

**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. 02/2021**

BPPI invites applications from eligible candidates for the following posts on contractual basis for a period of 03 years, extendable subject to satisfactory performance:

<b>S. No.</b>	<b>Name of Posts</b>	<b>Department</b>	<b>Place of Posting</b>
1.	General Manager	Logistics & Supply Chain	Delhi & NCR
2.	General Manager	Procurement & Quality Control	Delhi & NCR
3.	Manager (Sales)	Sales & Marketing	Chennai, Tamil Nadu
4.	Deputy Manager	Quality Control	Delhi & NCR

Interested, eligible candidates can send their applications at [recruitment@janaushadhi.gov.in](mailto:recruitment@janaushadhi.gov.in) or can send their applications (Hard Copies) by post/courier to **CEO, BPPI at E-1, 8<sup>th</sup> Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055** up to **25.02.2021 (Till 05:00 PM)**. Application form along with terms & conditions etc. of appointment are available at our website: [janaushadhi.gov.in](http://janaushadhi.gov.in).

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

### Logistics & Supply Chain

#### 01. 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 18 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. 90,000/month
7	<b>Conveyance Allowance</b>	Rs. 15,000/month
8	<b>Telephone Allowance</b>	Rs. 2,000/month
9	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
10	<b>Place of Posting</b>	Delhi & NCR
11	<b>Job Description</b>	1. Responsible for full control over Logistics & Supply Chain System of organisation. 2. Responsible for maintenance of adequate stock level at CWH, RWHs, PMBJKs, Distributors and other identified places. 3. Responsible for timely supplies to PMBJKs, Distributors and other identified places to avoid stock outs. 4. Ensure all rules laid down by the Government Authorities are being followed in warehousing and logistics. 5. Ensure smooth operations of Central warehouse (CWH) and Regional warehouses. 6. Ensure timely appointment of Distributors or other required channels with the approval of competent authority. 7. Resolve problems concerning supply systems, availability of medicines at CWH, RWHs, PMBJKs, Distributors and other identified places. 8. Responsible for integration between Central warehouse, Regional warehouses and Kendras. 9. Collaborate with other departments to integrate logistics with business systems or processes, such as customer sales, order management, accounting and participation in forecasting. 10. Maintain metrics, reports, process documentation of stocks. 11. Responsible to maintain government norms for storing medicines and safety norms at various levels with the help of Sales and Quality departments. 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. 13. Develop risk management programs to ensure continuity of supply in emergency scenarios. 14. Develop emergency response plans or procedures and implement organizational process or policy changes. 15. Any other responsibility assigned by management.
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

## **Procurement & Quality Control**

### **02. General Manager (Procurement & Quality Control)**

1	<b>Post Name</b>	General Manager
2	<b>Department</b>	Procurement & Quality Control
3	<b>Age (Maximum)</b>	45 Years
4	<b>Qualification</b>	M. Pharma. (MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
5	<b>Experience</b>	18 years' experience in Procurement. Candidates having experience in same profile in Government sector shall be given preference.
6	<b>Consolidated Pay</b>	Rs. 90,000/month
7	<b>Conveyance Allowance</b>	Rs. 15,000/month
8	<b>Telephone Allowance</b>	Rs. 2,000/month
9	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 10 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 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>
12	<b>Contract Period</b>	03 Years. Contract shall be renewed on satisfactory performance.

### **03. Deputy Manager (Quality Control)**

1	<b>Post Name</b>	Deputy 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 06 years' experience in Quality Control/Quality & Regulatory. 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. 7,000/month
8	<b>Telephone Allowance</b>	Rs. 1,000/month
9	<b>Other Facilities</b>	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 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. 2. Responsible to maintain the Quality standards of PMBJK products as per the norms. 3. Responsible to keep current match with good industry practices on quality and other applicable to the mission. 4. Responsible for developing and maintenance of policies and processes of Quality & regulatory as per Government norms. 5. Introducing and leveraging appropriate technology and systems of Quality checks to improve quality standards 6. Preparation of tender documents for labs and other agencies by obtaining the specifications, and analysing the product specifications. 7. Responsible to publish the tenders as per requirement in prescribed manner. 8. Review of In-house test reports, in case discrepancy found communication with manufacturer for rectification or completion for remaining test. 9. Review of NABL test reports, in case discrepancy found communication with NABL laboratories for rectification or completion for remaining test. 10. To ensure all Quality & Checks procedures are being followed in organization all warehouses. 11. All day to day matters pertaining to above & any other responsibilities assigned by Management.
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

**Sales & Marketing****04. Manager (Sales)**

1	<b>Post Name</b>	Manager (Sales)
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. 60,000/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 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
10	<b>Place of Posting</b>	Chennai, Tamil Nadu
11	<b>Job Description</b>	1. Develop, coordinate, and oversee the Sales & Marketing functions for the implementation of the PMBJP scheme. 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. 3. Create and ensure implementation of a comprehensive Sales & Marketing plans and communication program that will enhance the Organization's image and position in the marketplace. 4. Responsible for fixing the Sales targets and implementation and achievement of these in timely manner. 5. Attraction of applications for opening of PMBJKs and ensure screening, selection and evaluation to confirm fulfilment of criteria as prescribed by PMBJP. 6. Responsible for fixing the collection targets and achievement of the same in timely manner. 7. Ensure processing of applications from selecting till the opening of the stores and help the party in establishing the Kendra. 8. Ensure effective management within the Marketing & Sales, communications and public relations function. 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. 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. 11. Carry out the market research by engaging internal manpower as well as by field force. 12. Any other responsibilities assigned by Management.
12	<b>Contract period</b>	03 Years. Contract shall be renewed on satisfactory performance.

## **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, 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 31.01.2021.
3. Person having experience of working in Government pharma sector 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 pay, 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 three years and which may or may not be extended based on the performance. There will be six months' observation 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 observation, 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.
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 can send their applications at [recruitment@janaushadhi.gov.in](mailto:recruitment@janaushadhi.gov.in) or can send their applications (Hard Copies) to **CEO, BPPI at E-1, 8<sup>th</sup> Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055** up to **25.02.2021 (Till 05:00 PM)** by post/courier. Application form along with terms & conditions etc. of appointment are available at our website: [janaushadhi.gov.in](http://janaushadhi.gov.in).
14. For any other assistance, candidates may call us @ 011-49431800.

## **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, will be called 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 time of Interview, for verification. BPPI may adopt higher criteria/process in case of a more number of applicants meeting eligibility criteria.

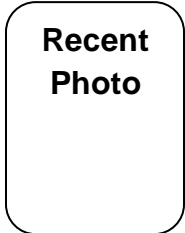


**BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)**

**E-1, 8th 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 two references (One from latest organization is must) :**

**19. Any other relevant information :**

**20.** 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.