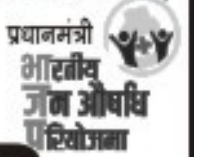


# BUREAU OF PHARMA PSUs OF INDIA (BPPI)

(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 of Management Assistant and Executive (Management)

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 for **Management Assistant** and **Executive (Management)** purely on contractual basis. Interested candidates may appear for Walk-In-Interviews to be held **16.07.2018** 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) Chief Executive Officer, BPPI

**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

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**Table – I**  
**Management Assistant**  
**Details of Post, Eligibility Criteria and Job Description**

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 with English (Hon.) shall be given preference.
5	<b>Experience</b>	Total 05 years' experience in Secretarial work with Fluent English, Writing & Speaking Skills.
6	<b>Consolidated Remuneration</b>	Rs. 35,000/- to Rs. 40,000/-
7	<b>Conveyance Expenses</b>	Rs. 5,000/-
8	<b>Telephone Expenses</b>	Rs. 1,000/-
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. Correspondence and following up on pending matters with limited direction</li> <li>4. Responding to urgent requests</li> <li>5. Organising and preparing documents, preparation of meeting and board papers</li> <li>6. Co-ordinating and booking travel arrangements</li> <li>7. Any other task assigned by Management.</li> </ol>

**Table – II**  
**Executive (Management)**  
**Details of Post, Eligibility Criteria and Job Description**

1	<b>Post Name</b>	<b>Executive (Management)</b>
2	<b>No. of Posts</b>	01 (One)
3	<b>Age</b>	30 Years
4	<b>Qualification</b>	Graduation. MBA in HR/Marketing shall be given preference.
5	<b>Experience</b>	01 year experience in Planning, Co-ordination and organization of events/workshops is desirable
6	<b>Consolidated Remuneration</b>	Rs. 20,000/-
7	<b>Conveyance</b>	Rs. 3,500/-

	<b>Expenses</b>	
8	<b>Telephone Expenses</b>	Rs. 500/-
9	<b>Job Description</b>	1. Planning, Organising and Conducting Events, Meetings and Workshops. 2. Preparing presentations and audience management. 2. Ensure Co-ordination between clients and company. 3. Correspondence and following up on pending matters. 4. Channel Management to achieve given targets. 5. Responsible to analysis of new market trends. 6. Any other task assigned by Management.

### **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 30.06.2018.
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 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 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' observation period. Following satisfactory performance after completion of three months' observation period, the employee contract will be extended for the rest of nine months.
9. Contractual appointment will be for one year only after the successfully completion of observation period 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 interview, alongwith the duly filled in attached application form.
12. Interested candidates shall appear for Walk-In-Interviews to be held on 16.07.2018 with duly filled in application form. Please note that no TA/ DA shall be paid to any candidate for appearing in interview in BPPI.

### **Important Dates & Information**

<b>Date of Walk-In-Interview</b>	16.07.2018
<b>Time of Walk-In-Interview for Management Assistant</b>	10:30 AM to 12:30 PM
<b>Time of Walk-In-Interview for Executive (Management)</b>	01:30 PM to 03:30 PM
<b>Interview Venue</b>	BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055



**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.