

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 requirements are on various posts on contractual basis. Requirements are on below posts:

S. No.	Name of Post	No. of Posts	Interview Date	Timings
1.	Executive (IT)	01 No.	31.01.2019	10:00 AM to 11:30 AM
2.	Executive (Logistics & Supply Chain)	01 No.	31.01.2019	11:30 AM to 01:00 PM
3.	Executive (Accounts)	01 No.	31.01.2019	02:00 PM to 03:30 PM
4.	Executive (Customer Care)	01 No.	31.01.2019	03:30 PM to 05:00 PM

Interested candidates may appear for Walk-In-Interviews to be held on **31.01.2019** 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

Walk-in-Interviews

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Details of Posts, Eligibility Criteria, Emoluments and Job Description

Executive (IT)

1	Post Name	Executive (IT)
2	No. of Post	01 (One)
3	Age	35 Years
4	Qualification	BCA. Candidates possesses MCA shall be given preference.
5	Experience	01 years' post qualification experience in IT or MIS. Experience in Government Sector is desirable.
6	Consolidated Remuneration	Rs. 20,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Job Description	<ol style="list-style-type: none">1. Research and identify solutions to software and hardware issues of PMBJKs users.2. Diagnose and troubleshoot technical issues, including account setup.3. Ask customers targeted questions to quickly understand the root of the problem.4. Attend client's software related queries via phone, email or chat.5. Provide prompt and accurate feedback to customers.6. Refer to internal database or external resources to provide accurate tech solutions.7. Ensure all issues are properly logged.8. Prioritize and manage several open issues at one time.9. Any other task assigned by Management on time to time basis.

Executive (Logistics & Supply Chain)

1	Post Name	Executive (Logistics & Supply Chain)
2	No. of Post	01 (One)
3	Age	35 Years
4	Qualification	BCA. Candidates possesses MCA shall be given preference.
5	Experience	01-year post qualification experience in Logistics & Supply Chain.
6	Consolidated Remuneration	Rs. 20,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Job Description	<ol style="list-style-type: none">1. Compiling Vendors documents along with CWH Documents.2. Compliance of MRC with respect to original bill of supplier, Purchase order, Goods received copy of CWH, quality test report and finally invoice set forward to Finance deptt. for payment process.3. Follow up from CWH, Distributors, stores for stock related issues and payment clearance by RTGS/NEFT.4. Reporting and sending data of stock availability.5. Maintenance of all relevant documents of distributors etc.6. Reporting data of stock availability against Grievances.7. Processing the other monthly bills pertaining to Logistics & Supply Chain department.8. Follow up supply dispatches against Party orders.

	9. All day to day matters pertaining to above & any other responsibilities assigned by Management.
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Executive (Accounts)

1	Post Name	Executive (Accounts)
2	No. of Post	01 (One)
3	Age	35 Years
4	Qualification	B.Com. Candidates possesses M.Com./MBA (Finance) shall be given preference.
5	Experience	01 years' post qualification experience in Accounts. Experience in Government Sector is desirable.
6	Consolidated Remuneration	Rs. 20,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Job Description	<ol style="list-style-type: none"> 1. Preparation and maintenance of cash management, accounts payable, accounts receivable, credit control, and petty cash. 2. Preparation of various reports on combines spending, savings, strategies of expansion, resources required, cost saving and profit maximization etc. 3. Ensure proper validation of the data before uploading in to the software and manage all the documents as per the requirement. 4. Ensure the provisions of GFR and CVC guidelines are being followed in the all financial matters/transactions. 5. Responsible for managing monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements 6. Coordination with all department (Internal & External) for financial queries & their solutions. 7. All day to day matters pertaining to above & any other responsibilities assigned by Management.

Executive (Customer Care)

1	Post Name	Executive (Customer Care)
2	No. of Post	01 (One)
3	Age	35 Years
4	Qualification	Graduation in any Stream. (Candidates Having fluency in English are desirable). Candidates possesses MBA or equivalent shall be given preference
5	Experience	01-year post qualification experience in Customer Care or Front Desk Handling. Candidates having fluency in English shall be preferred.
6	Consolidated Remuneration	Rs. 20,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-

9	Job Description	<ol style="list-style-type: none"> 1. Responsible to manage the Helpline/Call Centre by attending the calls and providing solutions of customers. 2. Responsible for attending all customers/guests came to meet concerned officers. 3. Responsible to manage the records of calls and Visitor register. 4. Responsible for handling the complaint cell. 5. Disposal of all complaints on time by co ordinating with all departments. 6. All day to day matters pertaining to above & any other responsibilities assigned by Management.
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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 31.12.2018.
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 for selection for further process of recruitment. 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' probation period.
9. Contractual appointment 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. Applicants will have to produce original certificates and one set of self-attested copies of their testimonials for verification at the time of Walk-in-Interview, alongwith the duly filled in attached application form.

12. Interested candidates shall appear for Walk-in-Interviews to be held on 31.01.2018 with duly filled in application form. Please note that no TA/ DA shall be paid to any candidate for appearing for Walk-in-Interviews in BPPI.

Important Dates & Timings

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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.