

# 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, 8<sup>th</sup> Floor, Videocon Tower, Jhandewalan Extn.,  
New Delhi - 110055 Tel. 011- 49431800**



## Walk-in-Interviews of General Manager (Procurement) and Manager (Logistics & Supply Chain)

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 on contractual basis for a period of three years:

S. No.	Post	Vacancy
1.	<b>General Manager (Procurement)</b>	01 No.
2.	<b>Manager (Logistics &amp; Supply Chain)</b>	01 No.

Interested candidates may appear for Walk-in-Interviews to be held on **07.03.2019** at **BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8<sup>th</sup> 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**

**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 of General Manager (Procurement) and Manager (Logistics & Supply Chain)**

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<b>S.No.</b>	<b>Post</b>	<b>Vacancy</b>
1	General Manager (Procurement)	01 no.
2	Manager (Logistics & Supply Chain)	01 no.

Interested eligible candidates may appear for Walk-in-Interviews to be held on **07.03.2019** 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**

**Eligibility Criteria, Emoluments and Job Description of  
General Manager (Procurement)**

1	<b>Post Name</b>	General Manager (Procurement)
2	<b>No. of Post</b>	01 (One)
3	<b>Age (Maximum)</b>	55 Years
4	<b>Qualification and Experience</b>	B. Pharma. with 10 years' post qualification experience in Procurement in Pharma Sector. (Master's degree shall be desirable and will be an added advantage)
5	<b>Consolidated Remuneration</b>	Rs. 65,000/-
6	<b>Conveyance Allowance</b>	Rs. 8,000/-
7	<b>Telephone Allowance</b>	Rs. 2,000/-
8	<b>Other Facilities</b>	<ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. 10 Lakh Group Mediclaim Policy</li> <li>3. 10 Lakh Group Term Life Insurance</li> <li>4. 10 Lakh Group Accidental Insurance</li> </ol>
9	<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Responsible for full control over Procurement and its matters and ensure that Government fund is utilized properly by following GFR and CVC guidelines in Procurement processes.</li> <li>2. Responsible for availability of developing and maintenance of policies and processes of procurement as per Government norms.</li> <li>3. Introducing and leveraging appropriate technology and systems of Procurements.</li> <li>4. Responsible for providing procurement leadership to the organization.</li> <li>5. Responsible for providing forecasting of availability of Drugs.</li> <li>6. Responsible to approve the Tendering/Ordering of necessary goods and services.</li> <li>7. Ownership and accountability for sourcing processes and sourcing management.</li> <li>8. Devise and employ fruitful sourcing strategies.</li> <li>9. Responsible for all negotiation with external vendors to secure the most advantageous terms as per norms.</li> <li>10. Track and report key functional metrics to reduce expenses and improve effectiveness.</li> <li>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.</li> <li>12. Responsible for complying with procurement rules and rules of Government of India.</li> <li>13. To eliminate the possibility of corruption or unethical practices in the procurement process.</li> <li>14. Responsible for managing the tendering/bidding processes.</li> <li>15. Responsible to provide purchasing performance evaluation, benchmarking &amp; reporting.</li> <li>16. Keep current match with good industry practices, and applicable to the mission of your operation.</li> <li>17. Any other responsibility assigned by management.</li> </ol>

**Eligibility Criteria, Emoluments and Job Description of  
Manager (Logistics & Supply Chain)**

1	<b>Post Name</b>	Manager (Logistics & Supply Chain)
2	<b>No. of Post</b>	01 (One)
3	<b>Age (Maximum)</b>	40 Years
4	<b>Qualification and Experience</b>	Graduation in any stream with 07 years' post qualification experience in Logistics & Supply Chain in Pharma Sector.
5	<b>Consolidated Remuneration</b>	Rs. 50,000/-
6	<b>Conveyance Allowance</b>	Rs. 6,000/-
7	<b>Telephone Allowance</b>	Rs. 1,000/-
8	<b>Other Facilities</b>	<ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. 05 Lakh Group Mediclaim Policy</li> <li>3. 10 Lakh Group Term Life Insurance</li> <li>4. 10 Lakh Group Accidental Insurance</li> </ol>
9	<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Responsible for the assessment of stock level at CWH, RWHs, JAKs, Distributors and other identified places.</li> <li>2. Ensure timely supplies to JAKs, Distributors and other identified places to avoid stock outs.</li> <li>3. Ensure smooth operations of Central warehouse (CWH) and Regional warehouses.</li> <li>4. Resolve problems concerning supply systems, availability of medicines at CWH, RWHs, JAKs, Distributors and other identified places.</li> <li>5. Responsible for integration between Central warehouse, Regional warehouses and Kendras.</li> <li>6. Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting and participation in forecasting.</li> <li>7. Maintain metrics, reports, process documentation of stocks.</li> <li>8. Responsible to maintain government norms for storing medicines and safety norms at various levels with the help of Sales department.</li> <li>9. Direct inbound or outbound logistics operations in co-operation with End to End Supply agency, such as transportation or warehouse activities, safety performance, or logistics quality management.</li> <li>10. Develop risk management programs to ensure continuity of supply in emergency scenarios.</li> <li>11. Analyze data to inform operational decisions or activities.</li> <li>12. Develop emergency response plans or procedures and implement organizational process or policy changes.</li> <li>13. Ensure all issues of compliances of the Distribution, Storage and IT services.</li> <li>14. Any other responsibility assigned by management.</li> </ol>

## **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 31.01.2019.
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. During the contract period in case performance of employee is not found satisfactory or for any other reason, his/her contract can be terminated without assigning any reason by giving 30 days' notice or 30 days remuneration in lieu thereof.
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 rights 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 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 three years with three months' probation period.
9. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
10. 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, along with the duly filled in attached application form.
11. Interested candidates shall appear for Walk-in-Interviews to be held on 07.03.2019 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**

<b>S. No.</b>	<b>Name of Post</b>	<b>Interview Date</b>	<b>Timings</b>
1	General Manager (Procurement)	07.03.2019	10:00 AM to 12:30 PM
2	Manager (Logistics & Supply Chain)	07.03.2019	02:00 PM to 04:30 PM
<b>Interview Venue</b>		<b>BUREAU OF PHARMA PSUs OF INDIA (BPPI) E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055</b>	



**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 required field of pharma (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.