



Bihar Medical Services and Infrastructure Corporation Limited

Parivar Kalyan Bhawan, Sheikhpura,

Patna- 800014

Invites application for following positions

GoB has set up the Bihar Medical Services & Infrastructure Corporation Ltd.(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.

To operationalize the functioning of the above corporation application from eligible candidates are invited for the following key and support positions:

Sl. No.	Post	Number of Positions	Category	Gross monthly Salary
1.	General Manager (Procurement – Works)	1	General	80,000/-
2.	General Manager (Inventory Management)	1	General	80,000/-
3.	Project Engineer	3	General – 2, EBC-1	60,000/-

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

General Condition:

1. Those who have applied earlier for the above positions need not to apply since the positions are being re advertized.
2. 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.

3. The recruitment will be on contractual basis for a period of 3 years which will be renewed every year based on performance.
4. The Corporation reserves the right to cancel any or all the positions mentioned above without assigning reasons.
5. Application form for all the above mentioned positions can be downloaded from the website: **www.statehealthsocietybihar.org**.
6. Applications should be sent through **email only at hr.shsbihar@gmail.com by 10th June, 2011.**
7. Only short listed candidates will be called for interview. Original educational certificates and other testimonials must be carried at the time of interview.
8. No TA/DA will be given for attending the interview for any position.
9. Application received in other than the prescribed format or incomplete in any respect will summarily be rejected.
10. Name of the position applied for must be mentioned in the subject line of the mail.

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 Ltd.



Bihar Medical Services and Infrastructure Corporation Limited

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

APPLICATIONS INVITED

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 (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.

2. **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.

3. **Position : Project Engineer**

Post Level: Unit Head (Middle Level Management Post)

Reporting: General Manager (Procurement - Works)

Location: Patna (Bihar)

Number of Position – 3

Category – General -2, EBC -1

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.

General Conditions:

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