Signature of the applicant)

Name:

Note: Resume in detail may be attached.