



**JHARKHAND MEDICAL & HEALTH INFRASTRUCTURE DEVELOPMENT &  
PROCUREMENT CORPORATION LTD.**

**MCH BUILDING, RCH CAMPUS, NAMKUM, RANCHI – 834010**  
**(CIN-U85100JH2013SGC001276), E-mail: [jmhidpc2014@gmail.com](mailto:jmhidpc2014@gmail.com)**

**Ref. No.: JMC/HR-01/HR-24/169/13**

**Date: 01.01.2025**

**Recruitment Advertisement**

**Position in detail**

The Jharkhand Medical & Health Infrastructure Development & Procurement Corporation Limited has been established by the Department of Health, Medical Education & Family Welfare, Government of Jharkhand with the primary objective of ensuring readily availability of all essential Drugs, Surgical & Sutures items and Health equipment's, Furniture & Fixture and Consumables in the Govt. Medical Institutions/facilities across the state by adopting a streamlined procedure of its procurement, storage and distribution system. The Corporation is also mandated for creation of Health Infrastructure & its maintenance through out the state. To expedite the functioning of Corporation, the JMHPDCL invites application from eligible candidates for the appointment **purely on contractual basis.**

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|-----------------------|---|
| <b>1. Post Level</b>  | <b>: Consultant (Procurement)</b>   |
| • Functional area     | : Procurement of Drugs/Equipment's/Furniture- Fixtures & Logistics/QC   |
| • No. of Position     | : 01  |
| • Remuneration        | : Rs. 2.5 Lakhs PM - 3.0 Lakhs PM with 7% increment per year / (Maximum 25% hike in Gross of Last Organization.)/(Negotiable) |
| • Terms of Employment | : Contractual for 1 year, subject to renewal based on performance   |
| • Reporting authority | : Managing Director, JMHPDCL  |

**Essential Educational Qualification:**

MBA (From UGC/ AICTE recognised Institution)

**Experience:**

5 years job experience in any public/private company having minimum annual turnover of Rs. 10 crores in related sector. Out of this, 3 years experience in middle management in company having annual turnover of Rs.25 crores and above lead entire BID Management process of last organisation.

**Desirable:** 5 years experiences in procurement of medicine, equipments, surgical & sutures, consumables items for health facilities/health programmes in a company of minimum annual turnover of Rs.25 crores or hospitals having minimum 100 beds & above in an executive capacity. Experienced successful Bid process for at least 5 tender covering Rs. 10 Crores or more in the last 3 years.

## **Duties/ Responsibilities:**

**CONSULTANT (PROCUREMENT)** will be responsible for handling all procurement, quality control, inventory and logistics related issues like storage, inventory control, quality assurance, transportation, distribution etc. for drugs, equipment's and other hospital supplies procured by the corporation. S/he will support in developing procedures, policies and standards and manage the logistics system for warehousing, transportation and Inventory Control of procured goods; S/he will support in developing and maintaining online inventory control systems; S/he will also support in preparing bidding documents, implementation plans and budgets for outsourcing of warehousing, transportation, distribution of health products.

Her/ his key responsibilities will include to support in following activities but not be restricted to;

- 1) Knowledge about Indian Pharmacopeia & other statutory guidelines such as WHO GMP Certifications, NABL policy Guidelines of Ministry of Chemical & Fertilizer, Drug policy etc.
- 2) Receiving and processing of indents.
- 3) Preparation of Bid documents& process for inviting tenders.
- 4) Briefing in Pre-Bid meeting.
- 5) Scrutiny of Technical Bids.
- 6) Preparation of Comparative statement.
- 7) Preparation of Rate Contracts.
- 8) Preparation of database of supplier/ drugs/ surgical & sutures/ consumables/ equipment's. Routine maintenance of LMIS.
- 9) Indent process for medicine/surgical & sutures/ consumables/ equipment's items.
- 10) Demand and supply management.
- 11) Need Assessment of requirement of drugs, equipment's, furniture&fixtures consumables, warehouse management, supply chain logistics etc.
- 12) Ware house management, Supply chain management from procurement to disposal in public hospitals.
- 13) Waste management.
- 14) Coordination with government departments, different cell of NHM Jharkhand, public health facilities, medical college & hospital, super specialty centers, private health facilities, medical etc.
- 15) Knowledge of working on computer-MS Office/internet.
- 16) Any other job assigned by higher authority.

## **General Conditions**

1. The appointment will be purely on contractual basis for a period of one years, renewal at end of term subject to satisfactory performance. Any claim for absorption in the regular position shall not be entertained in future. Performance will be reviewed after 3 months of the contract, if performance is not found to be satisfactory, then the service may be terminated without any notice.
2. In case the selected candidate wish to leave job during the contract period she/he has to give one month prior notice or forego one month salary.
3. Reservation rules as per Government of Jharkhand apply to all these positions.
4. At any stage of recruitment, if it is found that candidate does not fulfill the eligibility criteria and/ or that she/he has furnished incorrect/ documents or suppressed any material facts, her/his candidature will stand cancelled or employment will be terminated.
5. Application in the prescribed format and complete in all respects and self attested copies of all educational qualification, certificates/ marksheets and experience certificates must be sent by Courier/ Speed Post/ Registered Post to the Managing Director, Jharkhand Medical & Health Infrastructure Development & procurement Corporation Limited, MCH Building, RCH Campus, Namkum, Ranchi - 834010 latest by 24<sup>th</sup> January 2025, 6.00 PM. Hand delivery of a applications will not be accepted. No applications will be accepted after the stated deadline. The name of the post applied for must be mentioned on top of the envelope. JMHPCL will not be responsible for any postal delay. No correspondence or personal quarries in this regard shall be entertained.
6. No TA/DA will be paid to the candidates for appearing in interview.
7. Application received in other than the prescribed format/ mode or incomplete in any respect or without copies of marksheet/ certificates/ testimonials etc. will summarily be rejected.
8. The specified required qualification is the minimum and it does not mean that all candidates having the minimum qualification will be shortlisted. JMHPCL reserves the right to decide and adopt a criterion to restrict the number of candidates for interview to a reasonable size.
9. Degree or diploma only from recognized institution/University will be acceptable.
10. Monthly Remuneration of Consultant is negotiatiable, keeping in view the qualification, experience etc. of the candidates.
11. Depending on the requirement, JMHPCL reserves the right to conduct written/Online/group discussion and/or interview for shortlisting and /or recruitment of candidate.
12. The decision of JMHPCL in any matter related to the recruitment at any stage of the recruitment process will be final and binding upon the candidates. JMHPCL reserves the right to cancel any or all the positions mentioned above without assigning any reason.
13. Any disputes will be subject to Ranchi jurisdiction only.

**NOTE:-INTERESTED CANDIDATES MAY VISIT [www.jmhpcl.jharkhand.gov.in](http://www.jmhpcl.jharkhand.gov.in)**

**Sd/-  
Managing Director  
JMHPCL**

## **Application for recruitment – JMHIDPCL**

Post Applied:				Photo
Name:				
D.O.B:		Sex (M or F)		
Contact No.:				
Address:				
Email ID:				

Exam Passed	University	year	Marks	Percentage

Additional Qualification/Degree (if any):

Exam	Year	University

Experience Details:

Tenure	Organisation	Sector	Job Profile

Date:

Place:

Signature: