

Advertisement for the Post of Nodal Officer (Odisha) in BPPI on contractual basis

Walk-in-Interview on 13.04.2013 between 11 am to 1 pm

Sl. No.	Post	No. of Posts	Age Limit	Minimum Qualification	Experience in Relevant Field.	Consolidated Salary (Rs.)
1.	Nodal Officer	02	Below 45 years	D. Pharma / Graduates	Minimum 2 years experience of Marketing of pharmaceutical products is essential.	Rs.15,000/- *

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.

*** Deserving candidate can be considered for higher salary.**

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/She will be entitled to consolidated remuneration besides reimbursement of mobile phone and Landline phone (residence) not exceeding Rs.1000/- per month and local conveyance not exceeding Rs.1000/- per month.
- b) He/She will also be entitled to TA/ DA, while on tour outside the Head Quarter i.e. Cuttack, as per the policy of BPPI.
- c) 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.
- d) BPPI reserves the right to revise the terms & conditions during the tenure of the contract.
- e) He/She will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
- f) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI.

Duties and Responsibilities of the Nodal Officers

1. To oversee the functioning/establishment of Jan Aushadhi Stores opened/ yet to be opened in the State :

To ensure that all the stores opened are functional. To contact at least two JAS over phone daily and enquire about their sales performance during the previous week. Make a visit to at least five JASs every month with prior approval of Adviser, BPPI and submit a detailed report of the visit to BPPI.

2. Liaison with the Jan Aushadhi Stores, Super Stockists, concerned Hospital Authorities, officers of the State Government and BPPI :

During the visit to JAS, to invariably meet the hospital authorities and apprise them of the issues being faced by JAS for promotion of sale of generic medicines, including non-prescription of generic medicines by the Doctors, if noticed, and make a mention about this in tour report.

3. Procurement of orders from Jan Aushadhi Stores and ensuring execution of the same by the Super Stockists :

Obtain the details of procurement orders placed by JAS on the Super Stockist over phone/ email and ensure their supply from Super Stockist to JAS. In case of non-supply by the Super Stockist, bring the matter to the notice of BPPI.

4. Monitoring the movement of inventory of medicines at Jan Aushadhi Stores and follow up of the payments from Jan Aushadhi Stores :

A monthly report indicating orders placed by JASs, supplies made by Super Stockist and payments made by JASs to be sent to BPPI by 5th of every month including problems, if any, in the supply of medicines.

5. A monthly report about the indents placed by Super Stockists on CPSUs, the supplies received by them and the PDCs issued to BPPI to be sent to BPPI by 5th of every month.

6. To prepare demand projections of the medicines in consultation with the Super Stockist based on the inflow of the orders received from the JASs and forward the same to BPPI for further necessary action.

7. Computerization of Jan Aushadhi Stores :

All the JASs and the Super Stockists should start using BPPI software. In the monthly report, indicate the computerization status of each JAS, particularly with regard to utilization of BPPI software.

The job involves extensive touring of Jan Aushadhi Drug Stores opened in the State. Those desirous of attending the interview should submit their bio-data in the following format at the time of interview:

Application for the Post of Nodal Officer (Odisha) 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 13th April, 2013, between 11am to 1pm at Hotel Grand Residency, Link Road, Cuttack**, 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 Telephone No. 0124-4040759.
