

# BUREAU OF PHARMA PSUs 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**



**Requirement of Head Commercial (Operations),  
General Manager (Sales & Supply Chain) and Manager (Social Media & Graphics)**

BPPI is the implementing agency for **Pradhan Mantri Bhartiya Janaushadhi Pariyojana** of **Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India**. 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 **Head Commercial (Operations), General Manager (Sales & Supply Chain)** and **Manager (Social Media & Graphics)** purely on contractual basis. Interested candidates may send their applications to **CEO, BPPI on BUREAU OF PHARMA PSUs OF INDIA (BPPI), IDPL CORPORATE OFFICE COMPLEX, OLD DELHI-GURGAON ROAD, DUNDAHERA, GURGAON-122016 (HR)** through registered post/courier by 20.06.2017 (till 05:00 PM) or email their candidature on [hrsandeep.bppi@gmail.com](mailto:hrsandeep.bppi@gmail.com). For detailed terms and conditions visit at our website: [janaushadhi.gov.in](http://janaushadhi.gov.in)

Chief Executive Officer

**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

**Requirement of Head Commercial (Operations), General Manager (Sales & Supply Chain) & Manager (Social Media & Graphics)**

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**Chief Executive Officer**

**Table – I**

S. No.	Post	Age	Eligibility Criteria		Consolidated Remuneration	Conveyance	Telephone	Remarks
			Minimum Qualification	Experience in the relevant functional area				
1	<b>Head Commercial (Operations)</b>	58 Years	Graduation.	Minimum 15 years in Sales & Marketing and Operations	Rs. 95,000/- per month	As per Company Rules	Rs. 2,000/-	Candidates having more experience in Pharma sector will be given preference
2.	<b>General Manager (Sales &amp; Supply Chain)</b>	50 Years	Graduation	Minimum 10 years in Sales & Marketing, Supply Chain Management at Relevant	Rs. 60,000/-	As per Company Rules	Rs. 2,000/-	Candidates having experience in Pharma sector will be given preference
3.	<b>Manager (Social Media &amp; Graphics)</b>	50 Years	Graduation	Minimum 10 years in Print Media & Social Media	Rs. 60,000/-	As per Company Rules	Rs. 2,000/-	Candidates having Higher qualification in Journalism will be given preference

**Note: Candidates having higher qualification of MBA/PGDM will be given preference.**

**Table – II**

**Post and Job Descriptions**

S. No.	Post	Job Description
1.	<b>Head Commercial (Operations)</b>	<ol style="list-style-type: none"><li>1.Implement the scheme of Government of India in prescribed manner.</li><li>2.To work teaming up with Chief Executive Officer in developing structure, Vision, Culture, Environment and remaining contemporary with passage of time.</li><li>3.To lead and oversee the implementation of the Company's long and short term plans in accordance with its strategy.</li><li>4.To assess the principal risks of the Company and to ensure that these risks are being monitored and managed.</li><li>5.To ensure effective internal controls and management information systems are in place.</li><li>6.To ensure that the Company has appropriate systems to enable it to conduct its activities both lawfully and ethically.</li><li>7.To ensure that the Company maintains high standards of corporate citizenship and social responsibility.</li><li>8.To act as a liaison between Department of Pharmaceuticals and the BPPI</li><li>9.To communicate effectively with PMJAK owners, employees, Government authorities, other stakeholders and the public</li><li>10.To ensure the integrity of all public disclosure by the Company.</li></ol>

2.	<b>General Manager (Sales &amp; Supply Chain)</b>	<ol style="list-style-type: none"> <li>1.To ensure availability of stock at each point of PMJAK</li> <li>2.Resolve problems concerning transportation, logistics systems, availability of medicines and increase Sales and Viability of Stores.</li> <li>3.Responsible for integration between central warehouse and stores.</li> <li>4.Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting, shipping and participation in forecasting.</li> <li>5.Maintain metrics, reports, process documentation of stocks.</li> <li>6.Responsible to maintain government norms for storing medicines and safety norms.</li> <li>6.Supervise the work of logistics specialists, planners, or schedulers.</li> <li>7.Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management and should be open to try out new ideas or new methods.</li> <li>8.Develop risk management programs to ensure continuity of supply in emergency scenarios.</li> <li>9.Plan or implement improvements to internal or external logistics systems or processes</li> <li>10. Analyze data to inform operational decisions or activities.</li> <li>11.Develop emergency response plans or procedures.</li> <li>12.Implement organizational process or policy changes</li> </ol>
3.	<b>Manager (Social Media &amp; Graphics)</b>	<ol style="list-style-type: none"> <li>1.Develop a marketing communications plan including strategy, goals, budget and tactics</li> <li>2.Develop media relations strategy, seeking high-level placements in print advertorials, Broadcast and Social media especially Twitter, Facebook and WhatsApp.</li> <li>3.Create content for press releases, by line articles and keynote presentations for increasing awareness and facilitating PMBJP branding, so as to build up the brand image of the organization as a powerful brand.</li> <li>4.Direct media team to engage audiences across traditional and new media</li> <li>5.Leverage existing media relationships and cultivate new contacts within business and industry media</li> <li>6. Manage media inquiries and interview requests</li> <li>7.Create inhouse graphics and various types of printable for mass media.</li> <li>8. Evaluate opportunities for partnerships, sponsorships and advertising on an on-going basis.</li> <li>9. Build relationships with thought leaders and medical practitioners of various specialty to grow industry awareness.</li> <li>10.To build up the brand image of the organization as a powerful brand.</li> <li>11.All relevant matters relating to publicity including deciding media, both print/electronic and their effectiveness, expenditure involved, seeking administrative and financial approval of the competent authority.</li> </ol>

## **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 have preference.
3. Person having experience of working in Government sector, PSUs and Pharma industry may get 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. 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.
6. 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.
7. Initially contractual appointment will be for one year with three months' probation period. Following satisfactory performance after completion of three months' probation period, the employee contract will be extend for the rest of nine months.
8. Contractual appointment will be for one year only after the successfully completion of probation period is subjected to renewal if the performance of employee is found satisfactory.
9. 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.
10. Applicants should not have Direct/Indirect relation with BPPI employees, suppliers, vendors etc. Contract will get terminated without assigning any reason, if found otherwise.
11. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
12. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email.
13. Shortlisted candidates shall be called for interviews.
14. Any change in above terms & conditions will be notified only through our web site.
15. Applications received through email shall be rejected.
16. 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 [handsandeeppppi@gmail.com](mailto:handsandeeppppi@gmail.com) to reach him by 20.06.2017 (Till 05:00PM).

**BUREAU OF PHARMA PSUs OF INDIA (BPPI)**  
**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):

[illegible]

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 (In Years) :

16. Split up details of latest drawn salary :

17. Any other relevant information :

(Signature of the applicant)

Date:

Note: Resume in detail may be attached.