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 post purely on contractual basis:

1. Head (Procurement) – 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 16.03.2018 (Till 05:00 PM). For detailed terms and conditions visit at our website: janaushadhi.gov.in

Chief Executive Officer, BPPI
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Chief Executive Officer
Table – I

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Post</th>
<th>Age</th>
<th>Minimum Qualification</th>
<th>Experience in the relevant functional area</th>
<th>Consolidated Remuneration</th>
<th>Conveyance</th>
<th>Telephone</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1.</td>
<td>Head (Procurement)</td>
<td>60 Years</td>
<td>Graduation</td>
<td>10 years and above in Procurement</td>
<td>Rs. 60,000/- to 95,000/-</td>
<td>As per BPPI Norms</td>
<td>As per BPPI Norms</td>
<td>Candidates having experience in Govt. sector/PSUs shall be given preference</td>
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Note: Candidates having higher qualification of M.Pharma, M.B.A. in Pharmaceuticals will be an added advantage.

Table – II

Post and Job Descriptions

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Post</th>
<th>Job Description</th>
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</table>
| 1.     | Head (Procurement)           | 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  
13. To eliminate the possibility of corruption or unethical practices in the procurement process.  
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 mangement. |
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 16.03.2018 (Till 05:00PM).
Application for the Post of Head (Procurement)

1. Name of the Candidate : 
2. Sex (Male/Female/Others) : 
3. Father’s/Mother’s Name : 
4. Age & Date of Birth : 
5. Permanent Residential Address : 
6. Present mailing address : 
7. Contact No. & Email Id : 
8. Nationality : 
9. Marital status : 
10. Alternative contact no. : 
11. Languages known : 
   
   Speak: 
   
   Write: 

12. Educational Qualification (Starting from matriculation onwards):

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<tr>
<th>Sl. No.</th>
<th>Course/Certificate/Diploma/Degree</th>
<th>Board/University</th>
<th>Year of Passing</th>
<th>Subjects (Main)</th>
<th>%age of Marks/Division Obtained</th>
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13. Work experience (Starting from latest organization):

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<th>S. No.</th>
<th>Name of the organization</th>
<th>Type of organization (Govt./PSU/Pvt.)</th>
<th>Post held</th>
<th>Period From</th>
<th>To</th>
<th>Period in years &amp; months</th>
<th>Job responsibilities</th>
<th>Total salary drawn per month</th>
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14. Total Experience (In Years) :

15. Total Experience in Procurement 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.