



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

**Recruitment for 02 Positions on Deputation/ Contractual basis**  
**Vacancy (NOTIFICATION)**

**Advertisement No:- UPMSCL/HR/2024-25/369**

**Dated: 01/07/2024**

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 others 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 Consultant (GEN-01) and Pharmacist (GEN-02) in Drug Procurement, position on Deputation/Contractual basis.**

Details of vacant position, 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)	Post Qualification Experience
1	Consultant (Drug Procurement)	GEN-01	1	Deputation/ Contractual	Applicants must have M.Pharma /M.B.B.S. with post graduate degree or diploma in Medicine from a recognized university/ institution.	MBA./P.G. D.M. as additional qualification shall be preferred.	50 ( Retired government/P.S.U. official with up to age of 62 years may also apply)	*(118500-2,00,000) Pay Matrix 13 (Inc case of Deputation)	Applicants must have- I)-Minimum 12 years of post qualification experience of which at least 5 years in procurement of drug for public or Government agencies. II) - Minimum 3 years of supervisory experience.
2	Pharmacist (Drug Procurement)	GEN-02	02	Deputation/ Contractual	Applicants must have B.Pharma degree from a recognized university/ institution.	Applicants with M.Pharma will be preferred.	45	*(47,600-50,000) Pay Matrix -8 (in case of Deputation)	Applicant must have 1 year overall work experience, of which at least six months must be in drug procurement/drug logistics or drug supply chain.

\*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 **July 03, 2024**,  
The Last Date of Submission of Application is **August 02, 2024, at 05.00 PM**

**How to Apply**

1. Interested Candidates must send their application form in the prescribed format along with a self-attested relevant document by speed post or registered AD from the 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.
  1. Please Note: the attached CV with the application form shall be interpreted only as additional information, and the 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.
2. Applications not received in the prescribed format will be rejected. The application format may be downloaded from the **website: upmsc.in**.
3. Regular government employees are encouraged to apply on deputation
4. 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.
5. 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.
6. The name of the candidate, his / her father / husband name, caste, etc. should be spelled correctly in the application form as it appears in the certificates and mark sheets.
7. Candidates should send a duly filled-out Application Form with a recent passport-size photograph affixed thereon, along with self-attested copies of certificates in support of qualifications, experience, age, etc.
8. Any request for a change of address and enclosing supporting documents later on will not be entertained.
9. Candidates are requested to retain one copy of the duly filled application form and other testimonials with them.
10. Incomplete applications and those not supported by self-attested copies of certificates are liable to be summarily rejected.
11. Applications received after the due date will not be entertained. The Company is not responsible for any postal delays.
12. Regular government employees are encouraged to apply on deputation. In the case of the selection of the candidate on deputation, an NOC would be required from the parent department at the time of the interview.
13. Vacancies shall be subject to the State Reservation Policy of Uttar Pradesh.
14. 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. A candidate having domicile of other state will be treated under the unreserved category.
15. 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.
16. 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 of the recruitment process.
17. 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/certificates/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of P. Medical Supplies Corporation Ltd. in any matter relating to recruitment at any stage of the recruitment process will be final and binding upon the candidates.
18. Please note that July 1, 2024, shall be taken as a reference date for computing age, qualification, experience, etc.
19. A personal interview process shall be carried out for the selection of the above position.
20. A maximum of 10 candidates shall be shortlisted for the final interview; in-case the number of eligible candidates is more than 10, a preliminary evaluation process will be used to shortlist the best 10 candidates for the final interview.

**Preliminary Evaluation Process for the merit list**

1. The highest percentage of marks obtained in Essential Qualification (5 Marks)
2. Having a desirable qualification (5 Marks)
3. Working Experience (10 Marks)
4. UPMSCL will not provide any transportation or transportation cost to the eligible candidates to attend a personal interview.
5. A candidate applying on deputation shall be given preference in the selection of the above positions based on the personal interview only.
21. UPMSCL will not provide any transportation or transportation cost to the eligible candidates for to attend personal interview
22. 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.

## **JOB DESCRIPTION**

### **Consultant - Drugs Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow**

**1. POSITION VACANT: Consultant - Drugs Procurement, 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 \_\_\_\_\_*

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

Reporting to the **Managing Director, UPMSCL**, the **Consultant – Drugs Procurement** shall be responsible to provide support in procurement of Drugs for the health facilities 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 of Drugs Procurement.
- 3) Demonstrate deep expertise and an ability to generate insights towards Procurement Processes and new initiatives.
- 4) Build and maintain a strong internal and external network.
- 5) Finalizing draft bid documents with the help of General Manager – Drugs Procurement for inviting bids for procurement of drugs and seek approval from Managing Director, UPMSCL.
- 6) Ensuring that open competitive bidding process is followed to identify the most suitable suppliers based on evaluation of bids against technical specification/performance requirement, quality standers, historical performance, production/supply capacity and fulfillment of regulatory of requirements.
- 7) Conducting & Supervising Pre- bid meeting with the help of General Manager, Drugs Procurement and finalizing draft response to queries sought by prospective bidders and seeking approval from competent authority.
- 8) Seeking approval of Minutes of technical and financial bid opening.
- 9) Financial Bid evaluation report and recommendation for award of contract, quoted by the technically qualified bidders and seeking approval of Bid Evaluation Committee appointed by Managing Director, UPMSCL.
- 10) Undertaking need based price negotiations with suppliers to finalize a competitive price for the drugs procurement.
- 11) Grievance redressal with the help of General Managers related to procurement process only.
- 12) Performing any other work assigned by the Managing Director, UPMSCL.

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

**Qualification:**

**Essential**

Applicant must have M.Pharm. Degree / M.B.B.S with Post Graduate degree or diploma in Medicine from a recognized institution/ University of India.

**Desirable**

- (i) M.B.A/P.G.D.M. as additional qualification shall be preferred.
- (ii) Applicants with deep understanding of procurement and logistics cycle for drugs shall be preferred.

**Experience:**

**Essential**

Applicant must have

- (i) Minimum 12 years' qualification experience of which at least 05 years in procurement of drugs for public or Government agencies.
- (ii) Minimum 03 years of supervisory experience.

**Skills and Attitude:**

- 1) Good knowledge of public procurement rules and practices; In depth knowledge of drugs procurement processes including regulatory requirements
- 2) Ability to develop and institutionalize procurement processes and controls;
- 3) People Management skills.

**5. Age:** Maximum age limit 50 years (Retired Government/P.S.U official with up to age of 62 years may also apply).

**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, (but not beyond the age of 65 years), based on performance and subject to further approval by **UPMSCL**.

**8. COMPENSATION OFFERED:**

Consolidated monthly payment (**118500- 2, 00,000**) + 3% annual increment. If last drawn salary of any candidate is higher than entry level of offer of UPMSCL, on selection of that candidate offered salary may be increased upto next level but subject to maximum limit of pay structure

**9. LOCATION:** Lucknow

## **JOB DESCRIPTION**

### **Pharmacist- Drugs Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow**

**1. POSITION VACANT:** Pharmacist- Drugs Procurement, 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 Manager (**Drugs Procurement**), The **Pharmacist- Drugs Procurement** shall be responsible for all work related to tenders for drug and consumables.

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

- 1) Preparation of tender for procurement of drug and consumables, evaluation as per tender conditions and finalization of rate contracts under direct supervision of General Manager (**Drugs Procurement**)
- 2) Initiating files related to correspondences with user department/Govt./Vendors/Other /State organization/corporation in matter related to drug procurement.
- 3) Maintaining information related to RCs of other corporation/Govt organization, Drug ceiling process notified by National Pharmacist Authority, GOI.
- 4) Coordinating with DVDMS team to upload rate contracts.budget, Purchase orders and other documents related to drug procurement.
- 5) Maintenance of files related to drug and consumables procurement.
- 6) Any other responsibility assigned by the Managing Director/ General Manager (**Drugs Procurement**)
- 7) Any other work assigned by The Managing/Director/General Manager (**Drugs Procurement**)

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

##### **Qualification:**

##### **Essential**

Applicant must have full time B.Pharma Degree from UGC recognized Indian University/Institute

##### **Desirable**

Applicants with M.Pharma degree will be preferred.

**Experience:**

**Essential**

Applicant must have 1 year overall work experience, of which at least six months must be in drug procurement/drug logistics or drug supply chain.

**Skills and Attitude:**

- 1) In-depth knowledge of drug procurement;
- 2) Knowledge to work on Computer systems

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

**6. VACANCY DETAILS:** 5 Vacancies (3-UR, 1-OBC, 1-SC)

**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 Government of Uttar Pradesh.

**8. COMPENSATION OFFERED:**

Consolidated monthly payment (47,600 to 50,000) + 3% annual increment. If last drawn salary of any candidate is higher than entry level of offer of UPMSCL, on selection of that candidate offered salary may be increased upto next level but subject to maximum limit of pay structure

**9. LOCATION:** Lucknow



UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LIMITED

(A Government of Uttar Pradesh Undertaking)

(Application Form w.r.t. Notification No. UPMSCL/HR/2024-25/369 Date: 01/072024)

<p><b>Note:</b> (i) <i>Candidate must read the instructions carefully before filling up of this Application,</i> (ii) <i>Application to be mode strictly in the given format and to be filled in English only.</i></p>	<p><i>Photograph</i></p>
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1.	Name of the Post		
2.	Name of the candidate (in capital letters) (As per Adhaar Card)		
3.	Father/Husband's name		
4.	Complete postal address (in capital letters)		
	(a) Permanent Address (Please provide the Address Proof)		
	(b) Communication Address		
5.	E-mail ID		
6.	Mobile Number		
7.	Date of Birth (in DD/MM/YYYY format) (As per Matriculation Certificate)		
8.	Date of Retirement (in DD/MM/YYYY format) for Ex-Serviceman		
9.	Category (UR/SC/ST/OBC)		
10.	Present post/designation held		
11.	Indicate the date with effect from which the Present Post is held on regular basis		
12.	Educational Qualification (both academic and professional)		
	Examination passed	Name of Institution/University	Year of passing
			Subjects
			Marks obtained/ Maximum marks
			% of marks
13.	State clearly as whether the experience/grade in which working/educational & other qualifications required for the post are satisfied by you (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)		

14. Qualifications/experience possessed by the Candidates  
Essential-  
  
Desirable-

15. Details of employment in chronological order. Enclose separate sheet/s duly signed by you if the space below is insufficient. In case of any break please submit the reason to 0.

Office/Institute/ Organization	Post held	Date (DD/MM/YYYY)		Total Experience in years	Type of Organizati on(Govern ment/Private Sector)	Nature of Present Employment (Full time/ Contractual/ Outsourced)	Name of Unit/project Name where worked
		From	To				

16. Present Job Description (Enclose separate sheet/s duly signed by you if the space below is insufficient)

19. Indicate the details of pay particulars:  
 (a) Please indicate the Pay Level and Basic Pay  
 (b) Cost to the Company, in case of Private Organization

20. Total emoluments per month currently drawn  
 (give the break-up of the latest last three month Salary Slip/Certificate/Statement)

21. Remarks: The Candidates may indicate information with regard to  
 a) Awards/Scholarship/Official Appreciation  
 b) Any other information, if any.  
 (Note: Enclose a separate sheet if the space is insufficient)

22. Any other information



**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby certify and declare that I have carefully gone through the vacancy notification no **UPMSCL/HR/2024-25/369, Date-. 01/07/2024** and I am well aware that the inputs given duly supported with the documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. All statements made and information given by me in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the selection/interview/appointment, action can be taken against me by the UPMSCL and my candidature/appointment shall automatically stand cancelled/terminated.

I further declare that I full fill all the conditions of eligibility prescribed for the post applied for and in case my application is not received by UPMSCL within the stipulated date due to postal delay or otherwise, UPMSCL will not be responsible for any such delay.

(Signature of the Applicant)

Place:

Date:

List of Enclosures:

S.NO	NAME OF DOCUMENT	DOCUMENT NUMBER	DATE OF ISSUE (DD/MM/YYYY)
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