

**BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)**

**E-1, 8<sup>th</sup> Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055**

**Exciting Career Opportunities in BPPI**

**Advt. No. 05/2020**

**BPPI** has urgent requirements on various posts on contractual basis. Details of posts, application form along with terms & conditions etc. of appointment are given at our website: **[janaushadhi.gov.in](http://janaushadhi.gov.in)**. Interested eligible candidates may send their applications to **CEO, BPPI** at **E-1, 8<sup>th</sup> Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055** up to **27.07.2020 (Till 05:00PM)** by post/courier.

## Details of Posts, Eligibility Criteria, Emoluments and Job Description

### **Procurement & Quality Control**

#### **1. General Manager (Procurement)**

|    |                             |  |
|----|-----------------------------|--|
| 1  | <b>Post Name</b>            | General Manager  |
| 2  | <b>Department</b>           | Procurement  |
| 3  | <b>Age (Maximum)</b>        | 45 Years   |
| 4  | <b>Qualification</b>        | M. Pharma.<br>(MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)  |
| 5  | <b>Experience</b>           | 15 years' experience in Procurement in Pharma Sector.<br>Candidates having experience in same profile in Government sector shall be given preference.  |
| 6  | <b>Consolidated Pay</b>     | Rs. 65,000/month   |
| 7  | <b>Conveyance Allowance</b> | Rs. 8,000/month  |
| 8  | <b>Telephone Allowance</b>  | Rs. 2,000/month  |
| 9  | <b>Other Facilities</b>     | 1. Provident Fund Facilities as per norms<br>2. Group Mediclaim Policy of Rs. 05 Lacs<br>3. Group Term Life Insurance of Rs. 10 Lacs<br>4. Group Accidental Insurance of Rs. 10 Lacs   |
| 10 | <b>Place of Posting</b>     | Delhi & NCR  |
| 11 | <b>Job Description</b>      | <ol style="list-style-type: none"> <li>1. Responsible for full control over Procurement department and ensure that Government fund is utilized properly by following GFR and CVC guidelines in Procurement processes.</li> <li>2. Responsible for all procurement activities of BPPI.</li> <li>3. Responsible for ensuring best quality of Jan Aushadhi medicines.</li> <li>4. Responsible to keep current match with good industry practices on quality and other applicable to the mission.</li> <li>5. Responsible for developing and maintenance of policies and processes of Procurement as per Government norms.</li> <li>6. Introducing and leveraging appropriate technology and systems of Procurement and to improve quality standards.</li> <li>7. Responsible for forecasting of availability of Drugs in coordination with Sales &amp; Marketing department.</li> <li>8. Ownership and accountability for Sourcing processes and Sourcing management.</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. To eliminate the possibility of corruption or unethical practices in the procurement and quality process.</li> <li>13. Managing the tendering/bidding processes of Procurement.</li> <li>14. Provide purchasing performance evaluation, benchmarking &amp; reporting.</li> <li>15. Any other responsibility assigned by management.</li> </ol> |

## **2. Manager (Procurement)**

|    |                             |  |
|----|-----------------------------|--|
| 1  | <b>Post Name</b>            | Manager  |
| 2  | <b>Department</b>           | Procurement  |
| 3  | <b>Age (Maximum)</b>        | 35 Years   |
| 4  | <b>Qualification</b>        | M. Pharma.<br>(MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)  |
| 5  | <b>Experience</b>           | 8 years' experience in Procurement in Pharma Sector.<br>Candidates having experience in same profile in Government sector shall be given preference.   |
| 6  | <b>Consolidated Pay</b>     | Rs. 50,000/month   |
| 7  | <b>Conveyance Allowance</b> | Rs. 6,000/month  |
| 8  | <b>Telephone Allowance</b>  | Rs. 1,000/month  |
| 9  | <b>Other Facilities</b>     | 1. Provident Fund Facilities as per norms<br>2. Group Mediclaim Policy of Rs. 05 Lacs<br>3. Group Term Life Insurance of Rs. 10 Lacs<br>4. Group Accidental Insurance of Rs. 10 Lacs   |
| 10 | <b>Place of Posting</b>     | Delhi & NCR  |
| 11 | <b>Job Description</b>      | 1. Preparation of tender documents by obtaining the specifications, quantity and analysing the product cost and materials of product.<br>2. Responsible to publish the tenders as per requirement in prescribed manner<br>3. Determine bidding & pricing strategies based on product scope & get it approved by the management.<br>4. Ensure all rules laid down by the Central Vigilance Commission (CVC) & General Financial Rules are being followed in tendering process.<br>5. Responsible for developing and maintenance of policies and processes of Procurement as per Government norms.<br>6. Ensure unbiased and transparent evaluation and finalization of the bid by following all the guidelines.<br>7. Ensure purchase orders placed within prescribed timelines.<br>8. Ensure timely receipt of medicine from suppliers.<br>9. Devise and employ fruitful sourcing strategies to maintain the availability of products.<br>10. To eliminate the possibility of corruption or unethical practices in the procurement process.<br>11. Carry out the manpower planning in coordination with Head of Department and establish high, stretched and measurable performance targets to monitor, improve, measure and manage performance of team.<br>12. All day to day matters pertaining to above & any other responsibilities assigned Management. |

## **3. Manager (Quality Control)**

|   |                      |                 |
|---|----------------------|-----------------|
| 1 | <b>Post Name</b>     | Manager         |
| 2 | <b>Department</b>    | Quality Control |
| 3 | <b>Age (Maximum)</b> | 35 Years        |
| 4 | <b>Qualification</b> | M. Pharma.      |

|    |                             |  |
|----|-----------------------------|--|
|    |                             | (MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)  |
| 5  | <b>Experience</b>           | Minimum 08 years' experience in Quality Control. Candidates having experience in same profile in Government sector shall be given preference.  |
| 6  | <b>Consolidated Pay</b>     | Rs. 50,000/month   |
| 7  | <b>Conveyance Allowance</b> | Rs. 6,000/month  |
| 8  | <b>Telephone Allowance</b>  | Rs. 1,000/month  |
| 9  | <b>Other Facilities</b>     | 1. Provident Fund Facilities as per norms<br>2. Group Medclaim Policy of Rs. 05 Lacs<br>3. Group Term Life Insurance of Rs. 10 Lacs<br>4. Group Accidental Insurance of Rs. 10 Lacs  |
| 10 | <b>Place of Posting</b>     | Delhi & NCR  |
| 11 | <b>Job Description</b>      | 1. Responsible for ensuring best quality of Jan Aushadhi medicines.<br>2. Responsible to maintain the Quality standards of PMBJK products as per the norms.<br>3. Responsible to keep current match with good industry practices on quality and other applicable to the mission.<br>4. Responsible for developing and maintenance of policies and processes of Quality & regulatory as per Government norms.<br>5. Introducing and leveraging appropriate technology and systems of Quality checks to improve quality standards<br>6. Preparation of tender documents for labs and other agencies by obtaining the specifications, and analysing the product specifications.<br>7. Responsible to publish the tenders as per requirement in prescribed manner.<br>8. Review of In-house test reports, in case discrepancy found communication with manufacturer for rectification or completion for remaining test.<br>9. Review of NABL test reports, in case discrepancy found communication with NABL laboratories for rectification or completion for remaining test.<br>10. To ensure all Quality & Checks procedures are being followed in organization all warehouses.<br>11. All day to day matters pertaining to above & any other responsibilities assigned by Management. |

#### **4. Senior Executive (Procurement)**

|   |                             |  |
|---|-----------------------------|--|
| 1 | <b>Posts Name</b>           | Senior Executive   |
| 2 | <b>Department</b>           | Procurement  |
| 3 | <b>Age (Maximum)</b>        | 30 Years   |
| 4 | <b>Qualification</b>        | B. Pharma.<br>(M. Pharma / MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)                                |
| 5 | <b>Experience</b>           | Minimum 03 years' experience in Procurement in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference. |
| 6 | <b>Consolidated Pay</b>     | Rs. 27,000/month   |
| 7 | <b>Conveyance Allowance</b> | Rs. 3,500/month  |

|    |                            |  |
|----|----------------------------|--|
| 8  | <b>Telephone Allowance</b> | Rs. 500/month  |
| 9  | <b>Other Facilities</b>    | <ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lac</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>  |
| 10 | <b>Place of Posting</b>    | Delhi & NCR  |
| 11 | <b>Job Description</b>     | <ol style="list-style-type: none"> <li>1. Prepare purchase orders and send copies to suppliers and to departments originating requests.</li> <li>2. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders.</li> <li>3. Processing files to forfeit EMDs in case of quality failure.</li> <li>4. Prepares evaluation reports and other corresponding documents for approval and signoff of finalized proposals.</li> <li>5. Prepare reports of purchase order with updated status.</li> <li>6. Settle vendor issues related to payment and material quality rejection.</li> <li>7. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

### **5. Executive (Procurement)**

|    |                             |  |
|----|-----------------------------|--|
| 1  | <b>Posts Name</b>           | Executive  |
| 2  | <b>Department</b>           | Procurement  |
| 3  | <b>Age (Maximum)</b>        | 28 Years   |
| 4  | <b>Qualification</b>        | B. Pharma.<br>(M. Pharma / MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)  |
| 5  | <b>Experience</b>           | Minimum 02 years' experience in Procurement in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.   |
| 6  | <b>Consolidated Pay</b>     | Rs. 20,000/month   |
| 7  | <b>Conveyance Allowance</b> | Rs. 3,500/month  |
| 8  | <b>Telephone Allowance</b>  | Rs. 500/month  |
| 9  | <b>Other Facilities</b>     | <ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lac</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>  |
| 10 | <b>Place of Posting</b>     | Delhi & NCR  |
| 11 | <b>Job Description</b>      | <ol style="list-style-type: none"> <li>1. Prepare purchase orders and send copies to suppliers and to departments originating requests.</li> <li>2. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders.</li> <li>3. Processing files to forfeit EMDs in case of quality failure.</li> <li>4. Prepares evaluation reports and other corresponding documents for approval and signoff of finalized proposals.</li> <li>5. Prepare reports of purchase order with updated status.</li> <li>6. Settle vendor issues related to payment and material quality rejection.</li> <li>7. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

## **Sales & Marketing**

### **6. General Manager (Sales & Marketing)**

|    |                             |   |
|----|-----------------------------|---|
| 1  | <b>Post Name</b>            | General Manager   |
| 2  | <b>Department</b>           | Sales & Marketing   |
| 3  | <b>Age (Maximum)</b>        | 45 Years  |
| 4  | <b>Qualification</b>        | M. Pharma. /MBA/PGDBM/M.Sc.   |
| 5  | <b>Experience</b>           | 15 years' experience in handling Sales & Marketing operations in Pharma Sector. Candidates having required experience of PSUs shall be given preference.  |
| 6  | <b>Consolidated Pay</b>     | Rs. 65,000/month  |
| 7  | <b>Conveyance Allowance</b> | Rs. 8,000/month   |
| 8  | <b>Telephone Allowance</b>  | Rs. 2,000/month   |
| 9  | <b>Other Facilities</b>     | 1. Provident Fund Facilities as per norms<br>2. Group Mediclaim Policy of Rs. 10 Lacs<br>3. Group Term Life Insurance of Rs. 10 Lacs<br>4. Group Accidental Insurance of Rs. 10 Lacs  |
| 10 | <b>Place of Posting</b>     | Delhi & NCR   |
| 11 | <b>Job Description</b>      | <ol style="list-style-type: none"> <li>1. Responsible for the implementation and achievement of objectives of PMBJP scheme.</li> <li>2. Ensure that evaluation systems are in place related to these goals.</li> <li>3. Develop short- and long-term plans, strategies and budgets for the marketing/communications program and its activities.</li> <li>4. Monitor progress assure adherence and evaluate performance.</li> <li>5. Recommend short- and long-term Organization goals and objectives to the CEO</li> <li>6. Develop, implement and monitor systems and procedures necessary to the smooth operation for opening of PMJAK.</li> <li>7. Keep informed of developments in the fields of marketing to management and government.</li> <li>8. To co-ordinate with Media &amp; Publicity department to build the image of JASs and create awareness about generic medicines</li> <li>9. Correspondence with state government for opening of Jan Aushadhi Store</li> <li>10. Ensure that the Organization regularly conducts relevant market research and coordinate and oversee this activity.</li> <li>11. Responsible for creating, implementing and measuring the success of a comprehensive marketing and communications program that will enhance the Organization's image and position within the marketplace</li> <li>12. To ensure effective management within the marketing, communications and public relations function, with provision for succession.</li> <li>13. Effectively enable volunteers and staff to transmit the Organization's values, vision and direction</li> <li>14. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

### **7. Zonal Manager (Sales & Marketing)**

|   |                      |                        |
|---|----------------------|------------------------|
| 1 | <b>Post Name</b>     | Zonal Manager          |
| 2 | <b>Department</b>    | Sales & Marketing      |
| 3 | <b>Age (Maximum)</b> | 35 Years               |
| 4 | <b>Qualification</b> | MBA /M.Sc./ M. Pharma. |

|    |                             |  |
|----|-----------------------------|--|
| 5  | <b>Experience</b>           | Minimum 08 years' experience in Sales & Marketing in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.   |
| 6  | <b>Consolidated Pay</b>     | Rs. 50,000/month   |
| 7  | <b>Conveyance Allowance</b> | Rs. 6,000/month  |
| 8  | <b>Telephone Allowance</b>  | Rs. 1,000/month  |
| 9  | <b>Other Facilities</b>     | <ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lacs</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>   |
| 10 | <b>Place of Posting</b>     | Southern States of India   |
| 11 | <b>Job Description</b>      | <ol style="list-style-type: none"> <li>1. Develop, coordinate, and oversee the Sales &amp; Marketing functions for the implementation of the PMBJP scheme.</li> <li>2. Ensure proper technical assistance and resource materials to manage Sales team as well as office Marketing staff and also ensure effective communications and positioning of their activities.</li> <li>3. Create and ensure implementation of a comprehensive Sales &amp; Marketing plans and communication program that will enhance the Organization's image and position in the marketplace.</li> <li>4. Responsible for fixing the Sales targets and implementation and achievement of these in timely manner.</li> <li>5. Attraction of applications for opening of PMBJKs and ensure screening, selection and evaluation to confirm fulfilment of criteria as prescribed by PMBJP.</li> <li>6. Responsible for fixing the collection targets and achievement of the same in timely manner.</li> <li>7. Ensure processing of applications from selecting till the opening of the stores and help the party in establishing the Kendra.</li> <li>8. Ensure effective management within the Marketing &amp; Sales, communications and public relations function.</li> <li>9. Organize mass contact programs and activities among the society through social organizations to increase awareness about PMBJK and help increasing foot falls to the stores to increase the sales.</li> <li>10. Carry out the manpower planning in coordination with Head of Department and establish high, stretched and measurable performance targets to monitor, improve, measure and manage performance of team.</li> <li>11. Carry out the market research by engaging internal manpower as well as by field force.</li> <li>12. Any other responsibilities assigned by Management.</li> </ol> |

### **8. Deputy Manager (Sales & Marketing)**

|   |                             |  |
|---|-----------------------------|--|
| 1 | <b>Post Name</b>            | Deputy Manager   |
| 2 | <b>Department</b>           | Sales & Marketing  |
| 3 | <b>Age (Maximum)</b>        | 32 Years   |
| 4 | <b>Qualification</b>        | MBA /M.Sc./ M. Pharma.   |
| 5 | <b>Experience</b>           | Minimum 05 years' experience in Sales & Marketing in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference. |
| 6 | <b>Consolidated Pay</b>     | Rs. 35,000/month   |
| 7 | <b>Conveyance Allowance</b> | Rs. 5,000/month  |

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|----|----------------------------|---|
| 8  | <b>Telephone Allowance</b> | Rs. 1,000/month   |
| 9  | <b>Other Facilities</b>    | 1. Provident Fund Facilities as per norms<br>2. Group Medclaim Policy of Rs. 05 Lacs<br>3. Group Term Life Insurance of Rs. 10 Lacs<br>4. Group Accidental Insurance of Rs. 10 Lacs   |
| 10 | <b>Place of Posting</b>    | Delhi   |
| 11 | <b>Job Description</b>     | 1. To Coordinate and oversee the Sales & Marketing functions for the implementation of the PMBJP scheme.<br>2. To provide proper technical assistance and resource materials to manage Sales team and also ensure effective communications and positioning of their activities.<br>3. Ensure proper implementation of a comprehensive Sales & Marketing plans and communication program that will enhance the Organization's image and position in the marketplace.<br>4. To assist in fixing the Sales targets and implementation and achievement of these in timely manner.<br>5. Attraction of applications for opening of PMBJKs and ensure screening, selection and evaluation to confirm fulfilment of criteria as prescribed by PMBJP.<br>6. Responsible for fixing the collection targets and achievement of the same in timely manner.<br>7. Ensure processing of applications from selecting till the opening of the stores and help the party in establishing the Kendra.<br>8. Ensure effective management within the Marketing & Sales, communications and public relations function.<br>9. Organize mass contact programs and activities among the society through social organizations to increase awareness about PMBJK and help increasing foot falls to the stores to increase the sales.<br>10. Any other responsibilities assigned by Management. |

### **9. Senior Marketing Officer (Sales & Marketing)**

|    |                             |  |
|----|-----------------------------|--|
| 1  | <b>Posts Name</b>           | Sr. Marketing Officer  |
| 2  | <b>Department</b>           | Sales & Marketing  |
| 3  | <b>Age (Maximum)</b>        | 30 Years   |
| 4  | <b>Qualification</b>        | BBA /B.Sc./ B. Pharma.<br>(MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage.)   |
| 5  | <b>Experience</b>           | Minimum 03 years' experience in Sales & Marketing in Pharma Sector only. Candidates having experience in same profile in Government sector shall be given preference.              |
| 6  | <b>Consolidated Pay</b>     | Rs. 27,000/month   |
| 7  | <b>Conveyance Allowance</b> | Rs. 3,500/month  |
| 8  | <b>Telephone Allowance</b>  | Rs. 500/month  |
| 9  | <b>Other Facilities</b>     | 1. Provident Fund Facilities as per norms<br>2. Group Medclaim Policy of Rs. 05 Lacs<br>3. Group Term Life Insurance of Rs. 10 Lac<br>4. Group Accidental Insurance of Rs. 10 Lacs |
| 10 | <b>Place of Posting</b>     | All India  |



|    |                        |  |
|----|------------------------|--|
| 11 | <b>Job Description</b> | <ol style="list-style-type: none"> <li>1. Leading and attracting all towards the noble Mission, Pradhan Mantri Bhartiya Janaushadhi Pariyojana for opening of new PMBJKs and for creating awareness.</li> <li>2. Responsible to work, lead, correspond, network with individuals, social organizations, NGOs, Govt. and Semi Govt. organizations and other officials to open new PMBJKs and to increase footfall of existing stores.</li> <li>3. Develop and implementation of various plans &amp; strategies to ensure optimum sales from each Distributors/ Pradhan Mantri Bhartiya Janaushadhi Kendras (PMBJKs).</li> <li>4. Monitoring stocks at Distributors/ PMBJKs level with the help of SAP and Head Office staff.</li> <li>5. Ensure regular orders from Distributors/ PMBJKs sent for the supply to CWH and ensure regular follow up with CWH for timely supply.</li> <li>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.</li> <li>7. Ensure all possible support to the Pradhan Mantri Bhartiya Janaushadhi Kendras.</li> <li>8. To co-ordinate with Media department to build the image of PMBJP and create awareness about generic medicines.</li> <li>9. All day to day matters pertaining to above &amp; any other responsibilities assigned by competent authority.</li> </ol> |
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#### **10. Marketing Officer (Sales & Marketing)**

|    |                             |   |
|----|-----------------------------|---|
| 1  | <b>Posts Name</b>           | Marketing Officer   |
| 2  | <b>Department</b>           | Sales & Marketing   |
| 3  | <b>Age (Maximum)</b>        | 28 Years  |
| 4  | <b>Qualification</b>        | BBA /B.Sc./ B. Pharma.<br>(MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage.)  |
| 5  | <b>Experience</b>           | Minimum 02 years' experience in Sales & Marketing in Pharma Sector only. Candidates having experience in same profile in Government sector shall be given preference.   |
| 6  | <b>Consolidated Pay</b>     | Rs. 20,000/month  |
| 7  | <b>Conveyance Allowance</b> | Rs. 3,500/month   |
| 8  | <b>Telephone Allowance</b>  | Rs. 500/month   |
| 9  | <b>Other Facilities</b>     | <ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lac</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol> |
| 10 | <b>Place of Posting</b>     | All India   |

|    |                        |  |
|----|------------------------|--|
| 11 | <b>Job Description</b> | <ol style="list-style-type: none"> <li>1. Leading and attracting all towards the noble Mission, Pradhan Mantri Bhartiya Janaushadhi Pariyojana for opening of new PMBJKs and for creating awareness.</li> <li>2. Responsible to work, lead, correspond, network with individuals, social organizations, NGOs, Govt. and Semi Govt. organizations and other officials to open new PMBJKs and to increase footfall of existing stores.</li> <li>3. Develop and implementation of various plans &amp; strategies to ensure optimum sales from each Distributors/ Pradhan Mantri Bhartiya Janaushadhi Kendras (PMBJKs).</li> <li>4. Monitoring stocks at Distributors/ PMBJKs level with the help of SAP and Head Office staff.</li> <li>5. Ensure regular orders from Distributors/ PMBJKs sent for the supply to CWH and ensure regular follow up with CWH for timely supply.</li> <li>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.</li> <li>7. Ensure all possible support to the Pradhan Mantri Bhartiya Janaushadhi Kendras.</li> <li>8. To co-ordinate with Media department to build the image of PMBJP and create awareness about generic medicines.</li> <li>9. All day to day matters pertaining to above &amp; any other responsibilities assigned by competent authority.</li> </ol> |
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### **11. Executive (Sales & Marketing)**

|    |                             |   |
|----|-----------------------------|---|
| 1  | <b>Posts Name</b>           | Executive   |
| 2  | <b>Department</b>           | Sales & Marketing   |
| 3  | <b>Age (Maximum)</b>        | 28 Years  |
| 4  | <b>Qualification</b>        | Graduation in any discipline except music & fine arts. (MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage.)   |
| 5  | <b>Experience</b>           | Minimum 02 years' experience in Sales & Marketing/Customer Candidates having experience in same profile in Government sector shall be given preference. Candidate must have fluent English-speaking skills.   |
| 6  | <b>Consolidated Pay</b>     | Rs. 20,000/month  |
| 7  | <b>Conveyance Allowance</b> | Rs. 3,500/month   |
| 8  | <b>Telephone Allowance</b>  | Rs. 500/month   |
| 9  | <b>Other Facilities</b>     | <ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lac</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>   |
| 10 | <b>Place of Posting</b>     | Delhi & NCR   |
| 11 | <b>Job Description</b>      | <ol style="list-style-type: none"> <li>1. Responsible for data collection of all activities related to Sales &amp; Marketing.</li> <li>2. Responsible to ensure smooth workings of customer care/call center and collection of all information/data in software.</li> <li>3. Preparation of daily reports of operations.</li> <li>4. Ensure effective implementation of PMBJP scheme guidelines.</li> <li>5. Responsible for issuance of approval of opening of PMBJK in timely manner.</li> <li>6. To maintain record related to PMBJK applications.</li> <li>7. Responsible for taking Regular feedback from PMBJK owners.</li> </ol> |

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|  |  | 8. To solve problems received from PMBJK owners and applicants.<br>9. To take follow up with concerned Marketing Officers on regular basis.<br>10. Responsible for taking daily feedback of PMBJK Owners, Distributors.<br>11. Any other duties assigned by seniors. All day to day matters pertaining to above & any other responsibilities assigned by Management. |
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## **HR & Administration**

### **12. Manager (HR & Administration)**

|    |                             |  |
|----|-----------------------------|--|
| 1  | <b>Post Name</b>            | Manager  |
| 2  | <b>Department</b>           | HR & Administration  |
| 3  | <b>Age (Maximum)</b>        | 35 Years   |
| 4  | <b>Qualification</b>        | MBA/PGDBM  |
| 5  | <b>Experience</b>           | Minimum 08 years' experience in HR & Administration. Candidates having experience in same profile in Government sector shall be given preference.  |
| 6  | <b>Consolidated Pay</b>     | Rs. 50,000/month   |
| 7  | <b>Conveyance Allowance</b> | Rs. 6,000/month  |
| 8  | <b>Telephone Allowance</b>  | Rs. 1,000/month  |
| 9  | <b>Other Facilities</b>     | <ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Mediclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lacs</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>   |
| 10 | <b>Place of Posting</b>     | Delhi & NCR  |
| 11 | <b>Job Description</b>      | <ol style="list-style-type: none"> <li>1. Develop, implement, and ensure compliance of all HR &amp; Administration policies and procedures.</li> <li>2. Advising management on the administration of human resources policies and procedures.</li> <li>3. Monitor costs and expenses of HR &amp; Admin to assist in budget planning and preparation and controlling of annual budgets of human resources and administration.</li> <li>4. Ensure all process of recruitment, on boarding, orientation and training are held in timely manner.</li> <li>5. Ensure punctuality and regulatory are maintained in organization and all issues/queries of employees are settled in timely manner.</li> <li>6. Develop compensation, benefits plan and welfare activities.</li> <li>7. Maintaining service records of employees, conducting training programmes, employee engagement activities, reward &amp; recognition and retention.</li> <li>8. Vendor management, monitoring of housekeeping, security and facility management services and inventory control of office supplies and the purchasing of new material with attention to budgetary constraints.</li> <li>9. Organize and supervise other office activities (recycling, renovations, event planning etc.).</li> <li>10. Ensure smooth and adequate flow of information within the company to facilitate other business operations.</li> <li>11. Ensure smooth operations of all facilities for employees.</li> <li>12. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

## **Logistics & Supply Chain**

### **13. General Manager (Logistics & Supply Chain)**

|    |                             |   |
|----|-----------------------------|---|
| 1  | <b>Post Name</b>            | General Manager   |
| 2  | <b>Department</b>           | Logistics & Supply Chain  |
| 3  | <b>Age (Maximum)</b>        | 45 Years  |
| 4  | <b>Qualification</b>        | MBA/PGDBM   |
| 5  | <b>Experience</b>           | Minimum 15 years' experience in Logistics & Supply Chain Management. Candidates having experience in same profile in Government sector shall be given preference.   |
| 6  | <b>Consolidated Pay</b>     | Rs. 65,000/month  |
| 7  | <b>Conveyance Allowance</b> | Rs. 8,000/month   |
| 8  | <b>Telephone Allowance</b>  | Rs. 2,000/month   |
| 9  | <b>Other Facilities</b>     | <ol style="list-style-type: none"> <li>1. Provident Fund Facilities as per norms</li> <li>2. Group Medclaim Policy of Rs. 05 Lacs</li> <li>3. Group Term Life Insurance of Rs. 10 Lacs</li> <li>4. Group Accidental Insurance of Rs. 10 Lacs</li> </ol>   |
| 10 | <b>Place of Posting</b>     | Delhi & NCR   |
| 11 | <b>Job Description</b>      | <ol style="list-style-type: none"> <li>1. Responsible for full control over Logistics &amp; Supply Chain System of organisation.</li> <li>2. Responsible for maintenance of adequate stock level at CWH, RWHs, PMBJKs, Distributors and other identified places.</li> <li>3. Responsible for timely supplies to PMBJKs, Distributors and other identified places to avoid stock outs.</li> <li>4. Ensure all rules laid down by the Government Authorities are being followed in warehousing and logistics.</li> <li>5. Ensure smooth operations of Central warehouse (CWH) and Regional warehouses.</li> <li>6. Ensure timely appointment of Distributors or other required channels with the approval of competent authority.</li> <li>7. Resolve problems concerning supply systems, availability of medicines at CWH, RWHs, PMBJKs, Distributors and other identified places.</li> <li>8. Responsible for integration between Central warehouse, Regional warehouses and Kendras.</li> <li>9. 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>10. Maintain metrics, reports, process documentation of stocks.</li> <li>11. Responsible to maintain government norms for storing medicines and safety norms at various levels with the help of Sales and Quality departments.</li> <li>12. 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>13. Develop risk management programs to ensure continuity of supply in emergency scenarios.</li> <li>14. Develop emergency response plans or procedures and implement organizational process or policy changes.</li> <li>15. Any other responsibility assigned by management.</li> </ol> |

## **Finance & Accounts**

### **14. Senior Executive (Finance & Accounts)**

|    |                             |  |
|----|-----------------------------|--|
| 1  | <b>Posts Name</b>           | Senior Executive   |
| 2  | <b>Department</b>           | Finance & Accounts   |
| 3  | <b>Age (Maximum)</b>        | 30 Years   |
| 4  | <b>Qualification</b>        | CA(Inter)/ICWA(Inter)/MBA (Finance)/M.Com.   |
| 5  | <b>Experience</b>           | Minimum 3 years' experience in Finance & Accounts.<br>Candidates having experience in same profile in Government sector shall be given preference.   |
| 6  | <b>Consolidated Pay</b>     | Rs. 27,000/month   |
| 7  | <b>Conveyance Allowance</b> | Rs. 3,500/month  |
| 8  | <b>Telephone Allowance</b>  | Rs. 500/month  |
| 9  | <b>Other Facilities</b>     | 1. Provident Fund Facilities as per norms<br>2. Group Medclaim Policy of Rs. 05 Lacs<br>3. Group Term Life Insurance of Rs. 10 Lac<br>4. Group Accidental Insurance of Rs. 10 Lacs   |
| 10 | <b>Place of Posting</b>     | Delhi & NCR  |
| 11 | <b>Job Description</b>      | 1. To assist in preparation of financial statements and reports that are appropriate for the users as per the government norms.<br>2. To assist in preparation of all statutory compliances and prepare the data as per the requirements of the organization e.g. Goods and Services Tax, Income Tax, Sales Tax, Service Tax etc.<br>3. Maintenance of cash management, accounts payable, accounts receivable, credit control, and petty cash.<br>4. To assist in preparation of various reports on combines spending, savings, strategies of expansion, resources required, cost saving and profit maximization etc.<br>5. To update and maintain the accounting software<br>6. Responsible for managing monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements<br>7. Coordination with all department (Internal & External) for financial queries & their solutions.<br>8. All day to day matters pertaining to above & any other responsibilities assigned by Management. |

## **IT & MIS**

### **15. Senior Executive (IT & MIS)**

|   |                             |   |
|---|-----------------------------|---|
| 1 | <b>Posts Name</b>           | Senior Executive  |
| 2 | <b>Department</b>           | IT & MIS  |
| 3 | <b>Age (Maximum)</b>        | 30 Years  |
| 4 | <b>Qualification</b>        | MCA/B.Tech. (IT)<br>(M. Tech. in computer science will be an added advantage)   |
| 5 | <b>Experience</b>           | Minimum 03 years' experience in IT/MIS.<br>Candidates having experience in same profile in Government sector shall be given preference. |
| 6 | <b>Consolidated Pay</b>     | Rs. 27,000/month  |
| 7 | <b>Conveyance Allowance</b> | Rs. 3,500/month   |

|    |                            |  |
|----|----------------------------|--|
| 8  | <b>Telephone Allowance</b> | Rs. 500/month  |
| 9  | <b>Other Facilities</b>    | 1. Provident Fund Facilities as per norms<br>2. Group Medclaim Policy of Rs. 05 Lacs<br>3. Group Term Life Insurance of Rs. 10 Lac<br>4. Group Accidental Insurance of Rs. 10 Lacs   |
| 10 | <b>Place of Posting</b>    | Delhi & NCR  |
| 11 | <b>Job Description</b>     | 1. Research and identify solutions to software and hardware issues of PMBJKs users.<br>2. Diagnose and troubleshoot technical issues, including account setup.<br>3. Ask customers targeted questions to quickly understand the root of the problem.<br>4. Track computer system issues through to resolution, within agreed time limits.<br>5. Talk clients through a series of actions, either via phone, email or chat, until they've solved a technical issue.<br>6. Properly escalate unresolved issues to appropriate internal teams.<br>7. Provide prompt and accurate feedback to customers.<br>8. Refer to internal database or external resources to provide accurate tech solutions.<br>9. Prioritize and manage several open issues at one time.<br>10. Maintain jovial relationships with clients/users.<br>11. 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. Candidates must have post qualification experience as per eligibility criteria. The cut-off date for age, qualification and experience will be 30.06.2020.
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 recruitment process or 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 remuneration as mentioned in above table 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 to three years 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 pay. No ta/da will be paid for joining the services.
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. Please note that no TA/DA shall be paid to any candidate for appearing in interview in BPPI.
13. Interested eligible candidates may send their applications to **CEO, BPPI at E-1, 8<sup>th</sup> Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055** up to **27.07.2020 (Till 05:00PM)**.

## **Selection Process**

The selection process shall be followed by two stage process:

### **1. Initial Screening**

#### **Initial Screening**

Candidates are requested to submit duly filled in application form (complete in all respects) with copy of all educational, experience etc. documents. The complete application form will be checked, verified and screened and the candidates, whose candidature will be found eligible and suitable for the requirements, will be notified through telephonically call or email 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 and those found suitable for the requirements. 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/process in case of a more number of applicants meeting eligibility criteria.

### **2. Personal Interview**



**BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)**

**E-1, 8<sup>th</sup> 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 |
|--------|-----------------------------------|------------------|-----------------|-----------------|---------------|
|        |                                   |                  |                 |                 |               |
|        |                                   |                  |                 |                 |               |
|        |                                   |                  |                 |                 |               |
|        |                                   |                  |                 |                 |               |
|        |                                   |                  |                 |                 |               |
|        |                                   |                  |                 |                 |               |
|        |                                   |                  |                 |                 |               |
|        |                                   |                  |                 |                 |               |
|        |                                   |                  |                 |                 |               |

**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.