

BUREAU OF PHARMA PSUs OF INDIA (BPPI)

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



BPPI

**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 following posts:

Post Name	No. of Post	Date of Interview	Interview Timings
Executive (Quality)	01	Saturday, 14.12.2019	10:00 AM to 12:30 PM
Marketing Officer/Sr. Marketing Officer	03	Saturday, 14.12.2019	01:00 PM to 03:30 PM

Eligible candidates may appear for Walk-in-Interviews at **BUREAU OF PHARMA PSUs OF INDIA (BPPI), 79, Kurathanmedu Village, Gummidipundi, Tiruvallur, Tamilnadu - 601201**. For application form, detailed terms and conditions visit at our website: janaushadhi.gov.in

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, Tel: 011-49431800

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Details of Post, Eligibility Criteria, Emoluments and Job Description

Executive (Quality)

1	Post Name	Executive (Quality)
2	No. of Post	01 (One)
3	Age	30 Years
4	Qualification	B. Pharma. Candidates possesses M. Pharma shall be given preference.
5	Experience	01 to 02 years' post qualification experience in Quality Control/Quality Assurance/ Regulatory Operations of Pharma Sector. Experience in Government Sector is desirable.
6	Consolidated Remuneration	Rs. 20,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Other Facilities	<ol style="list-style-type: none">1. Provident Fund Facilities as per norms2. Rs. 5 Lakh's Sum Insured Group Mediclaim Policy3. Rs. 10 Lakh's Sum Insured Group Accidental Insurance4. Rs. 10 Lakh's Sum Assured Group Term Life Insurance
10	Job Description	<ol style="list-style-type: none">1. To draw random sample with logistic team and maintain records of these samples and sending all required things to Head office.2. To match the product with MRC and inhouse test report.3. Physical examination of artwork as approved, physical description as per IHTS hardness, color.4. To hide all details of manufacturer at all label which is being sending to lab.5. Pack hidid sample and send to respective lab.6. Store control sample in proper arrangement (By alphabetic/drug code/therapy wise further dosage form wise).7. Maintain dispatch record and dispatch letter.8. Examined MRC send to concerned official with all required details.9. To allot sample rotational wise lab and with justifications.10. Examine test reports as per pharmacopeias as well as inhouse specifications.11. Maintain Inhouse record as well as NABL test reports in softcopy.12. Responsible to ensure all measures followed in storage of warehouse as per Drugs and Cosmetics Act.13. Any other work which is assigned by competent authority.

Marketing Officer/Senior Marketing Officer

1	Post Name	Marketing Officer/Senior Marketing Officer
2	No. of Post	03 Nos. (For South India)
3	Age	27 - 40 Years
4	Qualification	B.B.A./B.Sc./B. Pharma. Candidates possess M. Pharma. /MBA(Marketing) shall be given preference.
5	Experience	01 to 02 years' post qualification experience in Marketing and Sales in the Pharmaceutical Sector
6	Consolidated Remuneration	Rs. 20,000/- to Rs. 27,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Other Facilities	1. Provident Fund Facilities as per norms 2. Rs. 5 Lakh's Sum Insured Group Mediclaim Policy 3. Rs. 10 Lakh's Sum Insured Group Accidental Insurance 4. Rs. 10 Lakh's Sum Assured Group Term Life Insurance
10	Job Description	1. Leading and attracting all towards the noble Mission of the Pradhan Mantri Bhartiya Janaushadhi Pariyojana for opening of new PMBJKs. 2. Responsible to work, lead, correspond, network, with individuals, social organizations, NGOs, Govt. and Semi Govt. organizations and other officials to open new PMBJKs. 3. Develop and implementation of various plans & strategies to ensure optimum sales from each Distributors/ Pradhan Mantri Bhartiya Janaushadhi Kendras (PMBJKs). 4. Monitoring stocks at Distributors/ PMBJKs level with the help of SAP and Head Office staff. 5. Ensure regular orders from Distributors/ PMBJKs sent for the supply to CWH and ensure regular follow up with CWH for timely supply. 6. Organize mass contact programs and activities among the society to increase awareness about PMBJP and help increasing foot falls to the stores to increase the sales. 7. Ensure all possible support to the Pradhan Mantri Bhartiya Janaushadhi Kendras. 8. To co-ordinate with Media & Publicity department to build the image of PMBJP and create awareness about generic medicines. 9. All day to day matters pertaining to above & any other responsibilities assigned by Management.

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 30.11.2019.

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 next round of selection process or appointment. Canvassing in any form will disqualify the candidate. Deserving candidates shall be recommended for suitable posts in other department.
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 and 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 one year and which may or may not be extended based on the performance. There will be three 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 as per schedule given in selection process with duly filled in application form. Please note that no TA/DA shall be paid to any candidate for appearing in interview in BPPI.

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 a greater number of applicants meeting eligibility criteria.

Schedule of Walk-in- Interviews

S. No.	Name of Post	Interview Date and Timings	Venue of Interview
1	Executive (Quality)	14.12.2019 (10:00 AM to 12:30 PM)	BUREAU OF PHARMA PSUs OF INDIA (BPPI) 79, Kurathanmedu Village, Gummidipundi, Tiruvallur, Tamilnadu – 601201
2	Marketing Officer/Sr. Marketing Officer	14.12.2019 (01:00 PM to 03:30 PM)	BUREAU OF PHARMA PSUs OF INDIA (BPPI) 79, Kurathanmedu Village, Gummidipundi, Tiruvallur, Tamilnadu – 601201

13. Work experience (Starting from latest organization):

<u>S. No.</u>	<u>Name of the organization</u>	<u>Type of organization (Govt./PSU/Pvt.)</u>	<u>Post held</u>	<u>Period</u>			<u>Job responsibilities</u>	<u>Total salary drawn per month</u>
				<u>From</u>	<u>To</u>	<u>Period in years & months</u>		

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.