

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)

Engagement of Manager (Finance), Nodal Officer for Delhi, Jharkhand & Punjab, Pharmacist and Executive (General) in BPPI on contractual basis

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 in collaboration with the State Governments, Union Territories and also by associating recognized Trusts/Societies/pharmacists. To become a partner to this campaign and carrying forward this noble objective, BPPI invites applications from energetic and enthusiastic persons to fill up the following posts on contractual basis:

Sl. No.	Post	No. of Posts	Age Limit	Minimum Qualification	Experience in Relevant Field.	Consolidated Fee
1.	Manager (Finance)	01	Below 45 yrs. Relaxable in case of retired Govt./PSU employees	Graduate in Commerce/ Economics with post-graduate degree/diploma in Finance preferably MBA from a reputed University/Institute (Relaxation in case of retired Government / PSU employees)	Minimum 5 years experience in handling budget & financial matters including capital expenditure, income-tax, TDS, VAT, Service Tax etc. at a senior level. Experience/knowledge of accounting system/ government financial procedures/rules/GFR etc. is desirable.	Rs.40,000/- plus conveyance of Rs.4000/- and reimbursement of phone / mobile charges upto Rs.1000/- per month
2.	Pharmacist	01	Below 45 yrs.	D. Pharma/B. Pharma from a recognized Institute / University and having registration of Haryana State Pharmacy Council .	Minimum one year experience in monitoring the operation of a drug warehouse or retail drug store.	Rs.25,000/- per month plus reimbursement of mobile phone expenses not exceeding Rs.1000/- per month.
3.	Nodal Officer (Marketing & Sales) for Delhi, Jharkhand & Punjab	01 Each	Below 45 years	B. Pharma or Graduate in Science	Minimum 5 years experience in Marketing of pharmaceutical products.	Rs.25,000/- per month plus reimbursement of mobile phone expenses not exceeding Rs.1000/- per month.
4.	Executive (General)	01	Below 45 yrs. Relaxable in case of retired Govt./PSU	Graduate in any discipline preferably post-graduate Diploma/ Degree in Personnel /HR Management	Minimum 5 years experience in handling matters related to personnel, HR management, drafting / noting / maintaining of office record files and having good knowledge of	Rs.15,000/- plus conveyance of and mobile phone charges reimbursement upto 2,500/- per month

			employees		working on computers. Work experience in Govt./ PSU would be preferred.	
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The roles and responsibilities of posts :

Manager (Finance) :

All matters relating to Budget and Finance including IT, TDS, VAT, Service Tax etc. He will be responsible for releasing payments to all the suppliers with the approval of competent authority. He will also be responsible for maintenance of all accounts of BPPI besides preparation of annual accounts of BPPI, filing of tax return etc.

Pharmacist

He will be in charge of Central Warehouse. He will be responsible for proper receipt of material, allocation of space for its storage, drawing sample for sending to NABL Labs. for testing, receipt of order and dispatch, generating invoicing and preparation of commercial documents segregating invoices, transfer documents etc., maintaining daily opening and closing inventory and updating the records in the system/software, coordination with local drug authorities for obtaining necessary license /permission, storage and upkeep of entire warehouse premises etc.

Nodal Officer

Marketing of Jan Aushadhi products. To maintain liaison with Hospitals/Doctors/Health Deptt./Super Stockist/C&F and report to BPPI on day to day stock & sale and payment position.

Executive (General)

All misc. matters relating to office accommodation, settlement of bills, TA/DA, booking of tickets, issue of advertisement etc.

The selected candidate will be initially engaged for a period of one year. The contract may be renewed on yearly basis based on satisfactory performance and the need of the organization. However, the engagement can be terminated by giving 15 days notice or proportionate fee in lieu thereof from either side.

Applications in the prescribed format along with copies of certificates/testimonials/experience should be sent to :-

General Manager (A&F),
Bureau of Pharma Public Sector Undertakings of India,
IDPL Corporate Office, IDPL Complex,
Old Delhi Gurgaon Road,
Dundahera, Gurgaon – 122016 (Haryana)

The last date for receipt of applications is 10th February, 2014. Applications received after the last date shall not be considered. BPPI will not be responsible for postal delay etc. In case of any

query, please contact at Telephone No. 0124-4303751. Applications received through e-mail will not be considered. Incomplete applicants and those without supporting documents would be summarily rejected

The interview of the short listed applicants will be held in the month of February / March, 2014. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated by post / email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience for the post and is within the age limit.
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 pay second AC rail fare/Deluxe bus fare to the shortlisted candidates for attending the interview on production of documentary proof.
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 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.
 - 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.

Application for the Post of Manager (Finance), Nodal Officer for Delhi & Jharkhand, Pharmacist and Executive (General) in BPPI on contractual basis

1. Name of the 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

