



Bureau of Pharma Public Sector Undertakings of India

(Department of Pharmaceuticals, Government of India)

IDPL CORPORATE OFFICE, IDPL COMPLEX, DUNDAHERA, GURGAON-122016 (HR)
Tel. 0124-4303761, Fax. 0124-2340370



Requires Director (A & F)

BPPI is the implementing agency for Jan Aushadhi Scheme and is under the administrative control of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India. The objective of the scheme is to make available quality generic medicines at affordable prices to all. BPPI invites applications from eligible candidates for the above post on contractual basis for a period of 3 years. Application format along with terms & conditions etc. for appointment are available at website: janaushadhi.gov.in The last date for receipt of applications is 10.01.2016

CEO, BPPI

Size 10(w)x5(h)cm

Advertisement for the Post of Director (A&F) in BPPI on contractual basis

ELIGIBILITY CRITERIA FOR THE POST OF Director (A&F), BPPI

Educational Qualification

CA/ICWA from a reputed recognized University/Institute. Additional qualifications such as post graduation in management from reputed University/Institute, CS, LLB will be an additional advantage.

Age

Below 60 years as on 10.01.2016.

Experience

Not less than 25 years experience in an Executive position, out of which at least 05 years should be as Chief of Finance in a large organization.

Other essential skills required

Should have good communication skills, knowledge of HR & legal matters, familiarity with GFRs and CVC guidelines.

Tenure of appointment

Initially for a period of 3 years from the date of appointment, which may be extended subject to satisfactory performance. Contract is terminable with 30 days notice period/salary from either side.

Head Quarter

BPPI, Head Office, Gurgaon.

Job Requirements

Director (A&F) shall be responsible to look after the work pertaining to Accounts, Finance, HR, Administration, Legal, Vigilance and IT Departments.

Remuneration

Consolidated emoluments of Rs.1, 00,000/- per month + transport facility + telephone/mobile bill reimbursement.

The interview of shortlisted candidates will be held at BPPI headquarters at IDPL Corporate office, IDPL complex, Old Delhi Gurgaon Road, Dundaheera, Gurgaon-122016 (HR). The candidates must bring all original certificates/testimonials at the time of interview.

The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

Interested candidates may send their application by registered/speed post in envelope duly super scribed "Application for the post of Director" so as to reach the BPPI, IDPL Corporate office complex, Old Delhi Gurgaon Road, Dundaheera, Gurgaon-122016 (HR) on or before 10.01.2016. **Applications received thereafter shall not be entertained. BPPI will not be responsible for postal delay etc.**

GENERAL TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience.
2. Applicants having additional qualifications such as CS, MBA & LLB from the reputed universities and already worked in a similar position shall be preferred.
3. Person having experience of working in PSUs and Pharma industries may have 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. No TA/DA will be paid for attending the interview.
6. 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.
7. 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. Higher start can be considered in case of deserving candidates.
 - 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) Benefits of Provident Fund Scheme and Gratuity Act are not available.
 - e) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI, in future.
8. Initial appointment will be for a period of three years which may or may not be extended based on the performance.
9. Applicants will have to produce original certificates and one set of self attested copies of their testimonials for verification at the time of interview.
10. Applications received after the last date shall not be considered.
11. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
12. Interested candidates may send their applications to CEO to reach him by 10.01.2016.
13. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email

BUREAU OF PHARMA PSUs OF INDIA (BPPI)
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Application for the Post of _____

1. Name of the Candidate (in block letters) :
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 Mobile No. & Email :
8. Nationality :
9. Marital status :
10. Spouse name and contact no. :
11. Languages known :



Speak:

Write:

12. Educational Qualification (starting from matriculation onwards):

Sl. No.	Course/Certificate/ Diploma/Degree	Board/University	Year of Passing	Subjects (Main)	%age of Marks/Division Obtained

13. Work experience (starting from latest organization):

Sl. 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. Split up details of latest drawn salary:

15. Any other relevant information:

(Signature of the applicant)

Name:

Note: Resume in detail may be attached.