

# BUREAU OF PHARMA PSUs OF INDIA (BPPI)

(Society set up under the aegis of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

E-1, 8th Floor, Videocon Tower, Jhandewalan Extn.,  
New Delhi - 110055 Tel. 011- 49431800



## URGENT REQUIREMENT ON VARIOUS POSTS

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 various posts on contractual basis. Requirement are on below posts:

| S.No. | Name of Post  | No. of Posts |
|-------|---|--------------|
| 1.    | Manager (Marketing)                                   | 01 No.       |
| 2.    | Assistant Marketing Officer/ Senior Marketing Officer | 06 Nos.      |
| 3.    | Manager (Procurement)                                 | 01 No.       |
| 4.    | Deputy Manager (Procurement)                          | 01 No.       |
| 5.    | Manager (Accounts)                                    | 01 No.       |
| 6.    | Senior Executive (Accounts)                           | 01 No.       |
| 7.    | Executive (Administration)                            | 01 No.       |
| 8.    | Executive (Customer Care)                             | 02 Nos.      |
| 9.    | Management Assistant                                  | 01 No.       |

Application form along with terms & conditions etc. of appointment are available at our website: [janaushadhi.gov.in](http://janaushadhi.gov.in) Candidates can send their applications to CEO, BPPI at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055 up to 15.10.2018 (Till 5:00 PM).

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

### **Urgent Requirement on various posts**

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 various posts on contractual basis. Requirement are on below posts:

| <b>S. No.</b> | <b>Name of Post</b>                                   | <b>No. of Posts</b> |
|---------------|---|---------------------|
| 1             | Manager (Marketing)                                   | 01 No.              |
| 2             | Assistant Marketing Officer/ Senior Marketing Officer | 06 Nos.             |
| 3             | Manager (Procurement)                                 | 01 No.              |
| 4             | Deputy Manager (Procurement)                          | 01 No.              |
| 5             | Manager (Accounts)                                    | 01 No.              |
| 6             | Senior Executive (Accounts)                           | 01 No.              |
| 7             | Executive (Administration)                            | 01 No.              |
| 8             | Executive (Customer Care)                             | 02 Nos.             |
| 9             | Management Assistant                                  | 01 No.              |

Application form along with terms & conditions etc. of appointment are available at our website: **[janaushadhi.gov.in](http://janaushadhi.gov.in)** Candidates can send their applications to **CEO, BPPI** at **E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055** up to **15.10.2018 (Till 5:00 PM)**.

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

## Manager (Marketing)

|   |                                  |   |
|---|----------------------------------|---|
| 1 | <b>Post Name</b>                 | Manager (Marketing)   |
| 2 | <b>No. of Post</b>               | 01 (One)  |
| 3 | <b>Age</b>                       | 35 Years  |
| 4 | <b>Qualification</b>             | B.Sc./B.Pharma. Candidates possesses M. Pharma. /MBA(Pharma) shall be given preference.   |
| 5 | <b>Experience</b>                | 05 years' post qualification experience in Marketing and Sales in the Pharmaceutical Sector   |
| 6 | <b>Consolidated Remuneration</b> | Rs. 50,000/-  |
| 7 | <b>Conveyance Allowance</b>      | Rs. 6,000/-   |
| 8 | <b>Telephone Allowance</b>       | Rs. 1,000/-   |
| 9 | <b>Job Description</b>           | <ol style="list-style-type: none"><li>1. Develop, coordinate and oversee programs for the implementation of the PMBJP scheme.</li><li>2. Ensure proper technical assistance and resource materials to manage head office staff as well as field force and also ensure effective communications and positioning of their activities.</li><li>2. Create and ensure implementation of a comprehensive marketing and communication program that will enhance the Organization's image and position within the marketplace.</li><li>3. Attraction of applications for opening of PMBJK and ensure screening, selection and evaluation to confirm fulfilment of criteria as prescribed by PMBJP.</li><li>4. Ensure processing of applications from selecting till the opening of the stores and help the party in establishing the Kendra.</li><li>5. Develop and carry out the various programs to improve the viability or footfall on Kendras.</li><li>6. Ensure effective management within the Marketing &amp; Sales, communications and public relations function.</li><li>7. 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>8. Carry out the market research by engaging internal manpower as well as by field force.</li><li>9. Any other responsibilities assigned by Management.</li></ol> |

## Assistant Marketing Officer/Senior Marketing Officer

|   |                                  |  |
|---|----------------------------------|--|
| 1 | <b>Post Name</b>                 | Assistant Marketing Officer/ Senior Marketing Officer  |
| 2 | <b>No. of Post</b>               | 06 (Six) in different states as given below:<br>01 in Tamilnadu, 02 in Kerala, 01 in Bihar, 01 in Uttar Pradesh, 01 in Karnataka |
| 3 | <b>Age</b>                       | 27-30 Years  |
| 4 | <b>Qualification</b>             | B.Sc./B.Pharma. Candidates possesses M. Pharma. /MBA(Pharma) shall be given preference.  |
| 5 | <b>Experience</b>                | 02 to 03 years' post qualification experience in Marketing and Sales in the Pharmaceutical Sector                                |
| 6 | <b>Consolidated Remuneration</b> | Rs. 20,000/- to Rs. 27,000/-   |
| 7 | <b>Sales Incentives</b>          | Incentives as per Sales policy of BPPI   |
| 8 | <b>Conveyance Allowance</b>      | Rs. 3,500/-  |
| 9 | <b>Telephone Allowance</b>       | Rs. 500/-  |

|    |                        |  |
|----|------------------------|--|
| 10 | <b>Job Description</b> | <ol style="list-style-type: none"> <li>1. Leading and attracting all towards the noble Mission of the Pradhan Mantri Bhartiya Janaushadhi Pariyojana for opening of new PMBJKs.</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 PMBJK.</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 through social organizations to increase awareness about PMBJK 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 Kendra.</li> <li>8. To co-ordinate with Media &amp; Publicity department to build the image of PMBJK and create awareness about generic medicines.</li> <li>9. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |
|----|------------------------|--|

### **Manager (Procurement)**

|   |                                  |  |
|---|----------------------------------|--|
| 1 | <b>Post Name</b>                 | Manager (Procurement)  |
| 2 | <b>No. of Post</b>               | 01 (One)   |
| 3 | <b>Age</b>                       | 35 Years   |
| 4 | <b>Qualification</b>             | B.Pharma. Candidates possesses M. Pharma. /MBA(Pharma) shall be given preference.  |
| 5 | <b>Experience</b>                | 05 years' post qualification experience in Procurement of Drugs & Medicines  |
| 6 | <b>Consolidated Remuneration</b> | Rs. 50,000/-   |
| 7 | <b>Conveyance Allowance</b>      | Rs. 6,000/-  |
| 8 | <b>Telephone Allowance</b>       | Rs. 1,000/-  |
| 9 | <b>Job Description</b>           | <ol style="list-style-type: none"> <li>1. Preparation of tender documents by obtaining the specifications, quantity and analysing the product cost and materials of product.</li> <li>2. Determine bidding &amp; pricing strategies based on product scope &amp; get it approved by the management.</li> <li>3. Ensure all rules laid down by the Central Vigilance Commission (CVC) &amp; General Financial Rules are being followed while preparing the tender documents.</li> <li>4. Ensure unbiased and transparent evaluation and finalization of the bid by following all the guidelines.</li> <li>5. Ensure purchase orders placed within prescribed timelines.</li> <li>6. Ensure timely receipt of medicine from suppliers.</li> <li>7. Devise and employ fruitful sourcing strategies to maintain the availability of products.</li> <li>8. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

### **Deputy Manager (Procurement)**

|   |                                  |   |
|---|----------------------------------|---|
| 1 | <b>Post Name</b>                 | Deputy Manager (Procurement)  |
| 2 | <b>No. of Post</b>               | 01 (One)  |
| 3 | <b>Age</b>                       | 35 Years  |
| 4 | <b>Qualification</b>             | B.Pharma. Candidates possesses M. Pharma. /MBA(Pharma) shall be given preference. |
| 5 | <b>Experience</b>                | 03 years' post qualification experience in Procurement of Drugs & Medicines       |
| 6 | <b>Consolidated Remuneration</b> | Rs. 35,000/-  |
| 7 | <b>Conveyance Allowance</b>      | Rs. 5,000/-   |

|   |                            |  |
|---|----------------------------|--|
| 8 | <b>Telephone Allowance</b> | Rs. 1,000/-  |
| 9 | <b>Job Description</b>     | <ol style="list-style-type: none"> <li>1. Assist in preparation of tender documents by obtaining the specifications, quantity and analysing the product cost and materials of product.</li> <li>2. Responsible for the procurement of all assigned therapeutic group of products.</li> <li>3. Responsible for timely placing of purchase orders.</li> <li>4. Ensure all rules laid down by the Central Vigilance Commission (CVC) &amp; General Financial Rules are being followed while preparing the tender documents.</li> <li>4. Assist in the tendering opening processes during opening stages and finalization of the bid by following all the guidelines.</li> <li>5. Ensure purchase orders placed within prescribed timelines.</li> <li>6. Ensure timely receipt of medicine from suppliers.</li> <li>7. Devise and employ fruitful sourcing strategies to maintain the availability of products.</li> <li>8. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

### **Manager (Accounts)**

|   |                                  |   |
|---|----------------------------------|---|
| 1 | <b>Post Name</b>                 | Manager (Accounts)  |
| 2 | <b>No. of Post</b>               | 01 (One)  |
| 3 | <b>Age</b>                       | 35 Years  |
| 4 | <b>Qualification</b>             | CA/ICWA or CA (Inter)/ICWA (Inter)  |
| 5 | <b>Experience</b>                | 05 years' post qualification experience in Accounts and Finance   |
| 6 | <b>Consolidated Remuneration</b> | Rs. 50,000/-  |
| 7 | <b>Conveyance Allowance</b>      | Rs. 6,000/-   |
| 8 | <b>Telephone Allowance</b>       | Rs. 1,000/-   |
| 9 | <b>Job Description</b>           | <ol style="list-style-type: none"> <li>1. Develop, implement, and ensure compliance of financial and accounting policies and procedures.</li> <li>2. Develop and maintain timely and accurate financial statements and reports that are appropriate for the users as per the government norms.</li> <li>3. Ensure all statutory compliances and requirements of the organization are met in timely manner e.g. Goods and Services Tax, Income Tax, Sales Tax, Service Tax etc.</li> <li>4. Preparation and maintenance of cash management, accounts payable, accounts receivable, credit control, and petty cash.</li> <li>5. Preparation of various reports on combines spending, savings, strategies of expansion, resources required, cost saving and profit maximization etc.</li> <li>6. Ensure proper validation of the data before uploading in to the software and manage all the documents as per the requirement.</li> <li>7. Ensure the provisions of GFR and CVC guidelines are being followed in the all financial matters/transactions.</li> <li>8. Responsible for managing monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements</li> <li>9. Coordination with all department (Internal &amp; External) for financial queries &amp; their solutions.</li> <li>10. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

### **Senior Executive (Accounts)**

|   |                      |   |
|---|----------------------|---|
| 1 | <b>Post Name</b>     | Senior Executive (Accounts)   |
| 2 | <b>No. of Post</b>   | 01 (One)  |
| 3 | <b>Age</b>           | 30 Years  |
| 4 | <b>Qualification</b> | B.Com. Candidates possesses M.Com./MBA (Finance) shall be given preference. |
| 5 | <b>Experience</b>    | 03 years' post qualification experience in Accounts and Finance             |
| 6 | <b>Consolidated</b>  | Rs. 27,000/-  |

|   |                             |   |
|---|-----------------------------|---|
|   | <b>Remuneration</b>         |   |
| 7 | <b>Conveyance Allowance</b> | Rs. 3,500/-   |
| 8 | <b>Telephone Allowance</b>  | Rs. 500/-   |
| 9 | <b>Job Description</b>      | <ol style="list-style-type: none"> <li>1. Develop, implement, and ensure compliance of financial and accounting policies and procedures.</li> <li>2. Develop and maintain timely and accurate financial statements and reports that are appropriate for the users as per the government norms.</li> <li>3. Ensure all statutory compliances and requirements of the organization are met in timely manner e.g. Goods and Services Tax, Income Tax, Sales Tax, Service Tax etc.</li> <li>4. Preparation and maintenance of cash management, accounts payable, accounts receivable, credit control, and petty cash.</li> <li>5. Preparation of various reports on combines spending, savings, strategies of expansion, resources required, cost saving and profit maximization etc.</li> <li>6. Ensure proper validation of the data before uploading in to the software and manage all the documents as per the requirement.</li> <li>7. Ensure the provisions of GFR and CVC guidelines are being followed in the all financial matters/transactions.</li> <li>8. Responsible for managing monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements</li> <li>9. Coordination with all department (Internal &amp; External) for financial queries &amp; their solutions.</li> <li>10. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

### **Executive (Administration)**

|   |                                  |   |
|---|----------------------------------|---|
| 1 | <b>Post Name</b>                 | Executive (Administration)  |
| 2 | <b>No. of Post</b>               | 01 (One)  |
| 3 | <b>Age</b>                       | 27 Years  |
| 4 | <b>Qualification</b>             | Graduation. Candidates possesses MBA or equivalent shall be given preference.   |
| 5 | <b>Experience</b>                | 01-year post qualification experience in HR/Administration  |
| 6 | <b>Consolidated Remuneration</b> | Rs. 20,000/-  |
| 7 | <b>Conveyance Allowance</b>      | Rs. 3,500/-   |
| 8 | <b>Telephone Allowance</b>       | Rs. 500/-   |
| 9 | <b>Job Description</b>           | <ol style="list-style-type: none"> <li>1. Day to day administrative work including maintenance of punctuality, regulatory, leave etc.</li> <li>2. Assisting in organizing meetings of Governing Council involving preparation of agenda, compilation, all preparatory work for holding meeting including arrangement of venue, vehicle, lunch etc., forwarding of final minutes to all members and take consequent action.</li> <li>3. Arrangements of travel tickets &amp; taxis for management.</li> <li>4. Upkeep of office infrastructure and equipment.</li> <li>5. Procurement of Capital items.</li> <li>6. Handling the Dak section.</li> <li>7. Making availability of all necessary office stationery.</li> <li>8. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li> </ol> |

## Executive (Customer Care)

|   |                                  |   |
|---|----------------------------------|---|
| 1 | <b>Post Name</b>                 | Executive (Customer Care)   |
| 2 | <b>No. of Post</b>               | 2 (Two)   |
| 3 | <b>Age</b>                       | 27 Years  |
| 4 | <b>Qualification</b>             | Graduation in any Stream. (Candidates Having fluency in English are desirable). Candidates possesses MBA or equivalent shall be given preference  |
| 5 | <b>Experience</b>                | 1-year post qualification experience in Customer Care or Front Desk Handling. Candidates having fluency in English shall be preferred.  |
| 6 | <b>Consolidated Remuneration</b> | Rs. 20,000/-  |
| 7 | <b>Conveyance Allowance</b>      | Rs. 3,500/-   |
| 8 | <b>Telephone Allowance</b>       | Rs. 500/-   |
| 9 | <b>Job Description</b>           | <ol style="list-style-type: none"><li>1. Responsible to manage the Helpline/Call Centre by attending the calls and providing solutions of customers.</li><li>2. Responsible for attending all customers/guests came to meet concerned officers.</li><li>3. Responsible to manage the records of calls and Visitor register.</li><li>4. Responsible for handling the complaint cell.</li><li>5. Disposal of all complaints on time by co ordinating with all departments.</li><li>6. All day to day matters pertaining to above &amp; any other responsibilities assigned by Management.</li></ol> |

## Management Assistant

|   |                                  |  |
|---|----------------------------------|--|
| 1 | <b>Post Name</b>                 | Management Assistant   |
| 2 | <b>No. of Posts</b>              | 01 (One)   |
| 3 | <b>Age</b>                       | 35 Years   |
| 4 | <b>Qualification</b>             | Graduation. Graduation with English (Hon.) is desirable. Candidates possesses MBA or equivalent shall be given preference  |
| 5 | <b>Experience</b>                | 03 years' experience in Secretarial work with Fluent English, Writing & Speaking Skills.   |
| 6 | <b>Consolidated Remuneration</b> | Rs. 35,000/-   |
| 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> |

## Selection Process

The selection process shall be followed by two stage process:

### **1. Initial Screening**

#### **INITIAL SCREENING**

Candidates are requested to fill in the application form complete in all respects. The complete application form has to be submitted at **BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055**, through registered

### **2. Personal Interview**

post/courier/by hand by **15.10.2018 (Till 05:00 PM)**. Then the preliminary screening of the application will be done and candidates will be shortlisted for appearing in the Personal Interview.

### **PERSONAL INTERVIEW**

In the second stage, the Personal Interview will be conducted. Based on the credentials and performance in the personal interview the candidates will be shortlisted, and the offer of engagement shall be issued to the suitable candidate in the order of merit

**Please also note:** The 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 venue for verification. BPPI may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

### **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 30.09.2018.
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, conveyance and telephone allowance, 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.
8. Initially contractual appointment will be for one year and which may or may not be extended based on the performance.
9. There will be three months' probation period during the first-year contract.
10. Any corrigendum/clarifications on this advertisement, if necessary, shall be notified through our website.
11. Shortlisted candidates shall be called for interviews. Please note that no TA/ DA shall be paid to any candidate for appearing in interview in BPPI.
12. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email.

### **Important Dates & Information**

|                                      |   |
|--------------------------------------|---|
| Date of Publication of Advertisement | <b>06.10.2018</b>   |
| Last date for application Submission | <b>Monday, 15.10.2018 (Till 05:00 PM)</b>   |
| Interview Venue                      | <b>BUREAU OF PHARMA PSUs OF INDIA (BPPI),<br/>E-1, 8th Floor, Videocon Tower, Jhandewalan Extn.,<br/>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 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.

**(Signature of the applicant)**

**Date:**

**Note:** Resume in detail may be attached.