

**Advertisement for the Post of General Manager ( Administration, Finance & Legal ) in  
BPPI on contractual basis**

**Walk-in-Interview on 07.11.2012 at 12 noon**

Sl. No.	Post	Department	No. of Posts	Age Limit	Minimum Qualification	Experience in Relevant Field.	Consolidated Salary (Rs.)
1.	General Manager	(Administration, Finance & Legal)	01	Below 62	Graduation. Finance & Legal knowledge is desirable.	(1) Minimum 15 years of experience in the relevant field  (2) Preference will be given to persons retired as Under Secretary/Deputy Secretary in the Central Government or retired PSU officer from a Senior position	Rs35,000 to 45,000/- per month depending upon the position last held.

The selected candidate will be initially appointed for a period of one year. However, the contract will be renewable based on the performance of the candidate and the need of the organization.

**TERMS & CONDITIONS**

1. The candidate must ensure that he/she possesses the required qualification and experience for the post.
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 will not pay any TA / DA for attending the walk in interview.
6. BPPI reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience.

7. 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 mobile phone and conveyance charges as may be decided by BPPI.
- b) He 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.
- 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.

**The candidates desirous of attending the interview should submit their bio-data in the following format at the time of interview:**

**Application for the Post of General Manager (Administration, Finance & Legal) 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.:

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

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

**VENUE, DATE & TIME OF INTERVIEW:**

Eligible and interested candidates may attend walk-in-interview **on 7<sup>th</sup> November, 2012 at 12 Noon at BPPI OFFICE AT IDPL CORPORATE OFFICE, IDPL COMPLEX, OLD DELHI GURGAON ROAD, DUNDAHERA, GURGOAN-122016 (HR)** along with all original certificates/testimonials and one set of self attested photocopies of the same and two passport size photographs. In case of any query, please contact us at our Tel.No.0124-4040759.

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