

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

Exciting Career Opportunities in BPPI

Advt. No. 03/2020

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 following positions on contractual basis:

Positions	Place of Posting	Scale of Pay
Assistant General Manager (Procurement)	Delhi & NCR	Rs. 70,000/- – Rs. 2,00,000/- (Plus 24% HRA and IDA as notified by Government)
Manager (Procurement)	Delhi & NCR	Rs. 60,000/- – Rs. 1,80,000/- (Plus 24% HRA and IDA as notified by Government)
Jr. Marketing Officer / Marketing Officer	All India	Rs. 20,000/- – Rs. 80,000/- / Rs. 25,000/- – Rs. 87,000/- (Plus 24%/16%/8% HRA as per Head Quarter and IDA as notified by Government)
Executive (Logistics & Supply Chain)	Guwahati, Assam	Rs. 25,000/- – Rs. 87,000/- (Plus 16% HRA and IDA as notified by Government)
Executive (Quality & Regulatory)	Delhi & NCR	Rs. 25,000/- – Rs. 87,000/- (Plus 24% HRA and IDA as notified by Government)

Details of posts, application form along with terms & conditions etc. of appointment are available at our website: janaushadhi.gov.in. Interested, eligible candidates can send their applications at recruitment@janaushadhi.gov.in or can send their applications (Hard Copies) to **CEO, BPPI at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055** in the prescribed format only, up to **30.04.2020**. Applications received in other than the prescribed format will not be considered.

Details of Posts, Eligibility Criteria, Emoluments and Job Description

01. Assistant General Manager (Procurement)

1	Post Name	Assistant General Manager
2	Department	Procurement
3	Number of Post	01 (One)
4	Age (Maximum)	45 Years
5	Qualification	B. Pharma. /B.Sc. (Biotech.) (M. Pharma /MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	15 years' experience in Procurement in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
7	Scale of Pay/Level	Rs. 70,000 - Rs. 2,00,000 (Plus 24% HRA and IDA as notified by Government) / E4 Level
8	Other Facilities	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
9	Job Description	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. 2. Responsible for all procurement activities of BPPI. 3. Responsible for ensuring best quality of Jan Aushadhi medicines. 4. Responsible to keep current match with good industry practices on quality and other applicable to the mission. 5. Responsible for developing and maintenance of policies and processes of Procurement as per Government norms. 6. Introducing and leveraging appropriate technology and systems of Procurement and to improve quality standards. 7. Responsible for forecasting of availability of Drugs in coordination with Sales & Marketing department. 8. Ownership and accountability for Sourcing processes and Sourcing management. 9. Responsible for all negotiation with external vendors to secure the most advantageous terms as per norms. 10. Track and report key functional metrics to reduce expenses and improve effectiveness. 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. 12. To eliminate the possibility of corruption or unethical practices in the procurement and quality process. 13. Managing the tendering/bidding processes of Procurement. 14. Provide purchasing performance evaluation, benchmarking & reporting. 15. Any other responsibility assigned by management.

02. Manager (Procurement)

1	Post Name	Manager
2	Department	Procurement
3	Number of Post	01 (One)
4	Age (Maximum)	35 Years

5	Qualification	B. Pharma. /B.Sc. (Biotech.) (M. Pharma / MBA (Pharma) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	8 to 10 years' experience in Procurement in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
7	Scale of Pay/Level	Rs. 60,000 - Rs. 1,80,000 (Plus 24% HRA and IDA as notified by Government) / E3 Level
8	Other Facilities	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
9	Place of Posting	Delhi & NCR
10	Job Description	<ol style="list-style-type: none"> 1. Preparation of tender documents by obtaining the specifications, quantity and analysing the product cost and materials of product. 2. Responsible to publish the tenders as per requirement in prescribed manner 3. Determine bidding & pricing strategies based on product scope & get it approved by the management. 4. Ensure all rules laid down by the Central Vigilance Commission (CVC) & General Financial Rules are being followed in tendering process. 5. Responsible for developing and maintenance of policies and processes of Procurement as per Government norms. 6. Ensure unbiased and transparent evaluation and finalization of the bid by following all the guidelines. 7. Ensure purchase orders placed within prescribed timelines. 8. Ensure timely receipt of medicine from suppliers. 9. Devise and employ fruitful sourcing strategies to maintain the availability of products. 10. To eliminate the possibility of corruption or unethical practices in the procurement process. 11. 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. 12. All day to day matters pertaining to above & any other responsibilities assigned Management.

03. Junior Marketing Officer/Marketing Officer

1	Posts Name	1. Junior Marketing Officer 2. Marketing Officer
2	Department	Sales & Marketing
3	Number of Post	20 (Twenty)
4	Age (Maximum)	30 Years
5	Qualification	BBA /B.Sc./ B. Pharma. (MBA (Sales/Marketing) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	For Junior Marketing Officer 01-year experience in Sales & Marketing in Pharma Sector only. Candidates having experience in same profile in Government sector shall be given preference.
		For Marketing Officer 02 years' experience in Sales & Marketing in Pharma Sector only. Candidates having experience in same profile in Government sector shall be given preference.
7	Scale of Pay/Level	For Junior Marketing Officer Rs. 20,000 – Rs. 80,000 (Plus 24%/16%/8% HRA as per Head Quarter and IDA as notified by Government) / S-2 Level

		For Marketing Officer	Rs. 25,000 – Rs. 87,000 (Plus 24%/16%/8% HRA as per Head Quarter and IDA as notified by Government) / S-3 Level
8	Other Facilities		<ol style="list-style-type: none"> 1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
9	Place of Posting		All India
10	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 (PMBJKs). 8. To co-ordinate with Media 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.

04. Executive (Logistics & Supply Chain)

1	Posts Name	Executive
2	Department	Logistics & Supply Chain
3	Number of Post	01 (One)
4	Age (Maximum)	30 Years
5	Qualification	BCA/B.Sc. (Computer Science) (MBA or equivalent in Media/Journalism/Mass Communication will be an added advantage)
6	Experience	01-year experience in Logistics & Supply Chain Candidates having experience in same profile in Government sector shall be given preference.
7	Scale of Pay/Level	Rs. 25,000 – Rs.87,000 (Plus 16% HRA and IDA as notified by Government) / S3 Level
8	Other Facilities	<ol style="list-style-type: none"> 1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
9	Place of Posting	Guwahati, Assam

10	Job Description	<ol style="list-style-type: none"> 1. To ensure availability of stock at all points Distributors, Kendras etc. 2. Responsible to keep all records of dispatches w. r. t. payments. 3. Ensure proper communication between Head office, End to End Supply Agency, Central warehouse, Regional warehouse and Kendras. 4. Timely solution of all market queries for supply chain. 5. Ensure proper coordination between Finance & Accounts and other stake holders for payment and other issues. 6. Processing of all commission claim / expense claims of all stakeholders. 7. Ensure proper dispatches of free supplies as per BPPI Policy. 8. Ensure timely inbound or outbound supply operations in co-ordination with End to End Supply agency. 9. All day to day matters pertaining to above & any other responsibilities assigned by Management.
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05. Executive (Quality & Regulatory)

1	Posts Name	Executive
2	Department	Quality & Regulatory
3	Number of Post	01 (One)
4	Age (Maximum)	30 Years
5	Qualification	B. Pharma. (M. Pharma/ MBA (Pharma) will be an added advantage)
6	Experience	01-year experience in Quality & Regulatory Candidates having experience in same profile in Government sector shall be given preference.
7	Scale of Pay/Level	Rs. 25,000 – Rs. 87,000 (Plus 24% HRA and IDA as notified by Government) / S3 Level
8	Other Facilities	<ol style="list-style-type: none"> 1. Provident Fund Facilities as per norms 2. Group Medclaim Policy of Rs. 05 Lacs 3. Group Term Life Insurance of Rs. 10 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
9	Place of Posting	Delhi & NCR
10	Job Description	<ol style="list-style-type: none"> 1. To review in-house test reports, in case discrepancy, communication with manufacturer for further process. 2. To review NABL test reports, in case discrepancy, communication with NABL laboratories for further procedures. 3. Receiving / checking / monitoring test reports and communications for stock transfer from hold to saleable. 4. Examine the control as well as stock in case complaint received from market and make the report. 5. Responsible for all Lab payments after examination. 6. Recommendation of supplier's payment after review of test reports received from NABL Labs as well as IHTR from Supplier. 7. Responsible for all artwork related works. 8. All day to day matters pertaining to above & any other responsibilities assigned by Management.

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 31.03.2020.
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' 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 can send their applications at recruitment@janaushadhi.gov.in or can send their applications (Hard Copies) to **CEO, BPPI at E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055** in the prescribed format only, up to **30.04.2020**. Applications received in other than the prescribed format will not be considered.

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.