



**Uttar Pradesh Medical Supplies Corporation Limited**  
(A Government of Uttar Pradesh Undertaking)

**Recruitment for 07 Positions on Deputation/ Contractual basis**  
**Vacancy (NOTIFICATION)**

**Advertisement No:- UPMSCL/HR/2022/1477**

**Dated: 26/11/2022**

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation Ltd. (UPMSCL)** is registered under the Companies Act 2013 and set up with a seed capital of Rs. 20 Crores from the state exchequer. It is headed by an IAS officer and acts as the nodal organization for centralized procurement and distribution of drugs and equipment to Government Health Facilities in Uttar Pradesh.

**UPMSCL' Vision** is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities

Besides procuring medicines and equipment, **UPMSCL** will also enter into private-public partnerships for bringing changes in the health sector.

**Basic Objective of UPMSCL:**

- 1) Ensuring coverage of all the essential drugs under Rate Contract;
- 2) Facilitating supplier selection, contract negotiation and share of business allocation;
- 3) Establishment and execution of Centralized procurement systems for the procurement of drugs, consumables and medical equipment in Uttar Pradesh;
- 4) Ensuring quality control and availability of all the drugs & consumables and medical equipment at district drug warehouses, procured through **UPMSCL**;
- 5) Ensuring timely payments to the suppliers against the procurement of drugs, consumables and medical equipment by **UPMSCL**;
- 6) Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs, consumables and medical equipment and support in the preparation of annual forecasting and budgeting process;
- 7) Reconciliation of indents vs budgetary allocations and budget variance analysis for procurement of drugs, consumables and medical equipment;
- 8) Procurement of medical equipment or other materials based on purchase requests received from other department/ organization of Government of Uttar Pradesh.

For more information about the organization, please visit <http://www.upmsc.in>

**UPMSCL is inviting applications from eligible candidates for 07 position on Deputation/Contractual basis.**

Details of the vacant positions, number of vacancies, qualification, experience, age, and honoraria are given in the table below:

Sr. No	Position Name	Caste Category	No. of Post	Mode of Recruitment	Essential Qualification	Desirable Qualification	Age Limit	Monthly fixed honoraria Slab (INR) and Pay Matrix level (In case of Deputation)	Post Experience
1	Consultant – Equipment & Services Procurement	UR	01	Deputation/ Contractual	Applicant must have Bachelor in Bio Medical Engineering/ Master degree in public Health/ Post Graduate Degree /Diploma in Health Management/ Hospital Management/ Public Health from recognized Institution/University of India	Applicant have Degree in Bio-Medical Engineering	55	*(118500-2,00,000)  Pay Matrix 13 (In case of Deputation)	Applicant must have 8 years of post Qualification work experience of which at least 3 years in procurement of medical equipment for public or for Government agencies.

2	Company Secretary	UR	01	Deputation / Contractual	Applicant must be Company Secretary having registration with the Institute of Company Secretaries of India (ICSI)	Applicant have Degree in Law from UGC recognized Indian University	45	*(78800-140000) Pay Matrix 12 (Incase of Deputation)	Applicant must have 10 years work experience as a full time Company Secretary in any Company (Govt/Private)
3	Manager-Legal	UR	01	Deputation / Contractual	Applicant must have Bachelor Degree in Law(LLB) from UGC recognized Indian University	Applicant have master degree in law from UGC recognized Indian University	45	*(56,100-80,000) Pay Matrix 10 (Incase of Deputation)	Applicant must have 5 years work experience as a full time Manager-legal in any Company (Govt/private)
4	Manager-Quality Control	UR	01	Deputation / Contractual	B.Pharm/M.Pharm		45	*(56,100-80,000) Pay Matrix 10 (Incase of Deputation)	Applicant must have 5 years of overall experience out of which 3 years of experience in quality control of medical supplies
5	Personal Assistant (Managing Director Office) & Add Managing Director office)	2	02	Deputation	Graduate with Computer & Shorthand Certificate from Recognized University/ institution with minimum speed 80 wpm in Hindi	Shorthand Certificate from Recognized University/ institution with minimum speed 80 wpm in English	45	Pay Matrix-6 (On Deputation)	Applicant must have 03 years experience in the field of taking dictation and typing & English handling parliamentary work, Dairies files and papers
6	Account Officer	SC	01	Deputation/Contractual	Applicant must be CA(Inter)/ ICWA (Inter) or M.Com	MBA (Finance)	45	*(47600-50000) Pay Matrix 8 (Incase of Deputation)	Applicant must have 3 years experiences in Finance & Accounting

\*For Contractual Positions are eligible for 3% annual increment upto max limit. If any selected candidate has last drawn salary is more than entry level of above structure, in this case offer may be increased by giving 3% hike on the last drawn salary but subject to max

Submission of Application Starts from **December 01, 2022**

The Last Date of Submission of Application is **December 31, 2022, at 05.00 PM**

### **How to Apply**

- Interested Candidates must send their application form in the prescribed format along with self attested relevant document by speed post/registered AD from Indian Postal Department by mentioning on the envelop “ **Application for the (Post Name)**” to, GM (AHL), SUDA Bhawan 7/23 sector -7 Gomti nagar extention, Lucknow PIN:226010. Applications sent by any other mode shall not be entertained.
  - [Please Note:** Attached CV with application form shall be interpreted only for the additional information, and eligibility of the candidates shall be determined based on the information provided on the application form. Any claim to take into consideration the information provided in the CV shall not be considered. Applications received through other sources shall be deemed invalid.]
- Application not received on prescribed format will be rejected. Application format may be download from the website:- [www.upmsc.in](http://www.upmsc.in)
  - Regular government employees are encouraged to apply on deputation
  - Candidates are required to have a valid personal email ID / Mobile no. It should be kept active during this recruitment process. Under no circumstances, he/she should share/ mention email ID/ Mobile no. of any other person.
  - In case, candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying. If message or email regarding Recruitment process is NOT received by candidates due to any reason, UPMSCL is NOT responsible in such cases.
  - The name of the candidate, his / her father / husband name, caste, etc. should be spelt correctly in the application form as it appears in the certificates, mark sheets.
  - Candidates should send duly filled Application Form with a recent passport size photograph affixed thereon along with self attested copies of certificates in support of Qualification, Experience, Age etc.

- f) Any request for change of address and enclosing supporting documents later on will not be entertained.
  - g) Candidates are requested to retain one copy of dully filled application form & other testimonials with them.
  - h) Incomplete applications and those not supported by self attested copies of certificates, are liable to be summarily rejected.
  - i) Applications received after due date will not be entertained. The Company is not responsible for any postal delay.
3. Regular government employees are encouraged to apply on deputation. In case of selection of the candidate on deputation, NOC would be required from the parent department at the time of interview.
  4. Vacancies shall be subject to the State Reservation Policy of Uttar Pradesh.
  5. Candidates having domicile of Uttar Pradesh state who are claiming reservation in their respective category must submit the Caste certificate along with permanent residential proof issued by the competent authority. Candidate having domicile of other state will be treated under Un-reserved category.
  6. For open market positions it will be on a contractual basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by UPMSCL. For deputation positions, it will be guided by the deputation rules.
  7. **UPMSCL** reserves the right to cancel any or all positions at any stage of the recruitment process. The number of vacant positions may vary at any stage during the recruitment process.
  8. If at any stage of recruitment, it is found that the candidate does not fulfil the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the **U.P. Medical Supplies Corporation Ltd.** in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates
  9. Please note **July 01, 2022** shall be taken as reference date for computing age, qualification, experience, etc.
  10. Personal Interview process shall be carried out for the selection of the above position.
  11. Maximum 10 candidates shall be shortlisted for final written test, in case the number of eligible candidates is more than 10, a preliminary evaluation process will be decided for short listing best 10 candidates for final interview  
**Preliminary Evaluation Process for Merit list**
    - a) Highest Percentage Marks obtain in Essential Qualification (5 Marks)
    - b) Having Desirable Qualification (5 Marks)
    - c) Working Experience (10 Marks)
  12. UPMSCL will not provide any transportation or transportation cost to the eligible candidates for to attend personal interview
  13. Candidate applying on deputation shall be given preference in the selection of the above positions based on the personal interview only.

**(PLEASE NOTE)**

\*Age relaxation shall be provided as per the State Reservation Policy.

\*Age relaxation for a candidate applying on Deputation shall be in accordance with Govt. of UP Service Norms.

**General Manager-AHL**  
**UPMSCL**

## **JOB DESCRIPTION**

### **Consultant-Equipment & Services Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow**

1. **POSITION VACANT:** Consultant-Equipment & Services Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

#### **2. ORGANIZATION BACKGROUND:**

Uttar Pradesh Medical Supplies Corporation (UPMSC) has been recently incorporated by the Government of Uttar Pradesh, to act as the centralized nodal agency for the procurement of drugs, equipment and other medical consumables and distribution thereof, as well as for the rendering of essential medical services in the entire state.

UPMSC's Vision is to ensure the availability of quality drugs and medical equipment, at lowest cost at all public health facilities. Besides procuring medicines and equipment, UPMSC shall also enter into private-public partnerships for enabling required changes to the health sector.

#### **Basic Objective of UPMSC:**

- (1) Ensuring coverage of all essential drugs under Rate Contract;
- (2) Facilitating supplier selection, contract negotiation and allocation of supplies;
- (3) Establishing and implementing centralized and standardized procurement systems for the purchase of drugs, consumables and medical equipment across Uttar Pradesh;
- (4) Ensuring quality control and availability of all drugs, consumables and medical equipment procured through UPMSC, at district drug warehouses;
- (5) Ensuring timely payments to suppliers for all drugs, consumables and medical equipment procured by UPMSC;
- (6) Maintaining records relating to indents/ requisitions, purchase orders, supply and consumption of drugs, consumables and medical equipment and providing support for the preparation of annual forecasts and budgets;
- (7) Reconciling indents vs. budgetary allocations and computing budget variance analysis for the procurement of drugs, consumables and medical equipment;
- (8) Procuring medical equipment and/or other materials, based on purchase requisitions received from other Departments/ Organizations of the Government of Uttar Pradesh.

*For more information about the organization, please visit [www.upmsc.in](http://www.upmsc.in)*

#### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to Managing Director, UPMSC, the Consultant-Equipment & Services Procurement would be supporting procurement of medical & allied equipment, procurement of services and would be one of the members leading PPP initiatives in the State of Uttar Pradesh.

#### **Key Roles and Responsibilities:**

- 1) Build strong, trusted relationships with government counterparts,
- 2) Plan and supervise the preparation of deliverables of General Managers, Managers and other team members that span multiple work streams
- 3) Demonstrate deep expertise and ability to generate insights towards procurement process, services and new initiatives,
- 4) Build and maintain strong intern and external network
- 5) Demonstrate high levels of drive, ambition and the ability to lead work at high level of intensity,
- 6) Finalization draft bid documents with the help of General Managers for inviting bids for procurement of equipment/services and seek approval from the competent authority
- 7) Ensuring that open competitive bidding process is followed to identify the most suitable suppliers based on evolution of bids against technical specification/performance requirement, quality standards, historical performance, production/supply capacity and fulfillment of regulatory requirement
- 8) Conducting & supervising Pre-Bid Meeting with the help of General Managers and finalizing draft responses to queries sought by prospective bidders and seeking approval from competent authority
- 9) Seeking approval of Minutes of technical and price bid opening
- 10) Advice & seek approval Managing Director, UPMSC on demonstration of equipment by the committee constituted by Managing Director, UPMSC.
- 11) Finalizing draft bid evolution report and recommendation for award of contract, quoted by the technically qualified bidders and seeking approval of Bid Evaluation Committee appointed by Managing Director, UPMSC

- 12) Undertaking need based price negotiations with suppliers to finalize a competitive price for the equipment procured.
- 13) Grievance redressal with the help of General Manager related to procurement process only
- 14) Any other work assigned by the Managing Director of UPMSCL

#### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

##### **Qualifications:**

##### **Essential:**

Applicants must have Bachelor in Bio-Medical Engineering/Masters degree in Public Health /Post Graduate (Degree or Diploma) in Management/Administration from a recognized institution/university

**Desirable:** Nil

##### **Experience:**

##### **Essential:**

Applicants must have:(i) Minimum 8 years of post-qualification experience of which at least 3 years in procurement of medical equipment for public &/or Government agencies.

**Desirable:** Preference will be given to candidates having experience in procurement of services

##### **Skills and Attitude**

- 1) Good Knowledge of public procurement rules and practices
- 2) In dept knowledge of medical equipment and PPP services procurement processes,
- 3) Including national/international quality/ safety standards and regulatory requirement
- 4) Good understanding of contracts related to medical supplies and services
- 5) Ability to develop and institutionalize procurement processes and control
- 6) People management skills

5. AGE: 55 years

6. VACANCY DETAILS: 1 Vacancy (1UR)

#### **7. RESERVATION:**

State Reservation Policy will be applicable with respect to vacancies.

(Note: All applicants from other states, irrespective of their category, shall be categorized under unreserved category and will be categorized under unreserved category and will not get privileges of state reservation policy whatsoever.)

#### **8. CONTRACT TYPE AND PERIOD:**

The position is on offer on a contractual basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by the UPMSCL.

#### **9. PROBATION PERIOD**

From the date of joining the employee shall remain on probation for the period of two months and the performance shall be assessed by a committee constituted by the Managing Director, UPMSCL. If the performance is found unsatisfactory, the services may be terminated after one month of receipt of notice in this respect.

#### **10. COMPENSATION OFFERED:**

Maximum Honoraria for the position is approx. Rs. 2,00,000/- per month.

**11. LOCATION:** Lucknow

**12. REFERENCE:** CON-ESP

## **JOB DESCRIPTION**

**COMPANY SECRETARY, Uttar Pradesh Medical Supplies Corporation Limited (UPMSCL), Lucknow**

**1. POSITION VACANT:** Whole timer Company Secretary (CS) Uttar Pradesh Medical Supplies Corporation Limited (UPMSCL), Lucknow, Uttar Pradesh

**2. ORGANIZATION BACKGROUND:-**

Uttar Pradesh Medical Supplies Corporation Limited (UPMSCL), is a Government Company, registered under the provisions of companies Act 2013 having its Registered Office at 7/23, SUDA Bhawan, Vibuti Khand, Gomti Nagar Extension, lucknow, U.P. Headed By an IAS officer. The Corporation is acting as the nodal organization for centralized procurement and distribution of drugs and equipment to Government Health Facilities in Uttar Pradesh.

**UPMSCL's Vision:-** is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities. Besides procuring medicines and equipment, UPMSCL will also enter into private- public partnerships for bringing changes in the health sector.

**3. BASIC OBJECTIVE OF UPMSCL**

- (i) Ensuring coverage of all the essential drugs under Rate Contract.
- (ii) Facilitating supplier selection, contract negotiation and share of business allocation;
- (iii) Establishment and execution of Centralized procurement systems for the procurement of drugs, consumables and medical equipment in Uttar Pradesh;
- (iv) Ensuring quality control and availability of all the drugs & consumables and medical equipment at district drug warehouses, procured through UPMSCL.
- (v) Ensuring timely payments to the suppliers against the procurement of drugs, consumables and medical equipment by UPMSCL.
- (vi) Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs, consumables and medical equipment and support in preparation of annual forecasting and budgeting process;
- (vii) Reconciliation of indents vs. budgetary allocations and budget variance analysis for procurement of drugs, consumables and medical equipment;
- (viii) Procurement of medical equipment or other materials based on purchase requests received from others department/ organization of Government of Uttar Pradesh.

**4. For more information about the organization, please visit [www.upmsc.in](http://www.upmsc.in)**

**JOB DESCRIPTION/ RESPONSIBILITIES:-**

- (i) Company Secretary shall report to the Managing Director of UPMSCL.
- (ii) CS shall be responsible for the efficient administration of the corporation especially with regard to ensuring compliances with Statutory and regulatory requirements.
- (iii) To ensure timely and regular compliances as per Companies Act and various other Acts applicable to the Corporation.
- (iv) To co-ordinate with various Government Department and authorities as per the requirement of the corporation.

**5. KEY ROLES AND RESPONSIBILITIES**

- (i) To report to the Board about the compliance with the provisions of this Act.
- (ii) To ensure that the company complies with the secretarial standards.
- (iii) To provide to the directors of the company the guidance they require in discharging their duties, responsibilities and powers.
- (iv) To facilitate the convening of meetings and attend Board, committee and general meetings and maintain the minutes of these meetings.
- (v) To obtain approvals from the Board, general meeting, the government and such other authorities as required under the provisions of the Act.
- (vi) To assist the Board in the conduct of the affairs of the company.

- (vii) To assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices.

**6. GENERAL DUTIES OF COMPANY SECRETARY**

- To comply with internal regulations and legislation
- Duty to disclose all information for inclusion in register of directors and secretary.
- Duty to exercise due care and diligence
- To draft directors report.
- Maintaining the statutory registers of the company.
- Ensuring Board decisions are properly communicated
- Registration of share transfers and issuance of related share certificates
- Communicating with company shareholders
- Safe custody of company seal
- Certifying documents such as Certificate of incorporation, Memorandum, and Articles of Association.
- Giving legal advice to Directors.
- To act as an information link

**7. OTHER FUNCTIONS, DUTIES AND RESPONSIBILITIES**

The Company Secretary shall discharge all functions and duties as defined in the various provisions of the Companies Act, 2013 and Rules made there under. The Company Secretary will be liable as the officer in default for the non-compliance with provisions of the company Act.

**8. CONTRACTUAL LIABILITIES OF COMPANY SECRETARY.**

- He/ she shall be liable for any negligence on part of his duty. He/she may be dismissed.
- He/she must not do anything beyond his authority, if he does he/ she will be personally liable for the loss.
- He/ she shall be under the obligation to not disclose any secret information about the company to outsiders.
- He/she shall be liable for any secret profits made by him on account of his position.
- If the Company Secretary commits any fraud, he/she must indemnify to the company for any loss occurred.

**9. RIGHTS AND POWERS OF COMPANY SECRETARY**

- He/she has the right to supervise and control the secretarial department of the company
- He/she has the right to issue share certificate of the company
- Being the principal officer he/she also has the right to sign official documents of the company
- He/she is empowered to perform all activities under various Acts
- He/she has the right to be indemnified for any loss suffered by him in discharging his duties

**10. RESTRICTIONS OF COMPANY SECRETARY:**

- He/she cannot enter into a contract on behalf of the company unless specifically authorised by the directors of the company
- He/she cannot borrow money in the name of the company
- He/she cannot call meetings which are related to 3rd parties
- He/she cannot acknowledge a debt against a suit against company
- He/she cannot register, transfer shares without the authority of Board of Directors

**11. QUALIFICATION AND EXPERIENCE:**

**A. QUALIFICATION:**

**ESSENTIAL:**

Applicant must be Company Secretary having registration with The Institute of Company Secretaries of India (ICSI).

**DESIRABLE:**

Applicant having Degree in Law from a recognized University Institute.

**B. EXPERIENCE:**

Applicant must have post qualification experience of about 10 years of full time Company Secretary in any Company (Government/Private)

**AGE:**

Maximum age limit: 45 years .

**12. CONTRACT TYPE AND PERIOD:** The position is on offer on a contractual basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by UPMSCL.

**13. COMPENSATION OFFERED:**

Consolidated monthly payment (78,800 to 1,40,000 ) and eligible for 3% annual increment upto max limit. If any selected candidate has last drawn salary is more than entry level of above structure, in this case offer may be increased by giving 3% hike on the last drawn salary but subject to max

**LOCATION:** Lucknow

**REFERENCE:** C.S.

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## **JOB DESCRIPTION**

**Manager- Legal, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow**

**1.POSITION VACANT:** Manager- Legal, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

### **2. ORGANIZATION BACKGROUND:**

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation (UPMSC)** is registered under the Companies Act 2013 and set up with a seed capital of Rs. 20 Crores from the state exchequer. It shall be headed by an IAS officer and will act as the nodal organization for centralized procurement and distribution of drugs and equipment to Government Health Facilities in Uttar Pradesh.

**UPMSC' vision** is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities

Besides procuring medicines and equipment, **UPMSC** will also enter into private-public partnerships for bringing changes in the health sector.

### **Basic Objective of UPMSC:**

- 1) Ensuring coverage of all the essential drugs under Rate Contract;
- 2) Facilitating supplier selection, contract negotiation and share of business allocation;
- 3) Establishment and execution of Centralized procurement systems for the procurement of drugs, consumables and medical equipment in Uttar Pradesh;
- 4) Ensuring quality control and availability of all the drugs & consumables and medical equipment at district drug warehouses, procured through **UPMSC**;
- 5) Ensuring timely payments to the suppliers against the procurement of drugs, consumables and medical equipment by **UPMSC**;
- 6) Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs, consumables and medical equipment and support in preparation of annual forecasting and budgeting process;
- 7) Reconciliation of indents vs budgetary allocations and budget variance analysis for procurement of drugs, consumables and medical equipment;
- 8) Procurement of medical equipment or other materials based on purchase requests received from others department/ organization of Government of Uttar Pradesh.

*For more information about the organization, please visit [www.upmsc.in](http://www.upmsc.in)*

### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the Managing Director, the **Manager- Legal** shall be responsible for managing all legal aspects of **UPSMC's** operations.

#### **Key Roles and Responsibilities:**

- 1) Ensuring resolution of issues and disputes, thereby minimizing potential for litigation and foster protection of **UPMSC's** reputation;
- 2) Reviewing ongoing cases and advising management accordingly;
- 3) Liaising with relevant functions to ensure legal risks have been identified and appropriate course of action has been taken;
- 4) Providing legal protection and risk management advice to senior management;
- 5) Identifying the best sources of litigation services and managing all communication/ action;
- 6) Reviewing progress of outstanding litigation and liaising with and managing external lawyers.

### **4. QUALIFICATION, SKILLS AND EXPERIENCE:**

#### **Qualification:**

##### **Essential**

Applicants must have a Bachelor Degree in Law (L.L.B) from a UGC recognized Indian university/ institution.

**Desirable**

Applicant have master degree in Law(LLM) from a UGC recognized Indian university/ institution.

**Experience:****Essential**

Applicants must have minimum five years work experience as a full time Manager-Legal in any Company (Govt/Private)

**Skills and Attitude:**

- 1) In-depth knowledge of legal issues;
- 2) Ability to develop and institutionalize legal processes and controls;
- 3) Negotiation Skill
- 4) Interpersonal skill
- 5) Communication Skill

**5. Age:** Maximum age limit 45 years

**6. VACANCY DETAILS:** 1 Vacancy (UR)

**7. CONTRACT TYPE AND PERIOD:**

The position is on offer on a contractual basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by the **UPMSC**.

**8. COMPENSATION OFFERED:**

Consolidated monthly payment (56100 to 80,000 ) and eligible for 3% annual increment upto max limit. If any selected candidate has last drawn salary is more than entry level of above structure, in this case offer may be increased by giving 3% hike on the last drawn salary but subject to max

**9. LOCATION:** Lucknow

## **JOB DESCRIPTION**

**Manager- Quality Control, Uttar Pradesh Medical Supplies Corporation(UPMSC), Lucknow**

**1. POSITION VACANT:** Manager-Quality Control, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

### **2. ORGANIZATION BACKGROUND:**

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation (UPMSC)** is registered under the Companies Act 2013 and set up with a seed capital of Rs. 20 Crores from the state exchequer. It shall be headed by an IAS officer and will act as the nodal organization for centralized procurement and distribution of drugs and equipment to Government Health Facilities in Uttar Pradesh. It shall replace the existing decentralized procurement involving **Chief Medical Store Depot (CMSD)** and district level authorities.

**UPMSC' vision** is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities

Besides procuring medicines and equipment, **UPMSC** will also enter into private-public partnerships for bringing changes in the health sector.

### **Basic Objective of UPMSC:**

- 1) Ensuring coverage of all the essential drugs under Rate Contract;
- 2) Facilitating supplier selection, contract negotiation and share of business allocation;
- 3) Establishment and execution of Centralized procurement systems for the procurement of drugs, consumables and medical equipment in Uttar Pradesh;
- 4) Ensuring quality control and availability of all the drugs & consumables and medical equipment at district drug warehouses, procured through **UPMSC**;
- 5) Ensuring timely payments to the suppliers against the procurement of drugs, consumables and medical equipment by **UPMSC**;
- 6) Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs, consumables and medical equipment and support in preparation of annual forecasting and budgeting process;
- 7) Reconciliation of indents vs budgetary allocations and budget variance analysis for procurement of drugs, consumables and medical equipment;
- 8) Procurement of medical equipment or other materials based on purchase requests received from others department/ organization of Government of Uttar Pradesh.

### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to **General Manager- Quality Control**, the **Manager- Quality Control** shall be responsible for ensuring quality testing for drugs and equipment being procured for the state of Uttar Pradesh.

#### **Key Roles and Responsibilities:**

- 1) Guiding creation of expected standards of quality for all types of drugs and equipment required by the state of Uttar Pradesh; Creating adequate awareness among the suppliers of these standards and encouraging them to meet these;
- 2) Coordinating with the relevant authorities to empanel government or private laboratories to help **UPMSC** in conducting quality checks for large volumes of drugs in a timely and efficient manner;
- 3) Supervising participation in Vendor Pre-Qualification process to ascertain most suitable and high-quality suppliers for different drugs and equipment; Conducting checks on manufacturing facilities of interested supplier;

- 4) Ensuring proper quality checks are done and pre-defined norms are followed for all drugs and equipment before finalizing on suppliers and/or distributing the requirements as per need;
- 5) Ensuring drugs reaching warehouses are adequately tested by third party laboratories and proper checks are maintained before distributing them to the various facilities;
- 6) Laying down proper blacklisting norms for suppliers not meeting with the QC requirements and ensuring strict punishment for repeat defaulters.

#### **4. QUALIFICATION, SKILLS AND EXPERIENCE:**

##### **Qualification:**

###### **Essential**

Applicants must have B.Pharm /M. Pharma degree from a recognized university/ institution.

##### **Experience:**

###### **Essential**

Applicants must have minimum Five years of experience of which 3 years of experience Quality Control of medical supplies.

###### **Desirable**

Applicants with hands on experience in quality assurance function of a biopharmaceutical company.

##### **Skills and Attitude:**

- 1) In-depth knowledge of Quality control of medical supplies;
- 2) Ability to develop and institutionalize quality control processes;
- 3) People Management skills;
- 4) Knowledge of the India medical supplies (drugs and equipment) industry.

**5. Age:**Maximum age limit 45 years

**6. VACANCY DETAILS:** 1 Vacancy (UR)

#### **7. CONTRACT TYPE AND PERIOD:**

The position is on offer on a contractual basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by the UPMSC.

#### **8. COMPENSATION OFFERED:**

Consolidated monthly payment (Rs 56100 to Rs 80000) and eligible for 3% annual increment upto max limit. If any selected candidate has last drawn salary is more than entry level of above structure, in this case offer may be increased by giving 3% hike on the last drawn salary but subject to max.

**9. LOCATION:** Lucknow

**10. REFERENCE:**M-QC

## **JOB DESCRIPTION**

Personal Assistant-MD's & AMD's Office, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

1. **POSITION VACANT:** Personal Assistant-MD's & AMD's Office, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

### **2. ORGANIZATION BACKGROUND:**

Uttar Pradesh Medical Supplies Corporation (UPMSC) has been recently incorporated by the Government of Uttar Pradesh, to act as the centralized nodal agency for the procurement of drugs, equipment and other medical consumables and distribution thereof, as well as for the rendering of essential medical services in the entire state.

UPMSC's Vision is to ensure the availability of quality drugs and medical equipment, at lowest cost at all public health facilities. Besides procuring medicines and equipment, UPMSC shall also enter into private-public partnerships for enabling required changes to the health sector.

#### **Basic Objective of UPMSC:**

- (1) Ensuring coverage of all essential drugs under Rate Contract;
- (2) Facilitating supplier selection, contract negotiation and allocation of supplies;
- (3) Establishing and implementing centralized and standardized procurement systems for the purchase of drugs, consumables and medical equipment across Uttar Pradesh;
- (4) Ensuring quality control and availability of all drugs, consumables and medical equipment procured through UPMSC, at district drug warehouses;
- (5) Ensuring timely payments to suppliers for all drugs, consumables and medical equipment procured by UPMSC;
- (6) Maintaining records relating to indents/ requisitions, purchase orders, supply and consumption of drugs, consumables and medical equipment and providing support for the preparation of annual forecasts and budgets;
- (7) Reconciling indents vs. budgetary allocations and computing budget variance analysis for the procurement of drugs, consumables and medical equipment;
- (8) Procuring medical equipment and/or other materials, based on purchase requisitions received from other Departments/ Organizations of the Government of Uttar Pradesh.

*For more information about the organization, please visit [www.upmsc.in](http://www.upmsc.in)*

### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the MD/AMD, the Personal Assistant-MD's & AMD's Office shall be responsible for handling telephone call, handling visitors, maintaining engagements, preparing tour programmes and travel arrangements, tracing of files and important papers, handling parliamentary work, diarising files and papers and monitoring management system of important references.

#### **Key Roles and Responsibilities:**

- To keep record of incoming/outgoing dak, files/registers etc. to keep filing upto date to fix appointments, to arrange meetings and collect information desired by the Officer, to deal in a tactful manner with visitors and to attend telephone calls with courtesy;
- To maintain confidentiality and secrecy;
- To type and take dictation in shorthand and to transcribe it accurately;
- To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
- To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings;
- To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
- To destroy by burning the stenographic/notes of the confidential/secret nature after they have been typed;
- To keep track of the progress of cases/matters till these are finally disposed of;
- To keep reference books, rules ordinances, statutes, etc. upto date;

- To perform such other duties as may be assigned to him from time to time in relation to the functions to the Corporations
- To extend cooperation to his seniors.

#### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

##### Qualifications:

Essential:

Applicants must have a Graduate in any stream with Computer & Shorthand Certificate from the recognized university/institute. With Minimum speed of shorthand 80wpm in Hindi

Desirable: Minimum speed of shorthand 80wpm in English

##### Experience:

Essential:

Applicants must have minimum 3 years of experience in the field of Taking dictations and typing in Hindi & English, Handling parliamentary work, diarising files and papers.

Desirable:

##### Skills:

Computer Skill  
Interpersonal Skill  
Communication Skill

**5. AGE:** 45 years

**6. VACANCY DETAILS:** 1 (Deputation Basis)

#### **7. RESERVATION:**

State Reservation Policy will be applicable with respect to vacancies.

(Note: All applicants from other states, irrespective of their category, shall be categorized under unreserved category and will be categorized under unreserved category and will not get privileges of state reservation policy whatsoever.)

#### **8. CONTRACT TYPE AND PERIOD:**

The position is on offer on a Deputation basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by the **UPMSC**.

#### **9. PROBATION PERIOD**

From the date of joining the employee shall remain on probation for the period of two months and the performance shall be assessed by a committee constituted by the Managing Director, UPMSC. If the performance is found unsatisfactory, the services may be terminated after one month of receipt of notice in this respect.

#### **10. COMPENSATION OFFERED:**

On Deputation Basis

**11. LOCATION:** Lucknow

**12. REFERENCE:** PA-MD&AMD -UPMSC