

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**

प्रधानमंत्री
भारतीय
जन औषधि
परियोजना

Recruitment 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 requirements on various posts on contractual basis. Requirements are on below posts:

S. No.	Name of Posts	Place of Posting	No. of Posts
1.	Marketing Officer/Sr. Marketing Officer	Karnataka, Tamil Nadu, Telangana, Kerala	06 Nos.
2.	Deputy Manager (Warehouse)	Chennai (Tamil Nadu)	01 No.
3.	Executive (Quality)	Chennai (Tamil Nadu)	01 No.
4.	Junior Officer (Store Facilitation Cell)	Bengaluru (Karnataka) and Chennai (Tamil Nadu)	02 Nos.

Application form along with terms & conditions etc. of appointment are available at our website: janaushadhi.gov.in. Interested eligible candidates can send their applications to CEO, BPPI at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055 up to 15.01.2020 (Till 03:00 PM).

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

Recruitment on various posts

Recruitment No.- 01/2020

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 requirements on various posts on contractual basis. Requirements are on below posts:

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Details of Posts, Eligibility Criteria, Emoluments and Job Description

Marketing Officer/Senior Marketing Officer

1	Post Name	Marketing Officer/Senior Marketing Officer
2	Number of Post	06 (Six) Karnataka, Tamil Nadu, Telangana, Kerala
3	Age (Maximum)	35 Years
4	Qualification	B.B.A./B.Sc./B.Pharma. Candidates possess M. Pharma. /MBA(Marketing) shall be given preference.
5	Experience	02 to 03 years' post qualification experience in Marketing or Sales in the Pharmaceutical Sector
6	Consolidated Remuneration	Rs. 20,000/- to Rs. 27,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Job Description	<ol style="list-style-type: none"> 1. Leading and attracting all towards the noble Mission, Pradhan Mantri Bhartiya Janaushadhi Pariyojana for opening of new PMBJKs and for creating awareness. 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. 3. Develop and implementation of various plans & strategies to ensure optimum sales from each Distributors/ Pradhan Mantri Bhartiya Janaushadhi Kendras (PMBJKs). 4. Monitoring stocks at Distributors/ PMBJKs level with the help of SAP and Head Office staff. 5. Ensure regular orders from Distributors/ PMBJKs sent for the supply to CWH and ensure regular follow up with CWH for timely supply. 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. 7. Ensure all possible support to the Pradhan Mantri Bhartiya Janaushadhi Kendras. 8. To co-ordinate with Media & Publicity department to build the image of PMBJP and create awareness about generic medicines. 9. All day to day matters pertaining to above & any other responsibilities assigned by competent authority.

Deputy Manager (Warehouse)

1	Post Name	Deputy Manager (Warehouse)
2	Number of Post	01 (One) Chennai, Tamil Nadu
3	Age (Maximum)	40 Years
4	Qualification	Graduation in any stream. Candidates possesses B. Pharma shall be given preference. MBA/PGDM in Supply Chain Management is desirable.
5	Experience	05 years' post qualification experience in Warehousing or Supply Chain Management. Experience in Government Sector is desirable.
6	Consolidated Remuneration	Rs. 35,000/-
7	Conveyance Allowance	Rs. 5,000/-
8	Telephone Allowance	Rs. 1,000/-
9	Other Facilities	<ol style="list-style-type: none"> 1. Provident Fund Facilities as per norms 2. Rs. 5 Lakh's Sum Insured Group Mediclaim Policy 3. Rs. 10 Lakh's Sum Insured Group Accidental Insurance 4. Rs. 10 Lakh's Sum Assured Group Term Life Insurance
10	Job Description	<ol style="list-style-type: none"> 1. Responsible for the assessment and maintenance of required stock level at Regional Warehouse (RWH), Distributors JAKs and other identified places. 2. Ensure timely supplies to JAKs, Distributors and other identified places to avoid stock outs. 3. Ensure smooth operations of Regional Warehouse (RWH). 4. Resolve problems concerning supply systems, availability of medicines at RWHs, JAKs, Distributors and other identified places. 5. Responsible for integration between Central warehouse, Regional warehouse and Kendras. 6. Collaborate with other departments to integrate Supply Chain systems with business systems or processes, such as IT Infrastructure implementation, customer sales, order management and accounting. 7. Maintain metrics, reports, process documentation of stocks. 8. Responsible to maintain government norms for storing medicines and safety norms at various levels. 9. Direct inbound or outbound supply operations in co-ordination with End to End Supply agency, such as transportation or warehouse activities, safety performance, logistics and quality management. 10. Develop risk management programs to ensure continuity of supply in emergency scenarios. 11. Analyze data to inform operational decisions or activities. 12. Develop emergency response plans or procedures and implement organizational process or policy changes. 13. Ensure solution of all issues of compliances of the Distribution, Storage and IT services. 14. Responsible for team handling of Regional Warehouse. 15. Any other responsibility assigned by competent authority.

Executive (Quality)

1	Post Name	Executive (Quality)
2	Number of Post	01 (One)
3	Age (Maximum)	30 Years
4	Qualification	B. Pharma. Candidates possesses M. Pharma shall be given preference.
5	Experience	02 years' post qualification experience in Quality Control/Quality Assurance/ Regulatory Operations. Experience in Government Sector is desirable.
6	Consolidated Remuneration	Rs. 20,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Other Facilities	<ol style="list-style-type: none">1. Provident Fund Facilities as per norms2. Rs. 5 Lakh's Sum Insured Group Mediclaim Policy3. Rs. 10 Lakh's Sum Insured Group Accidental Insurance4. Rs. 10 Lakh's Sum Assured Group Term Life Insurance
10	Job Description	<ol style="list-style-type: none">1. To draw random samples with logistic team and maintain records of these samples and sending all required things to Head office.2. To match the product with MRC and inhouse test report.3. To maintain the all required MIS in SAP.4. Physical examination of artwork as approved, physical description as per IHTS hardness, color.5. To hide all details of manufacturer at all label which is being sending to lab.6. Pack hided sample and send to respective lab.7. Store control sample in proper arrangement (By alphabetic/drug code/therapy wise further dosage form wise).8. Maintain dispatch record and dispatch letter.9. Examined MRC send to concerned official with all required details.10. Any other work which is assigned by competent authority.

Junior Officer (Store Facilitation Cell)

1	Post Name	Junior Officer (Store Facilitation Cell)
2	Number of Post	02 (Two) 1 for Bangalore (Karnataka), 1 for Chennai (Tamil Nadu)
3	Age (Maximum)	30 Years
4	Essential Qualification	Graduation in any stream.
5	Experience	01-year experience in Sales & Marketing/Customer Care/Backend Customer Support is desirable.
6	Consolidated Remuneration	Rs. 18,000/-
7	Conveyance Allowance	Rs. 3,500/-
8	Telephone Allowance	Rs. 500/-
9	Job Description	<ol style="list-style-type: none">1. Responsible to ensure smooth workings of customer care/call center and collection of all information/data in software.2. Resolve incentive related problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.3. Responsible to provide accurate, valid and complete information by using the right methods/tools for Store opening and incentive grant process.4. Build sustainable relationships of trust through open and interactive communication with store owners.5. Handle complaints provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.6. Responsible to prepare various types of reports of stores by collecting and analyzing stores information.7. Ensure co - ordination between CWH, RWH and Head Office.8. All day to day matters pertaining to above & any other responsibilities assigned by competent authority.

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 31.12.2019.
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 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/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. 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, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055 up to 15.01.2020 (Till 03:00 PM).**

Selection Process

The selection process shall be followed by two stage process:

1. Initial Screening

2. Personal Interview

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.

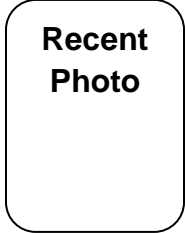
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Application for the Post of

- 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):

<u>S. No.</u>	<u>Course/Certificate/Diploma/Degree</u>	<u>Board/University</u>	<u>Year of Passing</u>	<u>Subjects (Main)</u>	<u>%age of Marks</u>

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 & 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.