

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**



Urgent Recruitment in Procurement and Quality Departments

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 on following posts purely on contractual basis:

1. **Head (Procurement) - 01**
2. **Deputy Manager (Procurement) - 02**
3. **Deputy Manager (Quality Control) - 01**

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 **16.02.2018 (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)

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

E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055

Urgent Recruitment in Procurement and Quality Departments

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- 1. Head (Procurement) – 01**
- 2. Deputy Manager (Procurement) - 02**
- 3. Deputy Manager (Quality Control) - 01**

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Table – I

S. No.	Post	Age	Eligibility Criteria		Consolidated Remuneration	Conveyance	Telephone	Remarks
			Minimum Qualification	Experience in the relevant functional area				
1.	Head (Procurement)	60 Years	Graduation	10 years and above in Procurement of Drugs & Medicines	Rs. 60,000/- to 90,000/-	As per BPPI Norms	As per BPPI Norms	Candidates having experience in Govt. sector/PSUs shall be given preference
2	Deputy Manager (Procurement)	35 Years	B. Pharma	Minimum 5 Years in Procurement of Chronic Disease Drugs & Medicines	Rs. 35,000/-	Rs. 5,000/-	Rs. 1,000/-	Candidates having experience in Govt. sector/PSUs shall be given preference
3.	Deputy Manager (Procurement)	35 Years	B. Pharma	Minimum 5 Years in Procurement of Surgical items	Rs. 35,000/-	Rs. 5,000/-	Rs. 1,000/-	Candidates having experience in Govt. sector/PSUs shall be given preference
4.	Deputy Manager (Quality)	35 Years	B. Pharma	Minimum 5 Years in Quality & Regulatory	Rs. 35,000/-	Rs. 5,000/-	Rs. 1,000/-	Candidates having experience in Govt. sector/PSUs shall be given preference

Note: Candidates having higher qualification of M.Pharma, M.B.A. in Pharmaceuticals will be an added advantage.

Table – II
Post and Job Descriptions

S. No.	Post	Job Description
1.	Head (Procurement)	<ol style="list-style-type: none"> 1. Responsible for all procurement activities of BPPI. 2. Responsible for developing and maintenance of policies and processes of procurement as per Government Norms. 3. Introducing and leveraging appropriate technology and systems 4. Providing procurement leadership to the organization 5. Responsible for providing forecasting of availability of Drugs 6. Approve the Tendering/Ordering of necessary goods and services 7. Ownership and accountability for sourcing processes and Sourcing management 8. Devise and employ fruitful sourcing strategies 9. Responsible for all negotiation with external vendors to secure the most advantageous terms as per norms. 10. Track and report key functional metrics to reduce expenses and improve effectiveness 11. Monitoring supply markets and trends (e.g., medicines price increases, shortages, changes in suppliers) and interpreting the impact of these trends on company strategies 12. Responsible for complying with procurement rules and rules of Government of India. 13. To eliminate the possibility of corruption or unethical practices in the procurement process. 14. Managing the tendering/bidding processes. 15. Provide purchasing performance evaluation, benchmarking & reporting 16. Keep current match with good industry practices, and applicable to the mission of your operation. 17. Any other responsibility assigned by management.
2.	Deputy Manager (Procurement)- Chronic	<ol style="list-style-type: none"> 1. Responsible for procurement of chronic drugs by following the terms and conditions clearly defined in various government norms of procurement, GFR 2017, and CVC guidelines.. 2. Responsible for preparation of complete tender document. 3. Responsible for all communications with parties and issuance to various notices like corrigendum and Addendums to tender document. 4. Responsible for technical evaluation of bids and preparation of minutes of meetings of technical evaluation. 5. Analysis of the deficiencies in technical evaluation, deficient/missing document and co ordinate with vendors for same. 6. Preparation of final evaluation report. 7. Preparation of drug wise ranking statement of eligible drugs along with last purchase price(LPP)/purchase price of other Govt. procurement agencies, DPCO ceiling price and market price. 8. Communication to suppliers regarding the award of contract and signing of agreement for supply of drugs. 9. Analysis of forecasting of drugs required at various levels of the projects. 10. All the other duties assigned by senior officials .
3.	Deputy Manager	<ol style="list-style-type: none"> 1. Responsible for procurement of surgical items by following the terms and conditions clearly defined in various government norms of procurement, GFR 2017, and CVC guidelines..

	<p>(Procurement)- Surgicals</p>	<ol style="list-style-type: none"> 2. Responsible for preparation of complete tender document. 3. Responsible for all communications with parties and issuance to various notices like corrigendum and Addendums to tender document. 4. Responsible for technical evaluation of bids and preparation of minutes of meetings of technical evaluation. 5. Analysis of the deficiencies in technical evaluation, deficient/missing document and co-ordinate with vendors for same. 6. Preparation of final evaluation report. 7. Preparation of drug wise ranking statement of eligible drugs along with last purchase price(LPP)/purchase price of other Govt. procurement agencies, DPCO ceiling price and market price. 8. Communication to suppliers regarding the award of contract and signing of agreement for supply of drugs and medical devices. 9. Analysis of forecasting of medical devices required at various levels of the projects. 10. All the other duties assigned by senior officials .
<p>4.</p>	<p>Deputy Manager (Quality)</p>	<ol style="list-style-type: none"> 1. Responsible for review of in-house test reports, in case discrepancy found communication with manufacturer for rectification or completion for remaining test. 2. Preparation of Lab tender, evaluation of technical bid, price bid execution of agreement, EMD submission /release recommendation, bid security, submission/release. Communication with bidder by email, mobile etc. 3. Review of NABL test reports, in case discrepancy found communication with NABL laboratories for rectification or completion for remaining test. 4. Receiving/checking/monitoring test report at retail graph and also stock transfer from hold to saleable for each batch of each medicines. 5. Examine the control as well as stock in case complaint received from market and make the report. 6. Responsible for all Lab payments after examination. 7. Recommendation of supplier's payment after review of test reports received from NABL Labs as well as IHTR from Supplier. 8. Responsible for all art work related works. 9. All the other duties assigned by senior officials .

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' observation period. Following satisfactory performance after completion of three months' observation 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 observation 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 16.02.2018 (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 relevant field (In Years) :

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

17. Split up details of latest drawn salary :

18. Any other relevant information :

19. I, _____S/o/D/o of Shri/Smt._____Certified that the above information is true and correct and I shall provide originals as and when the Management desires. In case of any information furnished above is proved to be incorrect, I am liable to be terminated without any notice.

(Signature of the applicant)

Date:

Note: Resume in detail may be attached.