

# 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**



## **Recruitment of Head (Procurement), Head (Quality Control) and Manager (Internal Audit)**

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 following posts purely on contractual basis:

**1. Head (Procurement) – 01**

**2. Head (Quality Control) - 01**

**3. Manager (Internal Audit) - 01**

Interested candidates may send their applications to CEO, BPPI at BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055, through registered post/courier by 24.05.2018 (Till 05:00 PM). For 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)**

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- 3. Manager (Internal Audit) - 01**

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**Chief Executive Officer**

**Table – I**  
**Eligibility Criteria**

S. No.	Post	Age	Eligibility Criteria		Consolidated Remuneration	Conveyance	Telephone	Remarks
			Minimum Qualification	Experience in the relevant functional area				
1.	<b>Head (Procurement)</b>	65 Years	Graduation	10 years and above in Procurement of Drugs & Medicines	Rs. 60,000/- to 90,000/-	As per BPPI Norms	As per BPPI Norms	Candidates having experience in Govt. sector/PSUs shall be given preference
2.	<b>Head (Quality Control)</b>	65 Years	B.Sc./B.Pharma.	10 years and above in Quality & Regulatory	Rs. 60,000/- to 90,000/-	As per BPPI Norms	As per BPPI Norms	Candidates having experience in Govt. sector/PSUs shall be given preference
3.	<b>Manager (Internal Audit)</b>	50 Years	C.A. (Inter)	5 Years in Audit	Rs. 45,000/-	Rs. 6,000/-	Rs. 1,000/-	Candidates Qualified CA will be given preference

Note: Candidates having higher qualification will be an added advantage.

**Table – II**  
**Post and Job Descriptions**

S. No.	Post	Job Description
1.	<b>Head (Procurement)</b>	<ol style="list-style-type: none"> <li>1. Responsible for all procurement activities of BPPI.</li> <li>2. Responsible for developing and maintenance of policies and processes of procurement as per Government Norms.</li> <li>3. Introducing and leveraging appropriate technology and systems</li> <li>4. Providing procurement leadership to the organization</li> <li>5. Responsible for providing forecasting of availability of Drugs</li> <li>6. Approve the Tendering/Ordering of necessary goods and services</li> <li>7. Ownership and accountability for sourcing processes and Sourcing management</li> <li>8. Devise and employ fruitful sourcing strategies</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. Responsible for complying with procurement rules and rules of Government of India.</li> <li>13. To eliminate the possibility of corruption or unethical practices in the procurement process.</li> <li>14. Managing the tendering/bidding processes.</li> <li>15. Provide purchasing performance evaluation, benchmarking &amp; reporting</li> <li>16. Keep current match with good industry practices, and applicable to the mission of your operation.</li> <li>17. Any other responsibility assigned by management.</li> </ol>
2.	<b>Head (Quality Control)</b>	<ol style="list-style-type: none"> <li>1. Responsible for ensuring best quality of Jan Aushadhi medicines.</li> <li>2. Responsible to establish the quality management system to deliver the best quality at affordable prices.</li> <li>3. Responsible for developing and maintenance of policies and processes of quality &amp; regulatory as per Government Norms.</li> <li>4. Introducing and leveraging appropriate technology and systems to improve quality standards</li> <li>5. Responsible to keep current match with good industry practices on quality</li> </ol>

		<p>6. To monitor all operations that affect quality</p> <p>7. Devise and employ fruitful quality strategies</p> <p>8. To eliminate the possibility of corruption or unethical practices in the quality checking processes.</p> <p>9. Managing the tendering/bidding processes of labs and other parties.</p> <p>10. Establishment of quality evaluation, benchmarking &amp; reporting processes.</p> <p>11. Responsible for dealing with regulatory authorities as applicable.</p> <p>12. Any other responsibility assigned by management.</p>
3.	<p><b>Manager</b> <b>(Internal Audit)</b></p>	<p>1. To develop internal audit procedures.</p> <p>2. To develop document systems, Guidelines, Checklists &amp; introduce adequate control systems, setting formats and procedures that set out exactly what and how to go about a task.</p> <p>3. To conduct internal auditing and analysis of the procedures of all Purchases, Stores, Stocks &amp; Inventory Management, Sales, Marketing, Dispatches, Accounts, Expenditures, Disbursements, Finance &amp; Treasury.</p> <p>4. Comprehensive study &amp; implementation of cost-efficient and reduction measures &amp; identifying potential saving areas.</p> <p>5. To analyze data obtained for evidence of deficiencies in controls, fraud or lack of compliance with the management policies and procedures.</p> <p>6. Independently prepare the internal audit report, ensuring that the issues are adequately communicated and is supported with facts.</p> <p>7. To prepare/modify the audit programs to ensure coverage of all risks and be able to execute the audit as per the audit program.</p>

## GENERAL TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience.
2. Applicants having additional qualifications from the reputed universities and already worked in a similar position shall have preference.
3. Person having experience of working in Government sector, PSUs and Pharma industry may get preference.
4. 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.
5. BPPI reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience. Mere fulfilling the eligibility criteria shall not confer any right to be considered for selection against the respective position.
6. 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.
  - d) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI, in future.
7. 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 extend for the rest of nine months.
8. 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.
9. Applicants will have to produce one set of self attested copies of their testimonials for verification at the time of interview, along with the duly filled in attached application form.
10. Applicants should not have Direct/Indirect relation with BPPI employees, suppliers, vendors etc. Contract will get terminated without assigning any reason, if found otherwise.
11. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
12. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email.
13. Shortlisted candidates shall be called for interviews.
14. Any change in above terms & conditions will be notified only through our web site.
15. Interested candidates may send their applications through speed post/courier along with one set of self attested copies of their qualification and experience certificates to CEO, BPPI to reach him by 24.05.2018 (Till 05:00PM).



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 relevant field (In Years) :

16. Total Experience in Govt. Sector (If any) :

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.