

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**



Walk-in-Interviews

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 various positions on contractual basis. Requirement is on the below posts:

S. No.	Name of Post	Department	Vacancy
1.	Executive/Senior Executive	Procurement (Purchase)	02
2.	Executive/Senior Executive	Quality & Regulatory	02
3.	Senior Executive	Marketing & Sales	01
4.	Junior Officer	Store Facilitation	03

Walk-in-Interviews to be held on 25.09.2019 at BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055. For application form, interview timings, 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

Advt. No. - 05/2019

Walk-in-Interviews

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 various positions on contractual basis. Requirement is on the below posts:

S. No.	Name of Post	Department	No. of Posts
1.	Executive/Senior Executive	Procurement (Purchase)	02
2.	Executive/Senior Executive	Quality & Regulatory	02
3.	Senior Executive	Marketing & Sales	01
4.	Junior Officer	Store Facilitation	03

Walk-in-Interviews to be held on **25.09.2019** at **BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055**. For application form, interview timings, detailed terms and conditions visit at our website: [**janaushadhi.gov.in**](http://janaushadhi.gov.in).

Chief Executive Officer

Details of Posts, Eligibility Criteria, Emoluments and Job Description

Executive/Senior Executive (Procurement)

1	Post Name	Executive/Senior Executive
2	Department	Procurement (Purchase)
3	Age (Maximum)	40 Years
4	Essential Qualification	B. Pharma.
5	Desirable Qualification	M. Pharma. /MBA (Pharma.)
6	Experience	Executive – 01-year post qualification experience in procurement of drugs Senior Executive – 02 years post qualification experience in procurement of drugs. Note: Experience in Government Sector is desirable.
7	Consolidated Remuneration	Rs. 20,000/- to Rs. 27,000/-
8	Conveyance Allowance	Rs. 3,500/-
9	Telephone Allowance	Rs. 500/-
10	Job Description	<ol style="list-style-type: none">1. Assist in tendering process and releases the same for bidding process.2. Ensures proper documentation within the tendering and contract process.3. Acts as a liaison between BPPI and potential suppliers to ensure that all queries are dealt with in a timely manner.4. Prepare regular status reports on ongoing tendering and evaluation activities.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.6. Analysis of the deficiencies in technical evaluation, deficient/missing document and co-ordinate with vendors for same.7. Communicates with bidding companies to ensure submission of all valid documents necessary for bid processing and evaluation.8. Communicates of the accepted tender and awards the contract to the finalized vendor.9. Manages agreements to be signed with the contract awarding companies.10. Withdrawal of contracts or agreements with companies in case of non-compliance or substandard material delivery.11. 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.11. Any other responsibility assigned by management.

Executive/Senior Executive (Quality)

1	Post Name	Executive/Senior Executive
2	Department	Quality & Regulatory
3	Age (Maximum)	40 Years
4	Essential Qualification	B. Pharma.
5	Desirable Qualification	M. Pharma. /MBA (Pharma.)
6	Experience	Executive – 01-year post qualification experience in Quality Senior Executive – 02 years post qualification experience in Quality

		Note: Experience in Government Sector is desirable.
7	Consolidated Remuneration	Rs. 20,000/- to Rs. 27,000/-
8	Conveyance Allowance	Rs. 3,500/-
9	Telephone Allowance	Rs. 500/-
10	Job Description	<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 reports and also stock transfer from hold to saleable for each batch of each medicines. 5. Examine complaints received from market and make the report. 6. Responsible for 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 artwork related works. 9. All the other duties assigned by senior officials.

Senior Executive (Marketing)

1	Post Name	Senior Executive
2	Department	Marketing & Sales
3	Age (Maximum)	40 Years
4	Essential Qualification	B.Sc. /B. Pharma.
5	Desirable Qualification	M.Sc. / M. Pharma. /MBA (Pharma.)
6	Experience	02 years post qualification experience in Marketing & Sales in Pharma Sector Note: Experience in Digital Marketing is desirable
7	Consolidated Remuneration	Rs. 27,000/-
8	Conveyance Allowance	Rs. 3,500/-
9	Telephone Allowance	Rs. 500/-
10	Job Description	<ol style="list-style-type: none"> 1. Develop, coordinate and oversee programs for the implementation of the PMBJP scheme. 2. Ensure proper technical assistance and resource materials to co-ordinate with head office staff as well as field force and also ensure effective communications and positioning of their activities. 2. Create and ensure implementation of a comprehensive marketing and communication program that will enhance the Organization's image and position within the marketplace. 3. Develop and carry out the various programs to improve the viability or footfall on Kendras. 4. Ensure effective co-ordination within the Marketing & Sales, communications and public relations function.

	<p>5. Carry out the market research by engaging internal manpower as well as by field force.</p> <p>6. Planning, Organising and Conducting Events, Meetings and Workshops.</p> <p>7. Preparing presentations and audience management.</p> <p>8. Ensure Co-ordination between clients and company.</p> <p>9. Correspondence and following up on pending matters of Sales & Marketing assigned by competent authority.</p> <p>10. Channel Management to achieve given targets.</p> <p>11. Any other responsibilities assigned by Management.</p>
--	--

Junior Officer (Store Facilitation)

1	Post Name	Junior Officer
2	Department	Store Facilitation
3	Age (Maximum)	40 Years
4	Essential Qualification	Graduation
5	Experience	Fresher Note: 01-year Experience in Sales & Marketing/Customer Care/Backend Customer Support is desirable.
6	Consolidated Remuneration	Rs. 18,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Job Description	<p>1. Responsible to open and maintain Stores accounts by recording all information/data in software.</p> <p>2. Resolve incentive related problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.</p> <p>3. Responsible to provide accurate, valid and complete information by using the right methods/tools for the incentive grant process.</p> <p>4. Build sustainable relationships of trust through open and interactive communication with store owners.</p> <p>5. Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.</p> <p>6. Responsible to prepare various types of reports of stores by collecting and analyzing stores information.</p> <p>7. All day to day matters pertaining to above & any other responsibilities assigned by Management.</p>

Selection Process

The selection process shall be followed by two stage process:

1. Initial Screening

2. Personal Interview

INITIAL SCREENING

Candidates are requested to come with duly filled in application form (complete in all respects) with all original educational, experience etc. documents. The complete application

form will be checked and verified and the candidates, whose candidature will be found eligible, will be allowed for the next stage of Personal Interview.

PERSONAL INTERVIEW

In the second stage, there will be Personal Interview of the candidates, whose application forms have been successfully verified. Based on the credentials and performance in the personal interview the candidates will be shortlisted, and the offer of appointment shall be issued to the suitable candidate in the order of merit.

Please also note: Candidates are required to carry all the supporting documents (marks sheet, degree, experience certificate etc.) in original along with one set of photocopies at the interview venue for verification. BPPI may adopt higher criteria in case 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 appointment 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 with further legal proceedings. The cut-off date for age, qualification and experience will be 31.08.2019.
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, conveyance and telephone allowance, provident fund, 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 automatically come to an end on the expiry of the contractual period and no notice pay or retrenchment compensation will be payable to candidate. During the contract period in case performance of candidate is not found satisfactory or for any other reason, contract can be

terminated without assigning any reason by giving 30 days' notice or 30 days remuneration in lieu thereof.

- e) Candidate will devote his/her whole time and attention in the interest of the Bureau and will not engage himself/herself in any other work/assignment either fulltime or part time, either paid or in honorary capacity. As a contractual employee, you will maintain a high standard of loyalty, efficiency and integrity.

8. Initially contractual appointment will be for two years and which may or may not be extended based on the performance. There will be six months' probation period during the first-year contract, which may or may not be extended based on the performance. During the period of first year of contract, from the date of joining including the period spent on probation, if the employee leaves/resigns/abandons the services or violates the terms of the appointment, employee will have to pay liquidated damages amounting to six months' consolidated/basic pay.
9. No. of posts shall be increased/decreased, basis on the requirement of internal department.
10. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
11. Candidates are advised to check their emails regularly for the updates.
12. Interested candidates shall appear for Walk-in-Interviews to be held on 25.09.2019 with duly filled in application form. Please note that no TA/DA shall be paid to any candidate for appearing in interview in BPPI.

Schedule of Walk-in- Interviews

Interview Venue		BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055		
S. No.	Name of Post	Department	Date of Interview	Time of Interview
1.	Executive/Senior Executive	Procurement (Purchase)	25.09.2019	10:30 AM to 12:30 PM
2.	Executive/Senior Executive	Quality & Regulatory	25.09.2019	10:30 AM to 12:30 PM
3.	Senior Executive	Marketing & Sales	25.09.2019	02:00 PM to 03:30 PM
4.	Junior Officer	Store Facilitation	25.09.2019	03:00 PM to 05:00 PM

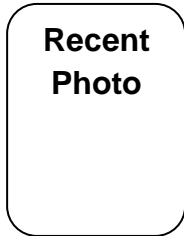
BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)

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

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

Application for the Post of

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):

S. No.	Course/Certificate/ Diploma/Degree	Board/University	Year of Passing	Subjects (Main)	%age of Marks/Divisio n Obtained

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 Post Qualification Experience in Applied Post Profile (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 and suitable legal action shall be taken.

(Signature of the applicant)

Date:

Note: Resume in detail may be attached.