

# BUREAU OF PHARMA PSUs OF INDIA (BPPI)

(Society set up under the aegis of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)



bpipi

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



## Urgent Requirement in Finance and Procurement Department

BPPI is the implementing agency for Pradhan Mantri Bhartiya Janaushadhi Pariyojana of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, and 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 below positions:

**1. Deputy Manager (Internal Audit) – 01**

**2. Executive (Procurement) – 02**

Interested candidates may appear for **Walk-In-Interview** on **05.04.2018** at **BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055**. For detailed terms and conditions visit at our website: [janaushadhi.gov.in](http://janaushadhi.gov.in)

**Chief Executive Officer, BPPI**

**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

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**Chief Executive Officer**

**Table – I**

S. No.	Post	Age	Eligibility Criteria		Consolidated Remuneration	Conveyance	Telephone	Remarks
			Qualification	Experience				
1.	<b>01 Deputy Manager (Internal Audit)</b>	35 Years	Chartered Accountant (CA)	5 Years' Experience in Audit in Trading or Manufacturing Units	Rs. 35,000/-	Rs. 5,000/-	Rs. 1,000/-	Candidates having experience in Govt. sector/PSUs shall be given preference
2.	<b>02 Executive (Procurement)</b>	30 Years	B.Pharma.	Preferably 01 year in Procurement of Drugs & Medicines	Rs. 20,000/- per month	Rs. 3,500/-	Rs. 500/-	Candidates having experience in Government sector and Therapy area expertise will be given preference

**Table – II**

**Post and Job Descriptions**

S. No.	Post	Job Description
1.	<b>Deputy Manager (Internal Audit)</b>	<ol style="list-style-type: none"><li>1. To develop internal audit manual covering all functions.</li><li>2. To develop document systems, Guidelines, Checklists &amp; introduce adequate control systems, setting formats and procedures that set out exactly what and how to go about a task.</li><li>3. To conduct internal auditing and analysis of the procedures of all Purchases, Stores, Stocks &amp; Inventory Management, Sales, Marketing, Dispatches, Accounts, Expenditures, Disbursements, Finance &amp; Treasury.</li><li>4. Comprehensive study &amp; implementation of cost-efficient and reduction measures &amp; identifying potential saving areas.</li><li>5. To analyze data obtained for evidence of deficiencies in controls, fraud or lack of compliance with the management policies and procedures.</li><li>6. Independently prepare the internal audit report, ensuring that the issues are adequately communicated and is supported with facts.</li><li>7. To prepare/modify the audit programs to ensure coverage of all risks and be able to execute the audit as per the audit program.</li></ol>
2.	<b>Executive (Procurement)</b>	<ol style="list-style-type: none"><li>1. Prepares tenders and releases the same for bidding process.</li><li>2. Collates and ensures proper documentation within the tendering and contract process.</li><li>3. Acts as a liaison between BPPI and potential suppliers to ensure that all queries are dealt with in a timely manner.</li><li>4. Prepares regular status reports on ongoing tendering and evaluation activities.</li><li>5. Conducts an in-depth analysis of all bids received in response to each Tender, Proposal and Quotation to identify the response that best meets the needs of BPPI.</li><li>6. Communicates with bidding companies to ensure submission of all valid documents necessary for bid processing and evaluation.</li><li>7. Communicates of the accepted tender and awards the contract to the finalised vendor.</li><li>8. Manages agreements to be signed with the contract awarding companies.</li><li>9. Withdrawal of contracts or agreements with companies in case of non compliance or sub standard material delivery</li><li>10. Prepare purchase orders and send copies to suppliers and to departments originating requests.</li></ol>

	<p>11. Monitoring and ensuring the timely supplies of products with respect to the issued Purchase Order</p> <p>12. Prepare, maintain, and review purchasing files, reports and price lists.</p> <p>13. Forfeits EMDs in case of quality failure.</p> <p>14. Prepares evaluation reports and other corresponding documents for approval and signoff of finalised proposals.</p> <p>15. Update status for open PO and PR, and reason for PO changes and forward report for open PO to supplier.</p> <p>16. Settle vendor issues related to payment and material quality rejection.</p> <p>17. Identify gaps and initiate actions to strengthen process for smooth work flow.</p> <p>18. Focusing on Therapy area assigned in lines of market understanding and molecule choice for product portfolio.</p>
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**Table – III**

**Date & Time of Walk-In-Interview**

<b>S. No.</b>	<b>Post</b>	<b><u>Date &amp; Time of Walk-In-Interview</u></b>
1.	<b>Deputy Manager (Internal Audit)</b>	<b>05.04.2018 (From 10:30 AM to 01:30 PM)</b>
2.	<b>Executive (Procurement)</b>	<b>05.04.2018 (From 02:00 PM to 05:00 PM)</b>

## GENERAL TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience.
2. Person having experience of working in Government sector, PSUs and Pharma industry may get preference.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Applicants should not have Direct/Indirect relation with BPPI employees, suppliers, vendors etc. Contract will get terminated without assigning any reason, if found otherwise.
9. Canvassing in any form shall be a disqualification and the candidature shall be rejected forthwith.
10. Any change in above terms & conditions will be notified only through our web site.
11. Interested candidates may appear for Walk-In-Interview with duly filled in application form with one set of self attested copies of their qualification and experience certificates at **BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055** on **05.04.2018**.



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 (In Years) :

15. Total Experience in Required 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.