

BUREAU OF PHARMA PSUs OF INDIA (BPPI)

(Society set up under the aegis of Department of Pharmaceuticals, Government of India)

BPPI

**E-1, 8th Floor, Videocon Tower,
Jhandewalan Extn., New Delhi - 110055
Tel. 011- 49431800**



Recruitment of General Manager (Finance)

BPPI is the implementing agency for **Pradhan Mantri Bhartiya Janaushadhi Pariyojana** of **Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India**. The objective of the scheme is to make available quality generic medicines at affordable prices to all. BPPI is expanding its operations and has urgent requirement for **General Manager (Finance)** purely on contractual basis. Interested candidates may send their applications to **CEO, BPPI at BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055**, through registered post/courier by 11.01.2018 (Till 05:00 PM). For detailed terms and conditions visit at our website: janaushadhi.gov.in

Chief Executive Officer

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)

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Chief Executive Officer

Table – I

S. No.	Post	Age	Eligibility Criteria		Consolidated Remuneration	Conveyance	Telephone	Remarks
			Minimum Qualification	Experience in the relevant functional area				
1.	General Manager (Finance)	50 Years	B.Com/ICWA/CA	Minimum 10 years in Finance/Accounts	Rs. 60,000/-	Rs. 5,000/-	Rs. 2,000/-	Candidates having experience in Govt. sector/PSUs shall be given preference

Note: Candidates having higher qualification of LLB/MBA/PGPBM/PGDM in Finance shall be given preference.

Table – II
Post and Job Descriptions

S. No.	Post	Job Description
1.	General Manager (Finance)	<ol style="list-style-type: none">1. Maintain full control over financial matter and Ensure that Government fund is utilized properly2. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.3. Perform financial analysis in areas as forecasting, budgeting, cost reduction analysis, and operational performance, for suggesting appropriate changes in Policy, systems and processes undertake.4. Liaise with external authority or agency and carry out internal audits of records, expenditure, documents and all other financial transactions5. Manage monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements6. Guide F&A team in making the presentation on combines spending, saving, strategies of expansion, resources required, cost saving and profit maximization.7. Guide finance team in preparing report regarding the budget expenditure and allocation.8. Study all the expenditure that are happening on monthly basis and plan to manage it effectively as per the government procedures.9. Develop and maintain timely and accurate financial statements and reports that are appropriate for the users as per the government norms.10. Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.11. Ensure that all statutory requirements of the organization are met including Sales Tax, Income Tax, Goods and Services Tax etc.12. Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.13. Prepare a detailed report on cash flow and various earnings and payments and present it to top management.14. Study all the expenditure that are happening on monthly basis and plan to manage it effectively.15. Prepare all supporting information for the annual audit and liaise with the external auditors.16. Guide F&A team in making the presentation on combines spending, saving, strategies of expansion, resources required, cost saving and profit maximization.17. Carry out business modelling and risk assessments & ensure implementation of practices as per the GFR and govt. guidelines.18. Any other tasks assigned by seniors.

GENERAL TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience.
2. Applicants having additional qualifications from the reputed universities and already worked in a similar position shall have preference.
3. Person having experience of working in Government sector, PSUs and Pharma industry may get preference.
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. BPPI reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience. Mere fulfilling the eligibility criteria shall not confer any right to be considered for selection against the respective position.
6. Appointment will be on whole time contractual basis on the following terms & conditions.
 - a) He/She will be entitled to consolidated remuneration and reimbursement of mobile phone/telephone charges as per rules.
 - b) He/She will be entitled to leaves as per BPPI rules.
 - c) BPPI reserves the right to revise the terms & conditions during the tenure of the contract.
 - d) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI, in future.
7. Initially contractual appointment will be for one year with three months' probation period. Following satisfactory performance after completion of three months' probation period, the employee contract will be extend for the rest of nine months.
8. Contractual appointment will be for one year only after the successfully completion of probation period is subjected to renewal if the performance of employee is found satisfactory.
9. Applicants will have to produce one set of self attested copies of their testimonials for verification at the time of interview, along with the duly filled in attached application form.
10. Applicants should not have Direct/Indirect relation with BPPI employees, suppliers, vendors etc. Contract will get terminated without assigning any reason, if found otherwise.
11. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
12. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email.
13. Shortlisted candidates shall be called for interviews.
14. Any change in above terms & conditions will be notified only through our web site.
15. Interested candidates may send their applications through speed post/courier along with one set of self attested copies of their qualification and experience certificates to CEO, BPPI to reach him by 11.01.2018 (Till 05:00PM).

13. Work experience (Starting from latest organization):

S. No.	Name of the organization	Type of organization (Govt. /PSU/ Pvt.)	Post held	Period			Job responsibilities	Total salary drawn per month
				From	To	Period in years & months		

14. Total Experience (In Years) :

15. Total Experience in Finance & Accounts (In Years) :

16. Total Experience in Govt. Sector (If any) :

17. Split up details of latest drawn salary :

18. Any other relevant information :

(Signature of the applicant)

Date:

Note: Resume in detail may be attached.