

**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

**Recruitment of Head (Finance & Administration) and Management Assistant**

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:

| <b>Name of Posts</b>            | <b>Vacancies</b> |
|---------------------------------|------------------|
| Head (Finance & Administration) | 01 (One)         |
| Management Assistant            | 01 (One)         |

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 **05.07.2018 (Till 05:00 PM)**. All other relevant details are given below:

**Table – I**  
**Head (Finance & Administration)**  
**Details of Post, Eligibility Criteria and Job Description**

|   |                                  |   |
|---|----------------------------------|---|
| 1 | <b>Post Name</b>                 | Head (Finance & Administration)   |
| 2 | <b>No. of Post</b>               | 01 (One)  |
| 3 | <b>Age</b>                       | 40 Years  |
| 4 | <b>Qualification</b>             | Chartered Accountant (CA). Added qualification of MBA, LLB/CS shall be desirable.   |
| 5 | <b>Experience</b>                | Total 15 years' experience in Finance & Administration with 5 years' experience in senior position not below than General Manager. Candidates having experience in Pharma/FMCG Sector shall be given preference.  |
| 6 | <b>Consolidated Remuneration</b> | Rs. 90,000/-  |
| 7 | <b>Conveyance Expenses</b>       | Rs. 10,000/-  |
| 8 | <b>Telephone Expenses</b>        | Actual up to prescribed limit   |
| 9 | <b>Job Description</b>           | <ol style="list-style-type: none"> <li>1. Maintain full control over financial matters and ensure that Government fund is utilized properly by following GFR and CVC guidelines.</li> <li>2. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.</li> <li>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.</li> <li>4. Carry out internal audits of records, expenditure, documents and all other financial transactions.</li> <li>5. Manage monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements.</li> <li>6. Guide F&amp;A team in making the reports on combines spending, saving, strategies of expansion, resources required, cost saving and profit maximization.</li> <li>7. Develop, implement, and ensure compliance with internal financial and accounting policies and procedures and maintain timely and accurate financial statements</li> <li>8. Ensure that all statutory requirements of the organization are met including Sales Tax, Income Tax, Goods and Services Tax etc.</li> <li>9. Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.</li> <li>10. Maintain full control over HR &amp; Administration, Legal &amp; Vigilance and all communication matters.</li> <li>11. Planning and identifying key areas of HR intervention. Aligning HR strategies and practices in line with business goals and targets.</li> <li>12. Reviewing Policies and procedures relating to talent acquisition, Career progression. Performance Management etc</li> <li>13. Planning and coordinating administrative procedures and systems and devising ways to streamline processes.</li> <li>14. All Governing Council Matters and co-ordination with its members.</li> <li>15. Any other responsibilities assigned by Management</li> </ol> |

**Table – II**  
**Management Assistant**  
**Details of Post, Eligibility Criteria and Job Description**

|   |                                  |  |
|---|----------------------------------|--|
| 1 | <b>Post Name</b>                 | <b>Management Assistant</b>  |
| 2 | <b>No. of Posts</b>              | 01 (One)   |
| 3 | <b>Age</b>                       | 30 Years   |
| 4 | <b>Qualification</b>             | MBA. Candidates having good presentation skills shall be given preference.   |
| 5 | <b>Experience</b>                | Total 05 years' experience in Secretarial work with Fluent English, Writing & Speaking Skills.   |
| 6 | <b>Consolidated Remuneration</b> | Rs. 35,000/-   |
| 7 | <b>Conveyance Expenses</b>       | Rs. 5,000/-  |
| 8 | <b>Telephone Expenses</b>        | Rs. 1,000/-  |
| 9 | <b>Job Description</b>           | <ol style="list-style-type: none"> <li>1. Organising meetings, attending calls, making presentations</li> <li>2. Time/Diary management</li> <li>3. Correspondence and following up on pending matters with limited direction</li> <li>4. Responding to urgent requests</li> <li>5. Organising and preparing documents, preparation of meeting and board papers</li> <li>6. Co-ordinating and booking travel arrangements</li> <li>7. Any other task assigned by Management.</li> </ol> |

**Selection Process**

The selection process will be followed by two stage process:

**1. Initial Screening**

**2. Personal Interview**

**INITIAL SCREENING**

Candidates are requested to fill in the application form complete in all respects. The complete application form has to be submitted at **BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055**, through registered post/courier/by hand by 05.07.2018 (Till 05:00 PM). Then the preliminary screening of the application will be done and candidates will be shortlisted for appearing in the Personal Interview

**PERSONAL INTERVIEW**

In the second stage, the Personal Interview will be conducted. Based on the credentials and performance in the personal interview the candidates will be shortlisted and the offer of engagement shall be issued to the suitable candidate in the order of merit

**Please also note:** The candidates are required to carry all the supporting documents (marks sheet, degree, experience certificate etc.) in original alongwith one set of photocopy at the venue for

verification. BPPI may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

### **GENERAL TERMS & CONDITIONS**

1. The appointment is purely on contractual basis and it is not against any permanent vacancy. This placement will not entitle any candidate to claim for regular/ permanent employment in BPPI.
2. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied in case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not fulfill the criteria, his / her candidature / services are liable for rejection/ termination without notice. The cut-off date for age, qualification and experience will be 31.05.2018.
3. Person having experience of working in Government sector, PSUs and Pharma industry in same profile may get preference.
4. The incumbent is liable to be transferred/ posted in any place of India at the discretion of BPPI. The selected candidate should be able to join at the earliest.
5. 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.
6. BPPI reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Canvassing in any form will disqualify the candidate.
7. 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.
8. 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 extended for the rest of nine months.
9. 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.
10. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
11. Shortlisted candidates shall be called for interviews. Please note that no TA/ DA shall be paid to any candidate for appearing in interview in BPPI.
12. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email.

### **Important Dates & Information**

|                                      |  |
|--------------------------------------|--|
| Date of Publication of Advertisement | 14.06.2018   |
| Last date for application Submission | 05.07.2018 (Till 05:00 PM)   |
| Interview Venue                      | BUREAU OF PHARMA PSUs OF INDIA<br>(BPPI), E-1, 8th Floor, Videocon Tower,<br>Jhandewalan Extn., New Delhi – 110055 |



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 required field (In Years) :

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

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.