

Advertisement For Appointment On Fixed Term/Deputation Basis For Procurement & Supply Chain Management – Strategic Business Unit (SBU) of DHCL

Delhi government has established Delhi Healthcare Corporation Limited (DHCL), a public limited company, under the Department of Health and Family Welfare of Government of National Capital Territory of Delhi (GNCTD). DHCL is mandated to provide administrative support services to health facilities of Delhi Govt. including procurement and ensuring availability of drugs, consumables, equipment, setting up and running of laboratory services, management of outsourced hospital services, smooth running of Aam Aadmi Mohalla clinics, technology services etc.). DHCL will provide these services by setting up four Strategic Business Units (SBU) Procurement & Supply Chain Management Services, Hospital Management Services, Aam Aadmi Mohalla Clinic (AAMC) Management Services and Information Technology Services.

To carry out the functions and tasks effectively, the Delhi Healthcare Corporation invites applications for following below mentioned posts in the prescribed format from suitable candidates on a contractual / deputation basis.

Post Code	Name of Posts	Monthly Remuneration Range	No of Positions	UR	OB C	S C	ST
DHCLP5	Assistant Manager – Procurement Drugs	Rs. 50,000/-	7	5	1	1	-

Email resume and filled soft copy of application in prescribed format (.doc/.docx) with name of post & post-code applied mentioned in the subject of email to careers.pscm@dhcl.co.in by 31-08-2016.

Important Instructions:

- I. The engagement will be purely on contract / deputation basis initially for a period of 3 years, with 1 year of probation. However, renewal of the contract shall be done strictly on the basis of performance appraisal.
- II. Recruitment Rules for the above posts, Qualification, Experience & Job Responsibility are provided below.
- III. Persons employed in Government Department / Autonomous Organizations/ Public Sector Undertakings should submit their applications through proper channel with vigilance clearance and ACRs for the last three years. However to avoid delay advance copy may be submitted.
- IV. Last date for receiving of application shall be on **31-08-2016**. Applications received after the last date and time, will be rejected.
- V. The application should be submitted in prescribed format. Application format is attached below, by email at careers.pscm@dhcl.co.in, Name of the post & post code applied should be mentioned in the subject of email.
- VI. One application will be considered for one post only. Name of the post & post code applied for should be clearly stated in the application and in the subject of email.
Note: A Separate application should be submitted if applying for more than one category of post along with the documents etc. No TA/DA will be paid for attending the interview.
- VII. Relaxation for SC/ST /Ex-Servicemen and Physically Handicapped will be given as per Government guidelines, subject to submission of Caste/Disability/Discharge Certificate in the prescribed form from Appropriate Authority in support of his/her claim
- VIII. Information for interview and other aspects related to the selection process will be provided through website www.health.delhigovt.nic.in/ and intimated through email to selected candidates.

Mandatory: Original documents of Marks sheets/Certificates & experience certificates (current working experience certificates also) in support of academic qualifications and work experience should be brought at the time of interview.

- IX. Delhi Healthcare Corporation reserves the right to change the number of vacancies, withdraw the process in full or part and also has right to reject any or all applications received without assigning any reasons or giving notice. The decision of the Managing Director-DHCL, regarding selection of the candidates will be final and no representation shall be entertained in this regard.
- X. The candidates should not have been convicted by any court of law.
- XI. All the posts are based in Delhi. Appointees may have to work in shifts as per the roster. In case of any dispute, legal jurisdiction will be Delhi only.
- XII. The contractual agreement is purely on temporary basis and it can be terminated by the employer during the period of the contract without assigning any reason or giving any notice.
- XIII. The appointment shall not vest any right to claim regular appointment or for continued contractual appointment.
- XIV. The prescribed qualification is the minimum qualification and possessing of the same does not entitle any candidate for selection.
- XV. If a post requires MBA / Graduate / Post Graduate Degree / Diploma qualifications, candidates attending a full time course from a regular institute will be preferred.
- XVI. In case large number of applications are received against any post, DHCL reserves the right to shortlist the candidates in the ratio of 1 : 10 on the basis of qualification and experience.

Desirable Qualities for the posts

- 1) Experience of working with Central/State/NGO/Private organisations in similar job responsibilities for the post applied would be an advantage
- 2) Those having experience in implementation of health programmes/schemes at the field level would be at an advantage.
- 3) Proven ability to establish effective working relationships with various stakeholders and be a team player
- 4) Ability to complete multiple tasks under pressure, motivate and inspire team to achieve at a high level.
- 5) Strategic & lateral thinking with an ability to involve other people and build on their ideas.
- 6) Excellent planning, organizing skills and ability to identify issues critical to the company's success.
- 7) Effective communication and excellent inter-personal skills, fluency in English and Hindi.

Managing Director, Delhi Healthcare Corporation Limited

Recruitment Rules

Post Code	Name of the Post	Qualification & Experience	Job Responsibility
DHCLP 5	Assistant Manager – Procurement of Drugs	<p>Post Graduate or Graduate degree in Pharmacy/Biotech/Bio-Engineering/Clinical Technology/Chemical Engg./ Biochemical/Pharma Mgmt is mandatory from a recognized University/Institute.</p> <p>2 year of demonstrated knowledge and experience in Procurement of drugs & related supplies desirable.</p> <p>Upper age limit is 35 years. Willingness to travel within</p>	<ol style="list-style-type: none"> 1. Responsible for Procurement of drugs & related supplies, Forecasting and assessing demand, Vendor and contract management and related issues. Monitor daily stock levels, logistics performance and update replenishment or reorder plan to Govt. hospitals. 2. Establish & monitor procurement related Key Performance Indicators and benchmarks. Use these indicators to drive procurement related process improvements. 3. Preparing different categories of Tender documents (including RFIs / RFQs) by taking ownership on providing technical assistance also to post tender activities until handing over and completion Setting up of delivery plan & schedule all activities in line with Hospitals requirement. 4. Undertake other assignments, which may be assigned from time to time.

APPLICATION FORM

Post Code: _____

Post applied for: _____

1. Name of Applicant: (Mr/Mrs/Ms/Dr.)

2. Mother's/Father's/Spouse Name: _____

3. Date of Birth (dd/mm/yyyy): __/__/__

4. Whether SC/ST/OBC/PH/Ex-serviceman: _____

5. Educational Qualification and Experience: _____

S. No.	Academic / Professional Qualification	Name of Institution	University	Course Duration / Yr. of passing out	% of Marks (Mandatory)
1.					
2.					
3.					
4.					
5.					

Professional Experience (Starting from the latest):

S. No.	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Drawn Per Year
1.					
2.					
3.					
4.					
5.					

6. Whether experience in the related area of the job requirement as detailed in job responsibilities (Details regarding experience):

7. Total emoluments per month now drawn: _____

8. Additional information like Training done from a recognized Institute, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

9. Communication Details:

Mailing Address	Permanent Address

10. Phone (R) _____ (M) _____

11. Email Address: _____

12. Professional References: Please provide contact details:

Professional Reference #1	Professional Reference #2
Name: Designation: Nature of professional relationship: Phone Number: Email: Address:	Name: Designation: Nature of professional relationship: Phone Number: Email: Address:

13. Undertaking: I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ removed from the service after selection.

Date: _____

Place: _____

Name of Candidate