



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

Recruitment for 01 Position on Deputation/ Contractual basis Vacancy (NOTIFICATION)

Advertisement No:- UPMSCL/HR/2024-25/293

Dated: 11/06/2024

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 other department/ organization of Government of Uttar Pradesh.

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

UPMSCL is inviting applications from eligible candidates for 01(GEN-01, UR) 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	Age Limit	Monthly honoraria (INR)	fixed Slab	Post Experience	Qualification
1	Executive-IT	GEN-01 (UR)	01	Deputation/ Contractual	Applicants must have a B.Tech (CS, IT)/MCA degree from a recognized university/ institution	40	Maximum Honoraria for the position is approx. Rs. 40,000 per month Pay Matrix -5 (in case of Deputation)		Applicants must have minimum three years of experience in Information Technology	

Submission of Application Starts from 13, June, 2024,

The Last Date of Submission of Application is 12 July, 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 (IT Executive)**" to **GM (AHL), SUDA Bhawan, 7/23 Sector-7 Gomti Nagar Extension, 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 **January 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 for each post 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 each post 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)
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.

General Manager-AHL
UPMSCL

JOB DESCRIPTION

**Executive- IT, Uttar Pradesh Medical Supplies Corporation
(UPMSC), Lucknow, Uttar Pradesh**

1. POSITION VACANT: Executive- IT, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow, Uttar Pradesh

2. ORGANIZATION BACKGROUND:

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation (UPMSC)** is registered under the Companies Act 2013. 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's vision is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities

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

Basic Objective of UPMSC:

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

For more information about the organization, please visit www.upmsc.in

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **Manager IT**, the **Executive- IT** shall be responsible for maintenance and operations related to the drug inventory management system.

Key Roles and Responsibilities:

- 1) Providing proper maintenance of the drug inventory management system at all the levels of supply chain in the state of Uttar Pradesh to ensure smooth functioning;
- 2) Ensuring information technology infrastructure provides the most accurate and current information to the company;
- 3) Ensuring IT systems are running effectively with minimal disturbances in the functioning of the organization;
- 4) Ensuring there is a reduction in downtime by increase in response time to solve IT related issues;
- 5) Responsible for the management of multiple information and communications systems and projects, including voice, data, imaging, and office automation;
- 6) Developing and implementing user-training IT related programs;
- 7) Adhering to applicable laws and regulations of the state and central government of IT systems operation.

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualification:

Applicants must have a B.Tech (CS, IT)/MCA degree from a recognized university/ institution.

Experience:

Essential

Applicants must have minimum three years of experience in Information Technology.

Skills and Attitude:

- 1) Strong IT skills;
- 2) Strong project management skills;

5. Age: Maximum age limit 40 years

6. VACANCY DETAILS: 1-Vacancies (1- UR)

7. CONTRACT TYPE AND PERIOD:

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

8. COMPENSATION OFFERED:

Maximum Honoraria for the position is approx. Rs. 40,000/- per month.

9. LOCATION: Lucknow

10. REFERENCE: EA-IT



UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LIMITED
(A Government of Uttar Pradesh Undertaking)

(Application Form w.r.t. Notification No. UPMSCL//04/HR/2024-25/293

Date-11/06/2024)

Note: (i) *Candidate must read the instructions carefully before filling up of this Application,*
(ii) *Application to be mode strictly in the given format and to be filled in English only.*

*Space for
Photograph*

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																																														
	<p><u>Essential-</u></p> <p><u>Desirable-</u></p>																																														
15.	<p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Office/Institute/ Organization</th> <th style="width: 10%;">Post held</th> <th colspan="2" style="width: 15%;">Date (DD/MM/YYYY)</th> <th style="width: 10%;">Total Experience in years</th> <th style="width: 10%;">Type of Organisati on(Govern ment/Private Sector)</th> <th style="width: 10%;">Nature of Present Employment (Full time/ Contractual/ Outsourced)</th> <th style="width: 10%;">Name of Unit/project Name where worked</th> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">From</td> <td style="text-align: center;">To</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>							Office/Institute/ Organization	Post held	Date (DD/MM/YYYY)		Total Experience in years	Type of Organisati on(Govern ment/Private Sector)	Nature of Present Employment (Full time/ Contractual/ Outsourced)	Name of Unit/project Name where worked			From	To																												
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16.	Present Job Description (Enclose separate sheet/s duly signed by you if the space below is insufficient)																																														
19.	<p>Indicate the details of pay particulars:</p> <p>(a) Please indicate the Pay Level and Basic Pay</p> <p>(b) Cost to the Company , in case of Private Organization</p>																																														
20.	<p>Total emoluments per month currently drawn (give the break-up of the latest last three month Salary Slip/Certificate/Statement)</p>																																														
21.	<p>Remarks: The Candidates may indicate information with regard to</p> <p>a) Awards/ Scholarship/ Official Appreciation</p> <p>b) Any other information, if any.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>																																														

21	Any other information		
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DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that I have carefully gone through the vacancy notification no UPMSCL//04/HR/2024-25/293, Date-11/06/2024 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 fulfill 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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