



Bihar Medical Services & Infrastructure Corporation Limited

(A Government of Bihar Undertaking)

5th Floor, Bismaun Bhavan, Gandhi Maidan, Patna -800001

Tel No.: +91-612-2219634, 2219635. www.bmsicl.gov.in

Bihar Medical Services & Infrastructure Corporation Ltd. invites applications from suitable candidates for the following positions:

SN	Post	No. of Positions	Category	Monthly Salary Range (in Rs. '000)
1	General Manager (Procurement)	1	General	80-100
2	General Manager (Logistics)	1	General	80-100
3	Deputy General Manager (Drugs)	1	General	55-80
4	Deputy General Manger (Equipment)	1	General	55-80
5	Manager (Projects)	1	EBC	30-55
6	Assistant Manager (Warehouse)	1	EBC	20-30
7	Personal Assistant	2	Gen-1, EBC-1	20-30
8	Executive (Accounts)	1	EBC	15-20
9	Data Entry Operator	9	Gen – 5, EBC-2, BC-1, SC-1	10-15

For detailed information relating to eligible qualifications & experience, other eligibility criteria, scope of duties & responsibilities, application form, application submission process and other relevant information, please visit www.bmsicl.gov.in.

The last date for submission of application is **September 25, 2013 (5:00 PM)**

**Sd/-
Managing Director**

Introduction:

Government of Bihar (GoB) is committed to provide timely and effective Health Care Services to the people of Bihar. A majority of the poor people of Bihar usually depend on Public/Government Health Care Delivery Systems to address their preventative and curative health needs. Optimal availability of good quality drugs procured at competitive prices, quality provision of health related services and proper construction and maintenance of health facilities are of paramount importance for better Health Care Delivery. In such a scenario, the financing and supply of drugs, services, etc. for government health services has become one of the key concerns for GoB.

To meet the above mentioned objectives in a professional manner GoB has set up the Bihar Medical Services & Infrastructure Corporation (BMSICL) under the aegis of the Department of Health. BMSICL has been incorporated under the Companies Act, 1956 and is responsible for the procurement of quality drugs, equipments, services and for construction of all kind of buildings and other infrastructure for the Department of Health.

General Conditions/Application Procedure:

1. Reservation rules as per Government of Bihar apply to all these posts
2. Age limit for applicants under General category is 40 years, for BC/EBC/BC(F) 43 years and for SC/ST 45 years for all positions. However relaxation in age limit would be given to candidates with work experience, which will be equivalent to the no. of completed years of work experience.
3. Some of the posts are open for Government employees on deputation basis. Salary for Govt. employees on deputation will be as per Govt. rules.
4. Retired Government employees under 65 years of age with requisite qualifications and experience may also apply. Salary of retired Government employees will be decided as per the notifications/regulations as decided by the Govt. of Bihar from time to time.
5. The open market recruitment will be on contractual basis.
6. Application fees is Rs. 100/- for SC/ ST candidates. For candidates of all other categories, application fees is Rs. 300/-. The Application fee is to be submitted in the form of a Demand Draft which should be drawn on any nationalized bank and payable at Patna favoring "Bihar Medical Services & Infrastructure Corporation Ltd."
7. Application in the prescribed format and complete in all respects, along with the demand draft and self-attested copies of all educational qualification certificates/ marksheets, caste & experience certificates must be sent by courier/speed Post/Regd Post to The Managing Director, Bihar Medical Services & Infrastructure Corporation Ltd, 5th Floor, Biscomaun Bhawan, Gandhi Maidan, Patna-800001, **latest by September 25, 2013, 5:00 PM**. No applications would be accepted after the stated deadline. The name of the post applied for, must be mentioned on top of the envelope.
8. Applications received in other than the prescribed format/mode or incomplete in any respect or without the demand draft or without copies of marksheet/certificates/ testimonials etc. will summarily be rejected.
9. The specified required qualification for all posts is the minimum and it does not mean that all candidates having the minimum qualification will be shortlisted.
10. Depending on the requirement, BMSICL reserves the right to conduct written test and/or interview for shortlisting and/or recruitment of candidates for all positions.
11. BMSICL reserves the right to cancel any or all the positions mentioned above without assigning any reason.
12. Any disputes will be subject to Patna Jurisdiction only.

**Sd/-
Managing Director**

Applications are invited from eligible candidates for the following posts:

1. Position : General Manager (Procurement)

Post Level: Divisional Head (Senior Level Management Post)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range– Rs. 80,000 to Rs. 1,00,000 per month (consolidated)

General Manager (Procurement) will be the head of Procurement Division (Drugs & Equipment). The incumbent will be responsible for procurement of drugs, equipments and other hospital supplies in an effective manner to ensure its availability at all the health facilities at right time, of right specification, in right quantity, from right source and at right price to get best value for the money. The incumbent's key duties and responsibilities will include, but not be restricted to:

- + Develop and maintain the necessary procurement system to ensure that all products and services purchased by the organization meet all internal and external requirements and achieve superior quality and reliability levels.
- + Develop operational guidelines, planning systems and procedures
- + Develop and implement continuous improvement programs to drive cost savings from supply chain
- + Negotiate and administer purchasing contracts including payment terms and continuous improvement goals. Develop and manage supplier relationships.
- + Forecast procurement requirements and order all materials and components to support the build plan
- + Develop and implement programs to minimize purchased inventory levels while meeting the requirements.
- + Ensure quality assurance requirements from external suppliers

REQUIRED QUALIFICATIONS AND EXPERIENCE:

For State Govt/BAS Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
7 Years experience in Bihar Health Service /Bihar Administrative Service	Retired at an equivalent rank of Deputy Secretary to the State Govt. or above, with work - experience in the Health Department under State/Central Govt.

FOR CANDIDATES FROM PRIVATE/PUBLIC SECTOR:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED	DESIRABLE EXPERIENCE
MBA/CA/MBBS/M.Pharm/PG Degree in Operations/Production/Project Management/ Supply Chain/ Inventory. Graduate in Mechanical /EE / Production/ Operations/ Biomedical/ Chemical/ Bio-engineering/Process/Clinical Engineering	7 Years in Managerial capacity	Experience of working in large Hospitals/Medical Colleges

Additional Desirable Skills:

- + Extensive knowledge of purchasing methods and systems
- + In-depth understanding of procurement of drugs and medical equipment
- + Knowledge of Materials Management, Supply Chain Management and Contracts Management
- + Good knowledge and experience in price negotiation & finalization of contracts
- + Exposure to Vendor Management Practices. Knowledge of various material acquisition processes

Importantly, the minimum soft skills required for this position include:

- + Excellent Communication & Interpersonal Skills.
- + Strong managerial and leadership skills. Effective decision making skills
- + Creative problem solving abilities and ability to work under pressure of tight deadlines
- + Good MS Computing skills in Word, Excel, Power Point.

2. Position: General Manager (Logistics)

Post Level: Divisional Head (Senior Level Management Post)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range– Rs. 80,000 to Rs. 1,00,000 per month (consolidated)

General Manager (Logistics) will be the head of the Logistics – Inventory & Sytems Management Division.

DUTIES AND RESPONSIBILITIES: The incumbent will be responsible for handling all supply and logistics related issues like transportation, storage, inventory control, quality assurance etc. The incumbent will also play a pivotal role in developing robust supply chain management systems for procurement of drugs, equipments and other hospital supplies. The incumbent will be responsible in ensuring that the corporation gets the best value for money for all procurements and that there are no instances of stock-outs or over stocks either at the state capital or at the district warehouses. S/he will head the Inventory/Stores & supply chain/logistics division and will also be responsible for the online inventory management system of the Corporation. Specifically, the incumbent's responsibilities will include, but not be restricted to:

- + Develop, manage and supervise the necessary logistics system for warehousing and transportation of procured goods
- + Develop, manage and supervise warehousing for safe storage
- + Develop and maintain inventory control systems
- + Develop, manage and supervise optimal transportation methods
- + Develop logistics procedures, policies and standards
- + Develop and sustain relationships with all required brokers and suppliers to support and facilitate the transportation.




REQUIRED QUALIFICATIONS AND EXPERIENCE:

For State Govt/BAS Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
7 Years experience in Bihar Health Service /Bihar Administrative Service	Retired at a rank equivalent to Deputy Secretary to the State Govt. or above, with work - experience in the Health Department under State/ Central Govt.

FOR CANDIDATES FROM PRIVATE/PUBLIC SECTOR:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED	DESIRABLE EXPERIENCE
MBA/Post Graduate in Statistics/Mathematics/Logistics/Transport/Supply Chain. B.E. in IT/ CS/ EE/ Operations/ Logistics/ Production/ Mechanical	7 Years in Managerial capacity	Experience of working in large Hospitals/ Medical Colleges

Additional Desirable Skills:

-  Price Negotiation & Finalization. Vendor Management Practices.
-  Materials Management & Supply Chain Management.
-  Material Acquisition Processes

The incumbent must be an excellent communicator having strong managerial and leadership skills, should possess effective decision making abilities and must be a creative problem solver having the ability to prioritize responsibilities, and deliver on each of them working sometimes, under tight deadlines.

3. Position: Deputy General Manager (Drugs)

Post Level: Unit Head (Middle Level Management Post)

Location: Patna (Bihar)





Number of Position – 1

Category – General

Salary Range – Rs. 55,000 to Rs. 80,000 per month (consolidated)

Dy. General Manager (Drugs) will be the head of the Drugs Procurement Unit.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Deputy General Manager (Drugs) include, but are not restricted to:

-  Procurement of all drugs and related supplies on behalf of BMSICL
-  Short and long term forecasting of drugs required at every level of the public health care system in Bihar
-  Tendering, contracting and vendor management vis-à-vis drugs
-  Inventory control and proper disposal of drugs that have gone past their shelf-lives or those which are no longer required

REQUIRED QUALIFICATIONS AND EXPERIENCE:

For State Govt Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
15 years work experience as Drug Inspector	Retired Drug inspectors having worked under any State Govt.

FOR CANDIDATES FROM PRIVATE/PUBLIC SECTOR:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED	DESIRABLE EXPERIENCE
Graduate in Pharmacy/ Biotech/ Bio-engineering/ Clinical Technology/ Chemical Engineering/ Biochemical Engg PG in Pharma Management/ Biotech/ MBBS.	4 Years in Managerial capacity	Experience of working in large Hospitals/Medical Colleges

Additional Desirable Skills:

- ✚ Extensive knowledge of purchasing methods and systems
- ✚ In-depth understanding of procurement of drugs and surgical supplies.
- ✚ Good knowledge of Materials Management, Supply Chain Management, Contracts Management and Hospital Management
- ✚ Fair knowledge and experience in price negotiation & finalization of contracts
- ✚ Some exposure to Vendor Management Practices.
- ✚ Knowledge of various material acquisition processes

Importantly, the minimum soft skills required for this position include:

- ✚ Good Communication & Interpersonal Skills.
- ✚ Strong managerial skills
- ✚ Effective decision making skills,
- ✚ Creative problem solving abilities and the ability to work under pressure of tight deadlines

4. Position: Deputy General Manager (Equipments)

Post Level: Unit Head (Middle Level Management Post)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Salary Range – Rs. 55,000 to Rs. 80,000 per month (consolidated)

Dy. General Manager (Equipments) will be the head of the Equipments Procurement Unit.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Deputy General Manager (Procurement – Equipment) include, but are not restricted to:

- ✚ Procurement of all hospital equipments and surgical items
- ✚ Supervising the proper use of these equipments
- ✚ Tendering, contracting and vendor management
- ✚ Repair and maintenance of all hospital / health care equipment procured by the corporation
- ✚ Inventory control and proper disposal of equipment that have gone past their shelf-lives or those which are no longer required

REQUIRED QUALIFICATIONS AND EXPERIENCE:

MINIMUM QUALIFICATIONS REQUIRED	MINIMUM EXPERIENCE REQUIRED	DESIRABLE EXPERIENCE
Graduate in Biomedical Engg/ Biological Engg/ Biomedical Technology/ Clinical Technology/ Mechanical/ Industrial/ Production/ Process Engg/ Biomedical Management/ MBBS. PG in Biomedical/ Biotech/Mechanical	4 Years in Managerial Capacity	Experience of working in large Hospitals/ Medical Colleges

Additional Desirable Skills:

- ✚ Extensive knowledge of purchasing methods and systems
- ✚ In-depth understanding of procurement of medical equipment and
- ✚ Good knowledge of Materials Management, Supply Chain Management and Contracts Management
- ✚ Fair knowledge and experience in price negotiation & finalization of contracts
- ✚ Some exposure to Vendor Management Practices.
- ✚ Knowledge of various material acquisition processes

Importantly, the minimum soft skills required for this position include:

- ✚ Good Communication & Interpersonal Skills.
- ✚ Strong managerial skills
- ✚ Effective decision making skills,
- ✚ Creative problem solving abilities and the ability to work under pressure of tight deadlines

5. Position: Manager (Projects)

Location: Patna (Bihar)

Number of Position – 1

Category – EBC

Salary Range – Rs. 30,000 to 55,000 per month (consolidated)

Manager Projects will be responsible for planning, execution and monitoring of construction and all infrastructure related projects of the Corporation.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Manager Projects include, but are not restricted to:

- ✚ Preparation of draft scheme and preliminary estimates. Preparation of detailed estimates, Detailed design and planning
- ✚ Preparation of Tender documents and notice inviting tenders. Evaluation of tender and Award of work
- ✚ Monitoring of progress, Inspection of works & Acceptance of works
- ✚ Payment/ Settlement of bills in time. Budgetary control and monitoring
- ✚ Quality assurance/ Conduct/arrange investigation and laboratory tests
- ✚ Execution and management of all works under his jurisdiction
- ✚ Proper maintenance of ledgers and accounts for the different work in his jurisdiction
- ✚ Furnishing reply to technical and financial audit, vigilance enquiry and other inspection reports. Maintain records of all works under his jurisdiction
- ✚ Maintain register for audit objections raised and settled

REQUIRED QUALIFICATIONS:

For State Govt Employees on deputation basis	For Retired Govt Employees (under 65 years of age)
Officers working as Assistant Engineer/ Junior Engineer who has completed required no. of years of service for being eligible for promotion to Assistant Engineer level	Retired as Assistant Engineer or above

For candidates from private/public sector:

Graduate in Civil Engineering

Additional Desirable Skills:

- ✚ Price Negotiation & Finalization of Contracts. Vendor Management Practices.
- ✚ Technical and financial aspects of civil construction works.
- ✚ Tendering and contracting Processes.
- ✚ Proficiency in use of MS Office , Power Point , CAD, CAM

6. Position : Assistant Manager (Warehouse)

Location: Any district on Bihar

Number of Position – 1

Category – EBC

Salary Range – Rs. 20,000 to 30,000 per month (consolidated)

Assistant Manager (Warehouse) will be posted in any of the District Drug Warehouse of the Corporation at Fatuha, Muzaffarpur & Purnea in Bihar. S/he will have full responsibility for management of the warehouse and for receipt, storage, inventory control, recording, issuing, verifying, and disposal of the stock.

DUTIES AND RESPONSIBILITIES The duties and responsibilities of the Assistant Manager (Warehouse) include, but are not restricted to:

- ✚ Receiving storing and Issuing drugs, sutures and surgical items as per documented procedure.
- ✚ Implementing Quality Assurance System and sending samples of drugs for lab test in time.
- ✚ Ensure cleanliness at Warehouse.
- ✚ Ensure timely documentation and record keeping.
- ✚ Ensure safe storage of drugs. Periodic physical verification of stock
- ✚ Ensuring proper maintenance of infrastructure and equipment at Warehouse.
- ✚ Implementing action specified for disposal of non-confirming drugs.
- ✚ Implementing corrective action specified for redressal of complaints and removal of audit non-conformance.
- ✚ Ensuring proper inventory control of stock of drugs at Warehouses so that it does not reach nil level.
- ✚ Identifying drugs due for expiry six months before and implementing action specified for their use.
- ✚ Ensuring entry of data in computer by Data Entry Operators and sending required reports to head office & other related functions

REQUIRED QUALIFICATIONS: Graduate in Pharmacy.

Additional Desirable Skills:

- ✚ Understanding of procurement of drugs and other hospital supplies
- ✚ Knowledge of Materials Management, Supply Chain Management and Contracts Management. Knowledge of various material acquisition processes
- ✚ Good MS computing skills: Word, Excel, PowerPoint

Importantly, the minimum soft skills required for this position include:

- ✚ Good Communication & Interpersonal Skills.
- ✚ Strong managerial skills. Effective decision making skills.
- ✚ Creative problem solving abilities and the ability to work under pressure of tight deadlines.

7. Position : Personal Assistant

Post Level: Assistant Manager

Location: Patna (Bihar)

Number of Positions – 2

Category: General – 1, EBC - 1

Salary Range – 20,000 to 30,000 per month (consolidated)

Personal Assistant will be posted in the head office of the Corporation. His main responsibility will be to assist the Managing Director in all office related work.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Personal Assistant include, but are not restricted to:

- ✚ screening telephone calls, enquiries and requests, and handling them appropriately
- ✚ meeting and greeting visitors at all levels of seniority;
- ✚ organising and maintaining diaries and making appointments;
- ✚ dealing with incoming email, faxes and post, taking dictation and minutes;
- ✚ producing documents, briefing papers, reports and presentations;
- ✚ To organize external business meetings & conferences, travel arrangements - itinerary, tickets, and hotel reservations.
- ✚ Maintaining all records and documents, drafting minutes of the meetings, circulars, agreements. To independently handle all confidential correspondence.
- ✚ Effective co-ordination to maintain systematic record keeping.
- ✚ To organize the work flow and follow up till completion. Self-correspondence, making presentations, coordinating with various departments/ offices.

REQUIRED QUALIFICATIONS: Graduate with a minimum typing speed of 30 words per minute in English & Hindi

Additional Desirable Skills:

- ✚ Good MS computing skills: Word, Excel, PowerPoint and Outlook
- ✚ Internet & email skills
- ✚ Pleasing personality with a high level of professionalism and confidentiality is critical to this role. Should be tactful /diplomatic.
- ✚ Having Good Analytical Skills, presentations skills, ability to make business plans and work under pressure.
- ✚ Self-starter who is able to work with minimal supervision to complete tasks; should be proactive and accurate

- ✚ Good interpersonal, communication, organizational & administrative skills

8. Position: Executive (Accounts)

Location: Patna (Bihar)

Number of Position – 1

Category – EBC

Salary Range – Rs. 15,000 to 20,000 per month (consolidated)

Executive (Accounts) will be posted in the corporate office of the Corporation. His main responsibility will be to do all type of accounting and finance related jobs of the Corporation.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the **Executive (Accounts)** include, but are not restricted to:

- ✚ To assist the Manager Accounts in the day-to-day accounting and finance operations of the Corporation
- ✚ Responsible for the daily financial transactions
- ✚ Assist in providing transparent, timely and effective financial information and reporting as well other financial services required by the Manager Accounts.
- ✚ Maintaining the Cash Book of the Corporation regularly and submitting before the higher authority for checking. Preparing Bank reconciliation statements regularly
- ✚ Maintaining all documents and records relating to the payment and receipts and producing before the audit as and when required for audit.
- ✚ Preparing quarterly Interim Unaudited Financial Report (IUFR). Responsibility to make any type of payment and receipts ;
- ✚ Preparing Half Yearly Report and Annual Accounts of the Corporation;
- ✚ checking and processing of invoices, bills and documents received from suppliers, contractors and consultants for payment
- ✚ Processing of all kind of salary / Travelling bill and all other payment to the Corporation Staff. Deduction & deposit of employee Provident Fund, Insurance premium etc.
- ✚ Preparing and maintaining the Fixed Assets Register of the Project Assets;
- ✚ Conducting Physical Cash Verification and Physical Fixed Asset Verification;
- ✚ Deducting, depositing and maintaining records for TDS for Income Tax for salary payment and payment to the contractors including consultant and others and TDS for Sales Tax, Profession Tax and other statutory deduction if any;
- ✚ Preparing Annual Budget based on Annual Action Plan.

REQUIRED QUALIFICATIONS: B.Com/CA – Inter/CS – Inter.

9. Position: Data Entry Operator

Location: Any district in Bihar

Number of Positions – 9

Category: General – 5, EBC – 2, SC-1, BC - 1

Salary Range – Rs. 10,000 to 15,000 per month (consolidated)

Data entry operators will be posted in any of the District Drug Warehouses of the Corporation at Fatuha, Muzaffarpur & Purnea in Bihar. His/her main responsibility will be to do all type of data entry work and inventory management work.

DUTIES AND RESPONSIBILITIES - The duties and responsibilities of the Data Entry Operator include, but are not restricted to:

- ✚ Responsible for editing, processing (data entry) in the system and distribution of raw source documents.
- ✚ Complete the assigned tasks of storing information in fixed time duration.
- ✚ Devising and maintaining office systems, including data management, filing, etc.;
- ✚ Other office related work at the warehouse

REQUIRED QUALIFICATIONS: Intermediate with a typing speed of 30 words per minute

Additional Desirable Skills:

- ✚ Dynamic, energetic and creative, flexible to adapt to changing situations and circumstances
- ✚ Self-starter who is able to work with minimal supervision to complete tasks, proactive and accurate.
- ✚ Good keyboard speed and the ability to interpret information fast and correctly.
Good MS computing skills: Word, Excel, PowerPoint

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