
	<p>Bureau of Pharma Public Sector Undertakings of India <small>(Society set up under the aegis of Department of Pharmaceuticals, Government of India)</small> IDPL CORPORATE OFFICE, IDPL COMPLEX, DUNDAHERA, GURGAON-122016 (HR) Tel. 0124-4303751, Fax. 0124-2340370</p>	
<p>Invite fresh & experienced candidates to join our team to take forward the “Jan Aushadhi scheme”, the ambitious project launched by Govt. of India.</p> <p>The noble objective of the scheme is to make available quality generic medicines at affordable prices to all. BPPI is the implementing agency for the Jan Aushadhi scheme. BPPI is expanding its operations and has urgent requirement for various posts in the areas of Marketing, Supply Chain, Procurement, Quality, IT, Public Relations & Liaison, HR & Legal, Administration and Finance. For details, please see our website janaushadhi.gov.in.</p> <p style="text-align: right;">General Manager(A&F)</p>		

Size 10(W)x5(H)

GENERAL TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience indicated against various position, as per table-I & II.
2. Age is relaxable up to five years in all cases for deserving candidates having specialized experience. Retired persons from PSUs may also apply.
3. Person having experience of working in PSUs, Govt. organizations and Pharma industries will 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. Selected candidate will be offered appointment for the post matching with their qualifications, experience, knowledge, communication skill, performance in the interview etc.
8. Appointment, if offered, will be on whole time contractual basis for a period up to three years from the date of joining on the following terms & conditions.
 - a) He/She will be entitled to consolidated remuneration and reimbursement of other charges as mentioned in the table. Higher start can be considered in case of deserving candidates.
 - b) 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. He/She will also be entitled for 10 days leave in a year on medical ground 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 to contractual employees.
 - e) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI, in future.
9. Initial appointment will be for a period up to three years which may or may not be extended based on their performance.
10. Applicants will have to produce original certificates and one set of self attested copies of their testimonials for verification at the time of interview.

11. Candidates wish to apply for more than one functional area should submit separate applications for each post.
12. Applications received after the last date shall not be considered.
13. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
14. Interested candidates may send their applications to General Manager (A&F) to reach him by 21.07.2015.
15. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email.
16. 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 (likely to be revised)	Conveyance	Remarks
			Minimum Qualification	Experience in the relevant functional area			
1	General Manager	50 years	Graduation in any discipline	Minimum 15 years in a senior position	Rs. 50,000/-	Rs. 6,000/-	
2	Manager	40 years	Graduation in relevant discipline	Minimum 10 years	Rs. 40,000/- per month	Rs. 4,000/-	
3	Deputy Manager	35 years	Graduation in any discipline.	Minimum 5 years	Rs. 30,000/- per month	Rs. 3000/-	
4	Senior Executive	31 years	Graduation in any discipline.	Minimum 3 years	Rs. 25,000/- per month	Rs. 2000/-	
5	Executive	28 years	Graduation in any discipline. Minimum 60% marks in aggregate.	Fresh graduates	Rs. 17,000/- per month	Rs. 2000/-	
6	Office Assistant	25 years	Graduation in any discipline. Certified course in MS office.	Fresh graduates	Rs. 15,000/- per month	--	

Note: Additional qualification like CA, CS, ICWA, MBA and graduation in engineering, etc. will be added advantage.

Table – II

Functional Area and Job Descriptions for various positions in BPPI

Sl. No.	Functional Area	Job Description
1	Marketing	<ul style="list-style-type: none">• To ensure optimum sales from each Super stockiest/Jan Aushadhi Store (JAS).• Appointment/Monitoring of Super Stockiest, C&FA's, etc.• Monitoring stocks at Super stockiest level with help of Nodal Officers.• Getting orders from super stockiest to ensure availability of all products.• 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• Appointment/monitoring CWH agency• Compliance of statutory laws, e.g., DPCO etc.• All day to day matters pertaining to above
2	Procurement	<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.
3	Logistics & Supply Chain	<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).• Hire transporters for smooth supply of medicines to different areas of Country.• Dispatched Stocks in the best possible manner to Super Stockiest and Jan Aushadhi Stores.
4	Finance	<ul style="list-style-type: none">• To maintain full control over financial matter and to ensure that Government fund is utilized properly following the Government procedures including the GFRs etc.• To give administrative and financial approval for incurring financial

		<p>expenditure within the delegated power.</p> <ul style="list-style-type: none"> • To obtain administrative and financial approval of the competent authority. • To ensure timely payment to all vendors/suppliers as per the agreement/terms and condition of supply. • To maintain proper account of all expenditure, balance sheet, etc. • To ensure timely audit of account of BPPI. • To ensure timely payment of salary to employees of BPPI.
5	Administration	<ul style="list-style-type: none"> • Day to day administrative work including maintenance of punctuality, regulatory, leave etc. • Organizing meetings of Governing Council involving preparation of agenda, compilation, all preparatory work for holding meeting including arrangement of venue, vehicle, lunch etc., preparation and finalization of minutes, forwarding of final minutes to all members and take consequent action. • All parliamentary matters including reply to parliament question/parliamentary standing committee and making arrangements for their visits. • Upkeep of office infrastructure and equipment. • RTI matters
6	HR & Legal	<ul style="list-style-type: none"> • To identify the requirement of additional manpower, workout the terms and condition of the post, get the approval of Governing Council, issue of advertisement and processing of application, selection and offer letter etc. following the prescribed procedure for recruitment and selection. • Identify the manpower agency and engagement of casual labour and all related matters. • Prescribing Job Responsibilities of each post and to maintain annual performance report. • Recruitment & Appointments. • To attend all matters relating to court cases including appointment of counsels, preparation of draft reply, and attending courts.
7	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"> • To check quality of each batch of each medicine which are procured from CPSUs as well as Private Manufacturer. • 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. • To conceal and maintain confidentiality of the manufacture's details printed on sample of each medicine. • To send sample for testing and Keep samples of each medicines as a reference/ standard / Control sample and its documents. • To scrutinize the certificate of Analysis of tested samples with respect

		<p>to Indian Pharmacopoeia 2014.</p> <ul style="list-style-type: none"> • To check each product for proper labeling, packaging , Batch, MRP, expiry as per drug laws. • To coordinate with Drug Licensing Authority for getting whole sale DL. • All allied matters pertaining to above. <p>II) Empanelment of NABL accredited Laboratories</p> <ul style="list-style-type: none"> • To prepare limited tender and list of Laboratories for empanelment of analytical testing labs for the analysis of Medicines. • To scrutinize technical bids, prepare a comparative statement and finalize the testing agencies. • To correspondence by letters, emails and telephone for assurance of information transferred to laboratories till finalization of the limited tender.
8	IT	<ul style="list-style-type: none"> • Manage the deployment, monitoring, maintenance, development, upgrade and support of all current IT systems, Websites, PCs, Operating System, databases telephone, Software applications, and peripherals. • Computerization of Jan Aushadhi Stores. • Project manages the implementation and integration of the new software with existing software. • Communicate regularly with executive management and all users of information services and systems. • Manage financial aspects of the IT Department, including purchasing, budgeting and budget review. • Negotiate and administer supplier contracts and service agreements. • Mentoring and Training to all new users. • Handling Helpline desk. • All day to day activities of IT department.
9	Public Relation and Liaison	<ul style="list-style-type: none"> • To liaise with the various Ministries. • To co-ordinate, maintain and develop good relations with the press • To build up the image of the organization and Jan Aushadhi stores
10	Media & Publicity	<ul style="list-style-type: none"> • All matters relating to publicity including deciding the need for publicity, media, both print/electronic media and their effectiveness, expenditure involved, seeking administrative and financial approval of the competent authority, finalizing design and creative, giving advertisement and settlement of bills. • Working out publicity campaign by organizing workshop etc, identifying agency for organizing events along with terms and conditions with financial implication.

Note: (1) General Manager shall handle a minimum two functional areas e.g., Administration, Finance & Legal/Marketing & Supply Chain Management/HR, Legal & IT/Procurement, Quality & Regulatory/PR, Liaison and Media & Publicity. Therefore, the total experience required for General Managers shall be in minimum two functional areas and he must possess at least five years experience in at least one functional area.

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)
(Department of Pharmaceuticals, Government of India)
IDPL CORPORATE OFFICE, IDPL COMPLEX, DUNDAHERA, GURGAON-122016 (HR)
Tel. 0124-4303751, Fax. 0124-2340370

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.