



Bihar Medical Services and Infrastructure Corporation Limited

A Government of Bihar undertaking
Parivar Kalyan Bhawan, Sheikhpura,
Patna- 800014

APPLICATIONS INVITED

Government of Bihar has set up the Bihar Medical Services & Infrastructure Corporation Limited (BMSIC) under the aegis of the Department of Health and Family Welfare (DoHFW). BMSIC is incorporated under the Companies Act, 1956 and has been nominated as the state procurement agency for procurement of quality drugs, equipments, services and works.

Applications are invited from eligible candidates for the following positions:

SN	Position	Number of Positions	Category	Gross Monthly salary (Rs)
1	General Manager (Procurement –Drugs & Equipments)	1	General	80,000/-
2	General Manager (Procurement –Works)	1	General	80,000/-
3	General Manager (Finance & Administration)	1	General	80,000/-
4	General Manager (Inventory Management)	1	General	80,000/-
5	Dy General Manager (Procurement – Equipments)	1	General	70,000/-
6	Dy General Manager (Procurement – Drugs)	1	General	70,000/-
7	Dy. General Manager (Supply Chain)	1	General	70,000/-
8	Manager – HR & Administration	1	General	70,000/-
9	Finance Manager	1	General	70,000/-
10	System Administrator	1	General	70,000/-
11	Project Engineer	5	General – 3; EBC – 1; SC -1	60,000/-
12	Dy. Manager (Quality Control)	1	General	40,000/-
13	Personal Assistant to M.D	2	General- 1; EBC-1	12,500/-
14	Accounts Assistant	2	General- 1; EBC-1	12,500/-
15	Administrative Assistant	2	General- 1; EBC-1	12,500/-
16	Pharmacist cum Store keeper (District Position)	38	General – 19; EBC – 7; SC – 6; BC – 5; BC (F) - 1	20,000/-
17	Assistant Pharmacist (District Position)	38	General – 19; EBC – 7; SC – 6; BC – 5; BC (F)	17,000/-
18	Data Entry Operators (District Position)	38	General – 19; EBC – 7; SC – 6; BC – 5; BC (F)	12,500/-

For detailed information of all the positions please visit www.statehealthsocietybihar.org

General Condition:

1. Maximum age limit 40 years for all positions. Retired Government employees with requisite qualifications and experience may also apply. There will be no age limit for candidates coming in on deputation.
2. The recruitment will be on contractual basis for a period of 3 years which will be renewed every year based on performance.
3. The Corporation reserves the right to cancel any or all the positions mentioned above without assigning reasons.
4. Application form for all the above mentioned positions can be downloaded from the website: www.statehealthsocietybihar.org
5. Applications should be sent through email only at hr.shsbihar@gmail.com by 6 PM on **February 28, 2011**
6. Application received in other than the prescribed format or incomplete in any respect will summarily be rejected.

For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545/2285674

Managing Director
Bihar Medical Services and Infrastructure Corporation Limited

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 abovementioned objectives in professional manner GoB has set up the Bihar Medical Services & Infrastructure Corporation (BMSIC) under the aegis of the Department of Health and Family Welfare (DoHFW). BMSIC is incorporated as a non-profit organization under the Companies Act, 1956 and is responsible for the procurement of quality drugs, equipments, services and works for the DoHFW.

The overall objective of the Corporation is to:

- Procure and ensure provision of quality drugs, equipment, services and works in right quantities in a timely manner and the most optimal rates.
- Ensure provision of value for money services in an transparent and equitable manner to the people of Bihar
- Improve the performance of the health care system through systematic improvements in the quality, effectiveness and coverage of health services through proper infrastructure.

Applications are invited from eligible candidates for the following positions:

1. Position: **General Manager (Finance & Administration)**

Post Level: Divisional Head (Senior Level Management Post)

Reporting: To Managing Director (CEO)

Location: Patna (Bihar)

Number of Position – 1

Category – General

General Manager (Finance & Administration) will be responsible for the functioning of their respective divisions. General Manager (Finance and Administration) will be the head of Finance and Administration Division, will report to the MD and work under her / his supervision.

DUTIES AND RESPONSIBILITIES

General Manager (Finance & Administration) is responsible for overall Financial, Accounting and Administrative functions in the Corporation. S/He will be responsible for implementing financial policies of the organization and will supervise the financial and accounts management systems so as to achieve effective and efficient mobilization, deployment and utilization of financial resources towards fulfilment of the short-term and long-term goals and objectives of the organization. Her/his primary responsibility will be to exercise control over the financial, administrative and accounting matters of the organization and to conduct the affairs of the company ensuring optimum utilization of resources. S/He will be looking after various sections and sub- sections of the Finance and Administration Division i.e. Cash, Costing Audit, Establishment, Budgeting, Inventory Control, Attending to Govt. Auditors and finalization of accounts, etc.

REQUIRED SKILLS AND EXPERIENCE

S/He should be CA / ICWA / MBA (Finance) with minimum 5 years experience at senior level in Accounts, Finance, Costing, Budgeting and Corporate planning functions in an organization of repute. Candidate will be responsible for a whole gamut of financial Management functions including Costing, Budgeting, Audit, Establishment, Cash, Inventory control, finalization of accounts, etc. as the General Manager (Finance & Administration)

Strong managerial, analytical and leadership skills are the most important traits required of the person selected for this position. S/He must also have effective decision making abilities, should be a competent problem solver and possess excellent communication skills. Outstanding organizational skills and a proven ability in the area of administration, human resources, financial and logistics are necessary criteria for selection.

Government officials from Bihar Administrative/ Finance Service not below the rank of Joint Secretary may also apply through proper channel. Advance copy may be submitted directly.

2. Position : **General Manager (Procurement – Drugs & Equipment)**

Post Level: Divisional Head (Senior Level Management Post)

Reporting: To Managing Director (CEO)

Location: Patna (Bihar)

Number of Position – 1

Category – General

General Manager (Procurement –Drugs & Equipment) will be the head of Procurement Division (Drugs & Equipment) and will report to the MD and work under his/her supervision.

The incumbent will be responsible for procurement of drugs, equipments and other hospital supplies in 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 assure that all products and services purchased by the organization meet all internal and external requirements and achieve superior quality and reliability levels.
- ✚ Develop operational guideline, 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 SKILLS AND EXPERIENCE

S/he should be a MBA preferably having specializations in procurement and supply chain management. S/he should have at least 5 years of experience in the area of procurement preferably of drugs, equipments and other hospital supplies. In addition s/he should possess:

- ✚ Extensive knowledge of purchasing methods and systems
- ✚ In-depth understanding of procurement of drugs and medical equipment
- ✚ Superior 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 the ability to work under pressure of tight deadlines
- ✚ Good MS Computing skills in Word, Excel, Power Point.

Retired Government officials not below the rank of Joint Secretary with experience of having worked with Department of Health under any State or Central Government during their service period may also apply.

3. **Position: General Manager (Inventory Management)**

Post Level: Divisional Head (Senior Level Management Post)

Reporting: To Managing Director

Location: Patna (Bihar)

Number of Position – 1

Category – General

General Manager (Inventory Management) will be the head of Procurement (Inventory Management) Division and will report to the MD and work under his/her supervision.

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. Specifically, the incumbent's responsibilities will include, but not be restricted to:

- ✚ Develop and manage 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 rap transportation.

REQUIRED SKILLS AND EXPERIENCE

S/he should be a Graduate in Engineering or MBA with a degree/diploma in Material Management and have at least 5 years of experience in the area of inventory control, supply and logistics of hospital supplies. S/He should have good knowledge of

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

In addition, 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.

4. **Position : General Manager (Procurement - Works)**

Post Level : Divisional Head (Senior Level Management Post)

Reporting : To Managing Director (CEO)

Location: Patna (Bihar)

Number of Position – 1

Category – General

General Manager (Procurement – Works) will be the head of Works Procurement Division, will report to the MD and work under her / his supervision.

DUTIES AND RESPONSIBILITIES

The incumbent will be responsible for procurement of works related to strengthening the present Public Health Infrastructure in Bihar and building new infrastructure as per the plans and programmes of the Government of Bihar. Her / his key responsibilities will include, but not be restricted to:

- ✚ Develop and maintain the necessary works procurement system to assure that all construction requirement of the health department are taken up timely ensuring quality and economy
- ✚ Develop operational guideline, planning systems and procedures
- ✚ Supervise development and implementation of program plans and activities in close coordination with counterparts from other Corporations of the Government of Bihar and / or other organizations / individuals
- ✚ Develop and implement continuous improvement programs to drive cost savings
- ✚ Negotiate and administer works contracts including payment terms and continuous improvement goals
- ✚ Develop and manage contractor relationships.
- ✚ Forecast works requirements and take timely action
- ✚ Assist in defining terms of reference, selection, and supervision of contracted third parties in carrying out project/program's activities, including performance evaluation
- ✚ Monitor project progress, review reports and documents concerning the progress of collaborative programs, determine bottlenecks and recommend alternative courses of management action.
- ✚ Supervise development and implementation of project/program plans and activities in close coordination with counterparts from other Corporations of the Government of Bihar and / or other organizations / individuals

- ✚ Conceptualize, prepare and implement workshops, seminars, and other events on subjects that are related to the program's/project's field of activities
- ✚ Develop ,organize and ensure quality assurance requirements and propose necessary changes, improvements, and initiatives

REQUIRED SKILLS AND EXPERIENCE

S/he should be a Graduate in Civil Engineering from a reputed institution in India or abroad. Additional post graduate qualifications in construction and / or business management would be preferred. S/he must also have at least 5 years of experience in the area of managing procurement of works for the construction preferably of public health infrastructure in India or abroad. S/He should have good knowledge of:

- ✚ Price Negotiation & Finalization of contracts.
- ✚ Best practices in effective vendor management
- ✚ Materials Management & Supply Chain Management.
- ✚ Should have in-depth understanding of construction work in health sector and familiar with all technical aspects of civil work contracts.
- ✚ Good knowledge of state procedures for procurement of works and extensive knowledge of tendering & contracting.
- ✚ Should be able to demonstrate a sense of urgency, business acumen and the relevance of time & cost

He should have further knowledge of:

- Microsoft programmes such as MS-Office, Power Point and other engineering related programmes used normally in the construction field.
- Good working knowledge of modern telecommunication systems
- Language skills in English.

Government officials from works department and not below the rank of Superintendent Engineer may apply through proper channel. Advance copy may be submitted directly. Retired Government officials from PWD not below the rank of Superintending Engineer may also apply.

5. **Position : Deputy General Manager (Supply Chain)**

Post Level: Unit Head (Middle Level Management Post)

Reporting : To General Manager (Inventory Control)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Dy. General Manager (Supply chain) will be the head of the Stores, Inventory and Logistics Unit and will report to the GM (Inventory management) and work under the latter's supervision.

DUTIES AND RESPONSIBILITIES

The incumbent will be responsible for handling all stores, inventory and logistics related issues like storage, inventory control, quality assurance, transportation, distribution etc. for drugs, equipments and other hospital supplies procured by the corporation. Specifically, her / his responsibilities will include, but not be restricted to:

- ✚ Develop procedures, policies and standards and manage the logistics system for warehousing, transportation and Inventory Control of procured goods;
- ✚ Develop and maintain online inventory control systems;
- ✚ Develop effective and environmentally safe disposal mechanisms for out of date drugs, equipment and other supplies
- ✚ Periodically assess the conditions and capacities of the current storage facilities in the state and develop and implement plans for improvement;
- ✚ Prepare bidding documents, implementation plans and budgets for outsourcing of warehousing, transportation, distribution of health products ;
- ✚ Identify training needs in supply chain management for staff;

REQUIRED SKILLS AND EXPERIENCE

S/he should be an M.B.A from a reputed institution preferably in the area of supply and logistics management and have at least 5 years of experience in the area of storage, logistics and inventory control of supplies preferably in health sector. In addition, the incumbent should possess skill on:

- ✚ Price Negotiation & Finalization.

- ✚ Vendor Management Practices.
- ✚ Materials Management & Supply Chain Management.
- ✚ Material Acquisition Processes.
- ✚ IT enabled Stores and Inventory Management applications
- ✚ Good Communication & Interpersonal Skills.
- ✚ Strong managerial and leadership skills
- ✚ Proficiency in use of MS Office packages

Retired Govt. Officials not below the rank of Joint Secretary may also apply.

6. **Position : Deputy General Manager (Procurement - Drugs)**

Post Level: Unit Head (Middle Level Management Post)

Reporting : To General Manager (Procurement – Drugs)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Dy. General Manager (Procurement - Drugs) will be the head of the Drugs Procurement Unit, will report to the GM (Procurement – Drugs and Equipment) and work under the latter's supervision.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Deputy General Manager (Procurement – 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 SKILLS AND EXPERIENCE

S/he should preferably possess graduate degree in Pharmacy Sciences and have at least 5 years of experience in procurement of drugs for large hospitals in the private / public sector or should have worked in the sales division of reputed pharmaceutical companies in India or abroad.

In addition s/he should possess:

- ✚ 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

Retired Government officials not below the rank of Joint secretary with experience of having worked with department of Health under any State or Central Government during their service period may also apply.

7. **Position: Deputy General Manager (Procurement - Equipment)**

Post Level: Unit Head (Middle Level Management Post)

Reporting: To General Manager (Procurement – Drugs)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Dy. General Manager (Procurement - Equipment) will be the head of the Equipments Procurement Unit, will report to the GM (Procurement – Drugs and Equipment) and work under the latter's supervision.

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
- ✚ 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 SKILLS AND EXPERIENCE

S/he should preferably possess graduate degree in Electronics / Mechanical / Bio Medical Engineering and have at least 5 years of experience in procurement of hospital equipments.

In addition s/he should possess:

- ✚ 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

Retired Government officials not below the rank of Joint secretary with experience of having worked with department of Health under any State or Central Government during their service period may also apply.

8. Position : Manager (HRD & Administration)

Post Level: Unit Head (middle level management post)

Reporting to : General Manager (Finance & Administration)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Manager (HRD & Administration) shall manage activities related to administration and human resources under the direction of the General Manager (Finance & Administration). This responsibility will include but not be limited to:

- ✚ Supervision and co-ordination of all administrative and personnel related matters as per Rules and Regulations of the Government of Bihar or those laid down by the Board of Directors of the Corporation;
- ✚ Co-ordinate the recruitment, promotions, transfers and performance assessment of all the employees of the corporation in consultation with the GM (Finance & Administration) and / or the Managing Director of the corporation
- ✚ Be the focal point for issues relating to human resources management including recruitment, promotions, annual leaves, etc;
- ✚ Manage and oversee activities related to logistical support;
- ✚ Undertake other duties as requested by the higher authorities;
- ✚ Conduct performance reviews and make personnel decisions such as compensation and promotions of staff in accordance with firm policy.
- ✚ Manage administrative staff scheduling including standard work schedules,

REQUIRED SKILLS AND EXPERIENCE

S/he should be a Graduate with M.B.A having requisite experience (at least 5 years) in the area of administration and have expertise in the fields of human resources management / personnel management and / or industrial relations. In addition, the required qualifications are:

- ✚ Advanced university degree in business administration, personnel management or relevant field.
- ✚ Excellent organizational skills, including proven ability in administration, human resources, industrial / labour relations
- ✚ Strong grasp of industrial and labour laws as applicable to the functioning of the corporation
- ✚ Willingness to undertake additional responsibilities and initiative as requested by the reporting head and / or the Managing Director of the corporation;

- ✚ Strong IT skills, especially on functional applications such as MS Office, Power Point, payroll management, IT based performance assessment, etc.

Bihar Administrative Service Officials (Sr. Dy. Secretary Level) can also apply for the position through proper channel.

9. Position : Manager (Finance)

Post Level : Unit Head (Middle Level Management Post)

Reporting : To General Manager (Finance & Administration)

Location: Patna (Bihar)

Number of Position – 1

Category – General

The post of Finance Manager is a middle management position and will be head the Finance Unit. He will be responsible for the functioning of Finance Unit and will be accountable to his Division Head- General Manager (Finance & Administration.).

DUTIES AND RESPONSIBILITIES

The incumbent will (either independently, or under direct supervision of the General Manager of the Unit) manage various functions of the Finance Department i.e. Cash, Costing Audit, Establishment, Budgeting, Inventory Control, Attending to Govt. Auditors and finalization of accounts etc.

REQUIRED SKILLS AND EXPERIENCE

S/He should be CA / ICWA / MBA (Finance) with minimum 5 years experience in Accounts, Finance, Costing, Budgeting and Corporate planning functions, out of which 3 years should be in middle Managerial capacity in an organization of repute.

S/he should have thorough knowledge of the principles and procedures of financial management, accounting and auditing. Additional background in health procurement will be of advantage. Prior experience of working with / in the Govt. will be advantageous. Strong managerial, interpersonal and leadership skills are the most important traits required. Candidates must also have effective decision making and excellent communication skill, should be a creative problem solver and be able to work calmly under pressure. In addition s/he should have proficiency in use of MS office package and accounting software (Tally, etc.).

Existing government officials from Bihar Finance Service not below the rank of Deputy Secretary may apply through proper channel. Advance copy may be submitted directly. Retired Government officials not below the rank of Senior Accounts Officer may also apply.

10. **Position : Deputy Manager (Quality Control)**

Post Level : Middle Level Management Post

Reporting : To Dy. General Manager (Supply Chain)

Location: Patna (Bihar)

Number of Position – 1

Category – General

Dy. Manager-Quality Control will be responsible for ensuring quality of drugs and other hospital supplies and will report to Dy. General Manager (Supply Chain).

DUTIES AND RESPONSIBILITIES

The incumbent will be responsible for handling all quality related issues for drugs, equipments and other hospital supplies procured by the corporation. Specifically, her / his responsibilities will include, but not be restricted to:

- ✚ Develop procedures, policies and standards and manage the quality system for procured goods;
- ✚ Develop and maintain online quality control systems;
- ✚ Develop effective and environmentally safe disposal mechanisms for rejected drugs on quality point, out of date drugs, equipment and other supplies
- ✚ Periodically assess the conditions and capacities of the current storage facilities in the state and develop and implement plans for improvement for safe storage to maintain quality;
- ✚ Identify training needs on Quality Assurance for staff;

REQUIRED SKILLS AND EXPERIENCE

S/he should be a graduate in Pharmacy from a reputed institution having at least 5 years of experience in the area of Quality Assurance preferably of drugs and hospital supplies. In addition, the incumbent should possess skill on:

- ✚ Price Negotiation & Finalization.
- ✚ Vendor Management Practices.
- ✚ Materials Management & Supply Chain Management.
- ✚ Material Acquisition Processes.
- ✚ IT enabled Stores and Inventory Management applications
- ✚ Proficiency in use of MS Office, Power Point;

- ✚ Good Communication & Interpersonal Skills.
- ✚ Strong managerial and leadership skills

Retired Government officials not below the rank of Deputy Secretary with experience of having worked with Department of Health under any state or Central Government during their service period may also apply.

11. **Position : System Administrator (Online Inventory Management)**

Post Level : Unit Head (Middle Level Management Post)

Reporting : To Managing Director

Location: Patna (Bihar)

Number of Position – 1

Category – General

System Administrator (Online Inventory management) will be the head of Online Inventory management unit, will report to the General Manager (Inventory Management) and will work under the latter's supervision.

DUTIES AND RESPONSIBILITIES

The incumbent will handle all information technology (IT) enabled logistics and inventory management functions of the corporation. Her / his responsibilities include, but are not restricted to:

- ✚ Supervision of the installation, maintenance and operations of a network of computer systems
- ✚ Install, configure and maintain servers, network architecture, routers, etc. and respond to service interruptions etc.
- ✚ Ensuring minimum "system downtime"
- ✚ Capacity building of district level corporation staff vis-à-vis computerized inventory management
- ✚ Systems-related project management
- ✚ Supervision of IT staff of the corporation at Patna and at the district levels
- ✚ Overseeing all system administration aspects/ networking
- ✚ Software and hardware troubleshooting.

REQUIRED SKILLS AND EXPERIENCE

S/he should hold a Bachelor's (4-year) degree, with specialization in areas such as Computer Engineering or Information Technology or have a Master's Degree in Computer Applications (MCA). In addition, the candidate should have also acquired specialized qualifications (certificates or diplomas) in areas such as Systems Administration, and / or network architecture management. A minimum of 6 years of experience as a systems administrator in a reputed private sector company or a government organization is a prerequisite.

12. Position : Project Engineer

Post Level : Unit Head (Middle Level Management Post)

Reporting : General Manager (Procurement - Works)

Location: Patna (Bihar)

Number of Position – 5

Category – As per roaster

Project engineers will be responsible for planning, execution and monitoring of all infrastructure related projects of the Corporation and will report to General Manager (Procurement-Works).

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Executive Engineer (Projects) include, but are not restricted to:

- ✚ Preparation of draft scheme and preliminary estimates
- ✚ Detailed design and planning
- ✚ Preparation of detailed estimates
- ✚ Preparation of Tender documents and notice inviting tenders
- ✚ Evaluation of tender
- ✚ 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 register for audit objections raised and settled
- ✚ Maintain records of all works under his jurisdiction

REQUIRED SKILLS AND EXPERIENCE

The Executive Engineer will need to be a professionally qualified graduate civil engineer with not less than 5 years experience in (i) designing (ii) project management and (iii) contract management in major projects in the field of building construction .Strong managerial skills are a pre-requisite. S/he must also have effective decision making abilities and excellent communication skills. In addition, the incumbent is also expected to have good knowledge of:

- ✚ 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

Government officials from works department and not below the rank of Executive Engineer may apply through proper channel. Advance copy may be submitted directly.

13. Position : Personal Assistant to M.D

Post Level : Non Officer

Reporting : To HRD and Administration Manager

Location: Patna (Bihar)

Number of Position – 2

Category – As per roaster

Personal Assistant to M.D will be posted in the corporate office of the Corporation. His main responsibility will be to assist the Managing Director in all office related work so that he can work smoothly. He will report to the HRD and Administration Manager.

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 when appropriate;
- ✚ 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 to follow up till successful completion. Self-correspondence, making presentations, coordinating with various departments / offices.

REQUIRED SKILLS AND EXPERIENCE

Graduate with minimum of 2 years administrative capacity experience as secretary, executive secretary, management assistant, personal assistant (PA) with good knowledge of Shorthand (Hindi & English) and computer skill. In addition s/he should possess:

- ✚ Pleasing personality with a high level of professionalism and confidentiality is critical to this role.
- ✚ Having Good Analytical Skills, presentations skills, ability to make business plans. Work under pressure.
- ✚ Should be tactful /diplomatic.
- ✚ 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
- ✚ Excellent interpersonal and communicating skills
- ✚ Excellent English language skills.
- ✚ Good organizational and administrative skills
- ✚ Good MS computing skills: Word, Excel, PowerPoint and Outlook

14. **Position : Administrative Assistant**

Post Level : Non Officer

Reporting : To HRD and Administration Manager

Location: Patna (Bihar)

Number of Position – 2

Category – As per roaster

Administrative Assistant will be posted in the corporate office of the Corporation. His main responsibility will be to do all type of administrative / establishment related job of the Corporation and will report to HRD and Administration Manager.

DUTIES AND RESPONSIBILITIES

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

- ✚ Establish documentation and correspondence system
- ✚ Maintaining all records and documents,
- ✚ devising and maintaining office systems, including data management, filing, etc.;
- ✚ Other related works

REQUIRED SKILLS AND EXPERIENCE

S/he should be a graduate with minimum 2 years of experience as Administrative or office Assistant

In addition s/he should possess/have:

- ✚ 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 interpersonal and communicating skills
- ✚ Good organizational and administrative skills
- ✚ Good MS computing skills: Word, Excel, PowerPoint

15. **Position : Accounts Assistant**

Post Level : Non Officer

Reporting : To Finance Manager

Location : Patna (Bihar)

Number of Position – 2

Category – As per roaster

Accounts Assistant 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. He will report to Finance Manager.

DUTIES AND RESPONSIBILITIES

- ✚ To assist the Finance manager 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 Finance manager.
- ✚ Maintaining the Cash Book of the Corporation regularly and submitting before the higher authority for checking.
- ✚ preparing Bank reconciliation statement 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.
- ✚ preparing and maintaining the Fixed Assets Register of the Project Assets;
- ✚ conducting Physical Cash Verification and Physical Fixed Asset Verification ;
- ✚ deducting and 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.
- ✚ Perform any other relevant work as directed by Finance Manager.

REQUIRED SKILLS AND EXPERIENCE

The incumbent should be a qualified Inter CA/ inter ICWA/ B Com. and should have at least 2 years experience of accounting preferably in a commercial organization. In addition s/he should have proficiency in use of MS office package and accounting software (Tally, etc

16. Position : Pharmacist cum Store keeper

Post Level : Non Officer

Reporting : To Medical Officer In charge

Location: Any district on Bihar

Number of Position – 38

Category – As per roaster

Pharmacist cum Store keeper will be posted in any of the District Drug Warehouse in Bihar State. They will have full responsibility for management of the warehouse and for receipt, storage, inventory control, recording, issuing, verifying, and disposal of the stock. They will report to Dy General Manager (Stores, Inventory and Logistics).

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Pharmacist cum Store keeper 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 SKILLS AND EXPERIENCE

S/he should preferably possess degree/ diploma in Pharmacy Sciences and have at least 3 years of experience as store keeper preferably in a drug store.

In addition s/he should possess:

- ✚ 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.

17. **Position : Assistant Pharmacist**

Post Level : Non Officer

Reporting : To Stores In-charge

Location: Any district on Bihar

Number of Position – 38

Category – As per roaster

Assistant Pharmacist will be posted in any of the District Drug Warehouse in Bihar State. They will have responsibility for management of the warehouse and for receipt, storage, inventory control, recording, issuing, verifying, and disposal of the stock. They will report to the In-charge of the store.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Pharmacist cum Store keeper 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 SKILLS AND EXPERIENCE

S/he should possess diploma in Pharmacy Sciences and have at least 2 years of experience as store keeper preferably in a drug store.

In addition s/he should possess:

- ✚ 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

18. Position: Data Entry Operator

Post Level: Non Officer

Reporting: To Store In charge

Location: Any district on Bihar

Number of Position – 38

Category – As per roaster

Data entry operators will be posted in any of the District Drug Warehouse in Bihar State. His main responsibility will be to do all type data entry and inventory management.

DUTIES AND RESPONSIBILITIES

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

- ✚ Responsible for editing, processing (data entry) 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 related works

REQUIRED SKILLS AND EXPERIENCE

S/he should be a graduate with knowledge of MS office. Minimum 2 years of related work experience is essentially required.

In addition s/he should possess/have:

- ✚ 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

General Conditions:

7. Maximum age limit 40 years for all positions. Retired Government employees up to 65 years of age with requisite qualifications and experience may also apply. There will be no age limit for candidates coming in on deputation.
8. The recruitment will be on contractual basis for a period of 3 years which will be renewed every year based on performance.
9. The Corporation reserves the right to cancel any or all the positions mentioned above without assigning reasons.
10. Application form for all the above mentioned positions can be downloaded from the website: www.statehealthsocietybihar.org

11. Applications should be sent through email only at hr.shsbihar@gmail.com by February 28, 2011.
12. Only short listed candidates will be called for interview. Original educational certificates and other testimonials must be carried at the time of interview.
13. No TA/DA will be given for attending the interview for any position.
14. Application received in other than the prescribed format or incomplete in any respect will summarily be rejected.

For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545/2285674

<i>Application for the post of</i>	
Name	
Present Address	
Permanent Address	
Contact Number	
E-mail	
Father's/ Husband's Name	
Date of Birth	
Marital Status	
Category (Mention whichever applicable- General, BC,EBC,SC, BC-Female)	
Nationality	
<i>Academic background (Starting from highest)</i>	

SN	Qualification	School/Institute/University	Year of passing	Percentage of Marks/grades obtained (if any)
1				
2				
3				
4				
<i>Trainings and workshops attended</i>				
SN	Topic	Institution/Organization	Year	Objective of the training/workshop
1				
2				
3				
4				
<i>Work Experience (starting from the latest)</i>				
Experience 1	From			
	To			
	Name of the Organization with its brief profile			
	Designation held			
	Brief profile of the responsibilities held			
Experience 2	From			
	To			
	Name of the Organization with its brief profile			
	Designation held			

	Brief profile of the responsibilities held	
Experience 3	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
<i>Any other information that the candidate would like to give in support of his/her candidature</i>		

Signature

Note: The candidate may use additional paper if required.
