

Advertisement for engagement of Consultants for (i) Procurement ; and (ii)
Administration & Finance on contractual basis in Bureau of Pharma Public Sector
Undertakings of India (BPPI)

Walk-in-Interview on 20.04.2015 at 10.00 A.M.

For implementing the Jan Aushadhi Scheme of Department of Pharmaceuticals, Government of India, to make available quality generic medicines at affordable prices to all, BPPI proposes to hold Walk-in-Interview for engagement of suitable consultants on immediate contractual basis for six months or till the posts are filled up on regular basis, whichever is earlier, as per the following requirements:

Sl. No.	Post	No. of Posts	Age Limit	Minimum Qualification	Experience in Relevant Field.	Consolidated Salary(All inclusive) (Rs.)
1.	Consultant (Procurement)	01	*50 years	Graduate in any discipline preferably in Pharma	(1) Minimum 15 years of experience in the field of Procurement in a Senior position (2) Preference will be given to those having experience of Procurement of pharmaceutical products in Central/ State Govt./ PSU/Pharma Industry	Rs.60,000/-
2.	Consultant (Administration & Finance)	01	50 *	Graduate in any discipline preferably having degree / diploma in personnel management.	(1) Minimum 15 years of experience in the field of Administration / Finance / Legal in a Senior position	Rs.50,000/-

* Age relaxable in case of well qualified & experienced retired Central/State Government/PSU/Statutory Authority/Autonomous Body employees.

The selected candidate will be appointed for a period of six months or till such time regular appointments are made, whichever is earlier, subject to performance review on monthly basis. The selected candidate should be prepared to join within a week of offer of appointment.

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 six months from the date of his joining on the following terms & conditions.
 - a) He will be entitled to consolidated remuneration 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.
 - f) The contract is terminable with 30 days notice period/salary from either side.

VENUE, DATE & TIME OF INTERVIEW:

Eligible and interested candidates may report for walk-in-interview on 20th, April 2015 at BPPI OFFICE AT IDPL CORPORATE OFFICE, IDPL COMPLEX, OLD DELHI GURGAON ROAD, DUNDAHERA, GURGOAN-122016 (HR) as per the following schedule along with all original supporting documents in respect of identity / qualification /experience/expertise

claimed by the applicant with five sets of application and self attested photocopies of all the documents and one passport size photograph.

Schedule

Post	Reporting Time	Interview Time
Consultant (Procurement)	9.30 AM	10.00 AM
Consultant (Administration & Finance)	10.30 AM	11.30 PM

The selected candidates should be prepared to join within a week of offer of appointment.

Note: Expertise in IT Office Management Tools is essential for all positions mentioned above.

The candidates desirous of attending the interview should submit their bio-data in the attached format by e-mail at ceo.bppi@gmail.com latest by 17.04.2015 (3.00 p.m.).

Application for the Post of Consultant in BPPI on contractual basis

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

2. Post applied for

3. Father/Husband's Name :

4. Date of Birth

5. Permanent Address :

6. Mailing Address & Contact No.:

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