



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

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

Advertisement No:- UPMSC/HR/2023-24/647

Dated:-22/08/2023

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 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 **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 GEN-01 position on 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 fixed honoraria Slab (INR)	Post Qualification Experience
1	Office Assistant	UR	1	Contractual	Graduate with computer knowledge	40	(21700-40000)	Applicant Must Have minimum 5 Years of Post Qualification experience in any procurement/ supply chain/ logistics/ HR/ Finance/ Media/ HR/ Legal/ Administration

\*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 **August 28, 2023,**

The Last Date of Submission of Application is **September 27, 2023, 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 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. 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.

4. 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.
5. 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.
6. 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.
7. Any request for a change of address and enclosing supporting documents later on will not be entertained.
8. Candidates are requested to retain one copy of the duly filled application form and other testimonials with them.
9. Incomplete applications and those not supported by self-attested copies of certificates are liable to be summarily rejected.
10. Applications received after the due date will not be entertained. The Company is not responsible for any postal delays.
11. Vacancies shall be subject to the State Reservation Policy of Uttar Pradesh.
12. 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.
13. 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.
14. 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.
15. 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.
16. Please note that July 1, 2023, shall be taken as a reference date for computing age, qualification, experience, etc.
17. A personal interview process shall be carried out for the selection of the above position.
18. 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)
19. UPMSCL will not provide any transportation or transportation cost to the eligible candidates for to attend personal interview

**(PLEASE NOTE)**

\* Age relaxation shall be provided as per the State Reservation Policy.

**General Manager-AHL  
UPMSCL**

## **JOB DESCRIPTION**

### **Manager- HR, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow**

**1. POSITION VACANT:** Office Assistant- HR, 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 the **Section incharge, the Office Assistant-** shall be responsible for maintenance of file related to the HR department

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

- 1) Preparing record for dept.wise attendance/Handling of IR matters/Compliance affairs pertaining to HR registers/Salary updation/PF& ESI record upkeep;
- 2) Handle monthly bills of the vendors (i.e. security guard, peon, handler, and computer operator, executive);
- 3) Conducting recruitments and appraisals;
- 4) Other Labour related Annual and Half yearly return;
- 5) Any other work assigned by HOD/Section's In-charge;

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

##### **Qualification:**

**Essential-** Graduate with computer knowledge

##### **Experience:**

###### **Essential**

Applicant Must Have minimum 5 Years of Post Qualification experience in any procurement/ supply chain/ logistics/ HR/ Finance/ Media/ HR/ Legal/ Administration.

###### **Desirable**

##### **Skills and Attitude:**

1. Knowledge of MS office(Excel,word,Power point)
2. Good typing skill (Hindi and English)

**5. Age:** Maximum age limit 40 years

**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, based on performance and subject to further approval by the **UPMSC**.

#### **8. COMPENSATION OFFERED:**

Consolidated monthly payment (21700–40000) + 3%\* annual increment, \*If the last drawn salary of any candidate is higher than the entry level offer of UPMSCL, on selection of that candidate, the offered salary may be increased up to the next level, but subject to the maximum limit of the 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/04/HR/2023-24/647

Date- 22 /08/2023)

**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

**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 to0.

Office/Institute/ Organization	Post held	Date (DD/MM/YYYY Y)		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				

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)		
21	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//04/HR/2023-24/647 , Date- 22/08/2023 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)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			