

	<b>Bureau of Pharma Public Sector Undertakings of India</b> <small>(Society set up under the aegis of Department of Pharmaceuticals, Government of India)</small> <b>IDPL CORPORATE OFFICE, IDPL COMPLEX, DUNDAHERA, GURGAON-122016 (HR)</b>	
<b>WALK-IN-INTERVIEW</b>		
<p>Bureau of Pharma Public Sector Undertakings of India is the implementing agency of Jan Aushadhi Scheme of the Department of Pharmaceuticals, Government of India. The objective of the Scheme is to make available quality medicines at affordable prices to all.</p> <p>Walk-in-interviews for the posts of <b>Executive (HR)</b>, <b>Executive (Procurement)</b> and <b>Office Assistants</b> on contractual basis in BPPI will be held as detailed on the website <a href="http://janaushadhi.gov.in">janaushadhi.gov.in</a>.</p> <p style="text-align: right;"><b>General Manager(A&amp;F)</b></p>		

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

**WALK-IN-INTERVIEWS**

**For the posts of Executive (Personnel), Executive (Procurement) and Office Assistant on Contractual Basis in BPPI**

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. To become a partner to this campaign and carrying forward this noble objective, BPPI invites applicants to fill up the following posts on contractual basis:

<b>Sl. No.</b>	<b>Post</b>	<b>No. of Posts</b>	<b>Age Limit</b>	<b>Minimum Qualification</b>	<b>Experience in Relevant Field.</b>	<b>Consolidated Salary</b>
1.	Executive (HR)	01	Below 30 yrs. Releasable in case of retired Govt./PSU employees	Graduate in any discipline preferably post-graduate Diploma/ Degree in Personnel /HR Management	Minimum 03 years experience in handling matters related to personnel, HR management, drafting / noting / maintaining of office record files and having good knowledge of working on computers. Work experience in Govt./ PSU would be preferred.	Rs.17,000/- plus conveyance and mobile phone charges reimbursement both together upto 2,500/- per month
2.	Executive (Procurement)	01	Below 30 yrs. Releasable in case of retired Govt./PSU employees	Graduate in any discipline preferably post-graduate Diploma/ Degree in Management.	Minimum 03 years experience in handling matters related to Procurement functions. Persons having knowledge of Government procedures / CVC guidelines for procurement preferred.	Rs.17,000/- plus conveyance and mobile phone charges reimbursement both together upto 2,500/- per month
3.	Office Assistants	5	Below 28 yrs.	Graduate in any discipline	Minimum 2 years experience in drafting / noting / maintaining of office record files and having good knowledge of working on computers. Work experience in Govt./ PSU would be preferred.	Rs.15,000/- consolidated per month

The selected candidate will be initially engaged for a period of one year. The contract may be renewed on yearly basis based on his satisfactory performance and the need of the organization. However, the engagement can be terminated by giving 30 days notice or proportionate salary in lieu thereof from either side.

The interview will be held at BPPI headquarters at IDPL Corporate office, IDPL complex, Old Delhi Gurgaon Road, Dundaheera, Gurgaon-122016 (HARYANA) as given below. The candidates must bring duly filled in enclosed application Performa along with all original certificates/testimonials and one set of attested copies at the time of interview.

### **Schedule of Walk-In-Interview**

<b>Sl. No.</b>	<b>Post</b>	<b>Date (tentative)</b>	<b>Time</b>	<b>Registration Time</b>
1	Office Assistants	15.06.2015	10:00 AM	09.30 to 11:30 AM
2	Executive (HR)	19.06.2015	10:00 AM	09.30 to 11:30 AM
3	Executive (Procurement)	19.06.2015	10:00 AM	09:30 to 11:30 AM

### **TERMS & CONDITIONS**

1. The applicant 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, at any time, his services shall be liable to be terminated.
3. BPPI has the right to cancel the candidature at any stage and the decision of BPPI will be final.
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 travelling expenses are payable 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.
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 and reimbursement of other charges as mentioned above.
- 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. You 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) 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.

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Note: Please check our website before coming for walk-in-interview as the interview days are subject to change.

**Application for the Post of Executive (Procurement) Executive (HR) & Office Assistant for Delhi in BPPI on contractual basis (strike out whichever is not applicable)**

1. Post Applied for

2. Name of the Candidate (in block letters):

3. Father/Husband's Name :

4. Date of Birth

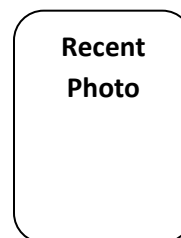
5. Permanent Address :

6. Mailing Address, Contact No . & e-mail :

7. 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