

# 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 following post:

Post Name	No. of Post	Date of Interview	Interview Timings
Management Assistant	01	16.12.2019	10:00 AM to 01:00 PM

Eligible candidates may appear for Walk-in-Interviews at **BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055**. For application form, detailed terms and conditions visit at our website: [janaushadhi.gov.in](http://janaushadhi.gov.in)

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

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

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

### Management Assistant

1	<b>Post Name</b>	<b>Management Assistant</b>
2	<b>No. of Posts</b>	01 (One)
3	<b>Age</b>	35 Years
4	<b>Qualification</b>	Graduation. Graduation in English (Hon.) or Post Graduation in English Literature is desirable.
5	<b>Experience</b>	02 years' experience in related field or in Secretarial work. Candidate must have Good Writing and Fluent Speaking Skills of English.
6	<b>Consolidated Remuneration</b>	Rs. 27,000/-
7	<b>Conveyance Expenses</b>	Rs. 3,500/-
8	<b>Telephone Expenses</b>	Rs. 500/-
9	<b>Job Description</b>	<ol style="list-style-type: none"><li>1. Organising meetings, attending calls, making presentations.</li><li>2. Time/Diary management.</li><li>3. Collect and compile data, conduct research, prepare reports and coordinate all management projects.</li><li>4. Correspondence and following up on pending matters with limited direction.</li><li>5. Responding to urgent requests.</li><li>6. Organising and preparing documents, preparation of meeting and board papers.</li><li>7. Co-ordinating and booking travel arrangements.</li><li>8. Any other task 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 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.
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**

<b>S.No.</b>	<b>Name of Post</b>	<b>Interview Date and Timings</b>	<b>Venue of Interview</b>
1	Management Assistant	16.12.2019 (10:00 AM to 01:00 PM)	<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):**

<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 &amp; 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.