

Details of Posts, Eligibility Criteria, Emoluments and Job Description

SALES & MARKETING

01. Assistant Manager (Sales & Marketing)

1	Post Name	Assistant Manager
2	No. of Vacancy	06
3	Department	Sales & Marketing
4	Age (Maximum)	32 Years
5	Qualification	Graduation in any discipline except music & fine arts. (MBA in Sales/Marketing or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 04 years' experience in Sales or Marketing in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 48,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	Other Facilities	1. Provident Fund Facilities as per norms 2. Group Medclaim Policy of Rs. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	All India
12	Job Description	1. To Coordinate and oversee the Sales & Marketing functions for the implementation of the PMBJP scheme. 2. Ensure proper implementation of comprehensive Sales & Marketing plans and communication programs that will enhance the Organization's image and position in the marketplace. 3. Attraction of applications for opening of PMBJKs and ensure screening, selection and evaluation to confirm fulfilment of criteria as prescribed by PMBJP. 4. Develop and implementation of various plans & strategies to ensure optimum sales from each Distributors/ Pradhan Mantri Bhartiya Janaushadhi Kendras (PMBJKs). 5. Monitoring stocks at Distributors/ PMBJKs level with the help of SAP and Head Office staff. 6. Responsible for fixing the collection targets and achievement of the same in timely manner. 7. Organize mass contact programs and activities among the society through social organizations to increase awareness about PMBJP and help Kendras in increasing foot falls to the stores to increase the sales. 8. Any other responsibilities assigned by Management
13	Contract period	03 years. Contract shall be renewed on satisfactory performance.

02. Senior Marketing Officer (Sales & Marketing)

1	Posts Name	Senior Marketing Officer
2	No. of Vacancy	12
3	Department	Sales & Marketing
4	Age (Maximum)	30 Years
5	Qualification	Graduation in any discipline except music & fine arts. (MBA in Sales/Marketing or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 03 years' experience in Sales or Marketing in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 36,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	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 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	All India
12	Job Description	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, 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 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.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

03.Executive (Sales & Marketing)

1	Posts Name	Executive
2	No. of Vacancy	04
3	Department	Sales & Marketing
4	Age (Maximum)	28 Years
5	Qualification	Graduation in any discipline except music & fine arts. (MBA in Sales/Marketing or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 01-year experience in Sales or Marketing. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 30,000/month
8	Conveyance Allowance	Rs. 5,000/month
9	Telephone Allowance	Rs. 500/month
10	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 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	Delhi & NCR
12	Job Description	1. Responsible for issuance of approval of opening of PMBJK in timely manner. 2. To maintain record related to PMBJK applications. 3. Responsible for taking regular feedback from PMBJK owners. 4. To solve problem received from PMBJK owners and applicants. 5. To take follow up with concerned Marketing Officers on regular basis. 6. Responsible for data collection of all activities related to Sales & Marketing. 7. Responsible to ensure smooth working of customer care/call center and collection of all information/data in software. 8. Preparation of daily reports of operations. 9. Ensure effective implementation of PMBJP scheme guidelines. 10. Any other duties assigned by seniors, all day-to-day matters pertaining to above & and other responsibilities assigned by management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

PROCUREMENT

04. Senior Executive (Procurement)

1	Posts Name	Senior Executive
2	No. of Vacancy	03
3	Department	Procurement
4	Age (Maximum)	30 Years
5	Qualification	B. Pharma. /B.Sc. (Biotech.) (MBA (Pharma)/M. Pharma/M.Sc. (Biotech) from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 03 years' experience in Procurement/Purchase department. Candidates having experience in same profile in Government sector shall be given preference
7	Consolidated Pay	Rs. 36,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	Other Facilities	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
11	Place of Posting	Delhi & NCR
12	Job Description	1. Prepare purchase orders and send copies to suppliers and to departments originating requests. 2. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders. 3. Processing files to forfeit EMDs in case of quality failure. 4. Prepares evaluation reports and other corresponding documents for approval and signing the finalized proposals. 5. Prepare reports of purchase order with updated status. 6. Settle vendor's issues related to payment and material quality rejection. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

05.Executive (Procurement)

1	Posts Name	Executive
2	No. of Vacancy	02
3	Department	Procurement
4	Age (Maximum)	28 Years
5	Qualification	B. Pharma. /B.Sc. (Biotech.) (MBA (Pharma)/M. Pharma/M.Sc. (Biotech) from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 01-year experience in Procurement/Purchase department. Candidates having experience in same profile in Government sector shall be given preference
7	Consolidated Pay	Rs. 30,000/month
8	Conveyance Allowance	Rs. 5,000/month
9	Telephone Allowance	Rs. 500/month
10	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 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	Delhi & NCR
12	Job Description	1. To assist in preparation of purchase orders and send copies to suppliers and to departments originating requests. 2. Follow up with suppliers in respect of timely supplies of products with respect to the issued purchase orders. 3. Processing files to forfeit EMDs in case of quality failure. 4. Assist in preparing evaluation reports and other corresponding documents for approval and signing of finalized proposals. 5. Assist in preparing reports of purchase order with updated status. 6. Settle vendor issues related to payment and material quality rejection. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

QUALITY

06. Senior Executive (Quality)

1	Posts Name	Senior Executive
2	No. of Vacancy	03
3	Department	Quality
4	Age (Maximum)	30 Years
5	Qualification	B. Pharma. (M. Pharma from reputed Institutions/Universities will be an added advantage.)
6	Experience	Minimum 03 years' experience in Quality Control/ Quality Assurance/Quality Regulatory profile in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference
7	Consolidated Pay	Rs. 36,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	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 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	All India
12	Job Description	1. To review in-house test reports and communication of the same 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. Responsible for all artwork related works. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

07.Executive (Quality)

1	Posts Name	Executive
2	No. of Vacancy	02
3	Department	Quality
4	Age (Maximum)	28 Years
5	Qualification	B. Pharma. (M. Pharma from reputed Institutions/Universities will be an added advantage.)
6	Experience	Minimum 01-year experience in Quality Control/ Quality Assurance/Quality Regulatory profile in Pharma Sector. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 30,000/month
8	Conveyance Allowance	Rs. 5,000/month
9	Telephone Allowance	Rs. 500/month
10	Other Facilities	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
11	Place of Posting	All India
12	Job Description	1. To review in-house test reports and communication of the same 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. Responsible for all artwork related works. 7. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

LOGISTICS & SUPPLY CHAIN

08. Senior Executive (Logistics & Supply Chain)

1	Posts Name	Senior Executive
2	No. of Vacancy	04
3	Department	Logistics & Supply Chain
4	Age (Maximum)	30 Years
5	Qualification	Graduation in any discipline except music & fine arts. (Knowledge of logistics software like SAP will be an added advantage)
6	Experience	Minimum 03 years' experience in Logistics & Supply Chain Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 36,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	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
11	Place of Posting	All India
12	Job Description	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 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 PMBI 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.
13	Contract period	03 Years. Contract shall be renewed on satisfactory performance.

FINANCE & ACCOUNTS

09. Executive (Finance & Accounts)

1	Posts Name	Executive
2	No. of Vacancy	03
3	Department	Finance & Accounts
4	Age (Maximum)	28 Years
5	Qualification	B.Com. (MBA (Finance)/M.Com. will be an added advantage)
6	Experience	Minimum 01-year experience in Finance & Accounts. Candidates having experience of the same profile in the Government sector shall be given preference.
7	Consolidated Pay	Rs. 30,000/month
8	Conveyance Allowance	Rs. 5,000/month
9	Telephone Allowance	Rs. 500/month
10	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 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	Delhi & NCR
12	Job Description	1. To assist in preparation of financial statements and reports that are appropriate for the users as per the government norms. 2. To assist in preparation of all statutory compliances and prepare the data as per the requirements of the organization e.g. Goods and Services Tax, Income Tax, Sales Tax, Service Tax etc. 3. Maintenance of accounts payable, accounts receivable and credit control. 4. To assist in preparation of various reports on spending, savings, strategies of expansion, resources required, cost saving and profit maximization etc. 5. To update and maintain the accounting software. 6. Responsible for managing monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements. 7. Coordination with all department (Internal & External) for financial queries & their solutions. 8. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract Period	03 Years. Contract shall be renewed on satisfactory performance

IT & MIS**10. Assistant Manager (IT & MIS)**

1	Posts Name	Assistant Manager
2	No. of Vacancy	03
3	Department	IT & MIS
4	Age (Maximum)	32 Years
5	Qualification	BCA/B.Tech. or B. Sc. in Computer Science. (MCA/M. Tech. or M. Sc. Computer Science in will be an added advantage)
6	Experience	Minimum 04 years' experience in IT/MIS. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 48,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	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 Lac 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	Delhi & NCR
12	Job Description	1. To work on coding language like ASP. NET/PHP with CMS (content management system) or any other frameworks including database i.e.; SQL / My SQL 2. Responsible for preparation of algorithms, flow charts and payment gateway integration. 3. Responsible for Functional/Technical design documentation and Crystal reports analysis. 4. Responsible to work with any open-source cross-platform/web servers. 5. Research and identify solutions to software and hardware issues of PMBJKs users. 6. Diagnose and troubleshoot technical issues, including account setup. 7. Refer to internal database or external resources to provide accurate tech solutions. 8. Prioritize and manage several open issues at one time. 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
13	Contract period	03 Years. Contract shall be renewed on satisfactory performance.

HR & Administration and Legal

11. Assistant Manager (HR)

1	Post Name	Assistant Manager (HR)
2	No. of Vacancy	01
3	Department	HR & Administration
4	Age (Maximum)	32 Years
5	Qualification	Graduation in any discipline except music & fine arts. (MBA (HR) or equivalent from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 04 years' experience in Human Resource (HR). Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 48,000/month
8	Conveyance Allowance	Rs. 6,000/month
9	Telephone Allowance	Rs. 1,000/month
10	Other Facilities	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	Delhi & NCR
12	Job Description	1. To manage Recruitment, Selection, Appraisals, Contract Extensions and Closures. 2. To handle and manage the HRMS. 3. Assist in day-to-day HR and administrative work for e.g. Attendance, Leave, Regulatory etc. 4. To handle and manage HR data and files. 5. Training of employees on onboarding and as and when required. 6. To ensure timely joining formalities manually and online in HRMS. 7. Maintenance of PF compliances, Group Mediclaim Insurance and other insurance works. 8. To manage monthly pay reports with the help of HRMS. 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management.
	Contract period	03 Years. Contract shall be renewed on satisfactory performance.

12. Executive (Legal)

1	Post Name	Executive (Legal)
2	No. of Vacancy	01
3	Department	Legal
4	Age (Maximum)	28 Years
5	Qualification	LLB (LLM from reputed Institutions / Universities will be an added advantage.)
6	Experience	Minimum 01-year experience in Legal work/procedures. Candidates having experience in same profile in Government sector shall be given preference.
7	Consolidated Pay	Rs. 30,000/month
8	Conveyance Allowance	Rs. 5,000/month
9	Telephone Allowance	Rs. 500/month
10	Other Facilities	1. Provident Fund Facilities as per norms 2. Group Mediclaim Policy of Rs. 5 Lacs 3. Group Term Life Insurance of Rs. 10 Lacs 4. Group Accidental Insurance of Rs. 10 Lacs
11	Place of Posting	Delhi & NCR
12	Job Description	1. Responsible to handle all legal matters of the organisation. 2. Draft and review contracts such as agreements, leases, licenses and more. 3. To provide legal advice on legal matter and obligations of organisation. 4. To conduct research legislative issues. 5. Review and edit all legal, regulatory, tender documents. 6. To review the legal risks involved in various business deals and share the same with the management. 7. Responsible to handle all litigation works (Attending all court cases on dates etc.) 8. Responsible to deal with external law authorities 9. All day-to-day matters pertaining to above & any other responsibilities assigned by Management
13	Contract period	03 Years. Contract shall be renewed on satisfactory performance.