

Bihar Medical Services and Infrastructure Corporation Limited

(A Government of Bihar undertaking)

5th Floor, Biscomaun Bhawan, Gandhi Maidan, Patna-800001, Bihar

Invites applications for the 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 Limited Company under the Companies Act, 1956 and is responsible for the procurement of quality drugs, equipments, services and works for the DoHFW.

Applications from eligible candidates are invited for the following key positions:

| Sl. No. | Post | Number of Positions | Category | Gross monthly Salary |
|----------------|---------------------------|----------------------------|-----------------|-----------------------------|
| 1. | Manager - Finance | 1 | General | 70,000/- |
| 2. | DGM – Procurement (Drugs) | 1 | General | 70,000/- |

For detailed information on the above positions please visit www.statehealthsocietybihar.org

- 1. Those who have applied earlier for the above positions need not apply again since the positions are being re-advertized.**
2. Maximum age limit is 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-bmsicl-bih@nic.in by December 31, 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 must be mentioned in the subject line of the mail.

Managing Director

Bihar Medical Services and infrastructure Corporation Ltd.

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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 a 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 Limited Company 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, equipments, services and works in right quantities in a timely manner and the most optimal rates.
- Ensure provision of value for money services in a 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 : Deputy General Manager (Procurement - Drugs)

Reporting: To General Manager (Procurement – Drugs & Equipments)

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 Pharmaceuticals
- 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.

2. Position : Manager - Finance

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 of the Finance Unit. He will be responsible for the functioning of the 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.

General Conditions:

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