

Detailed Advertisement, Instruction and Guidelines and Selection Process for Junior Pharmacist- Warehouse, Uttar Pradesh Medical Supplies Corporation Limited (UPMSCL)
Lucknow

Dated 15.08.2019

Uttar Pradesh Medical Supplies Corporation Ltd. (UPMSCL) invites online applications for the position of **Junior Pharmacist- Warehouse** for its warehouse across Uttar Pradesh.

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 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 seeking applications from eligible candidates for the post of **Junior Pharmacist- Warehouse** on contractual basis.

S. No.	Position Name	Position Code	Total Vacancies	UR	OBC	SC	ST	Age Limit	Honoraria (PM)
1	Junior Pharmacist- Warehouse	PH-WH	150	75	40	32	3	35	Rs. 30,000

The number of posts may increase or decrease at any stage during the recruitment process.

Last Date of submission of online application is August 30, 2019 at 11:59:59 PM

Junior Pharmacists shall be posted in UPMSCSCL warehouses of any of the 75 districts of Uttar Pradesh and may be transferred to any other district of the State as and when required during the contract period.

Please apply online at <https://upmscl.samshrm.com/>

Online submission of application starts from August 15, 2019 at 12:00 NOON

Please visit www.sams.co.in for vacancy informations/ general instructions, written examination date and hall ticket information.

(1) ELIGIBILITY CRITERIA, REGISTRATION AND NATURE OF EMPLOYMENT:

Essential Qualification:

D. Pharm./ B. Pharm/ Pharm. D. from a recognized University/institution.

Essential Experience:

At least 1 (one) year of experience in Drugs Store Management/ Drugs Supply Chain management.

Desirable:

(1) Preference shall be given to candidates having registration with **Uttar Pradesh Pharmacy Council**.

(2) Preference shall be given to those candidates who have experience in Government or Government Supported Projects and have good working knowledge of computers/ MS Office.

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 **UPMSCL**.

Probation Period:

From the date of joining the employee shall remain on probation for a period of two months and the performance shall be assessed by a Committee constituted by the **Managing Director, UPMSCSCL**. If the performance is found unsatisfactory, the services may be terminated after one month of receipt of notice in this respect.

(2) SELECTION PROCESS FOR JUNIOR PHARMACIST- WAREHOUSE:

(1) Selection shall be made on the basis of written test.

(2) Minimum qualifying marks for the written test shall be as follows:

(a) 33% for Un-Reserved categories

(b) 30% for OBC

(c) 24% for SC, ST

(3) INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:

Online Recruitment Application is spread over different sections designed to obtain information related to the candidate's Personal Profile, Educational Qualification, Experience, Image, and Documents and Submit Application.

Before filling up the Online Recruitment Application, candidates are advised to go through the relevant Advertisement available on www.upmsc.in and www.sams.co.in.

A. PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATION FORM

The Application will be submitted online through the URL <https://upmscl.samshrm.com/>

STEP-1: Click on the “**NEW REGISTRATION**” button fill-up the Registration Form.

If you are already a registered user, click on the “**ALREADY REGISTERED**” button and enter **Login ID & Password** to proceed.

STEP-2: After submission of Registration Form, the applicant shall receive an SMS containing **User Id** and **Password**. (*Kindly save/ note the User ID and Password as this will be required for future login or for applying to the current available live jobs*)

STEP-3: Keep ready following documents before starting online submission of Application Form:

- i. Profile image
- ii. Signature image
- iii. Certificate of Educational Qualification and Experience, which makes him/her eligible for applying for the post
- iv. Registration Certificate (As per the requirement of the position which is mentioned in the detailed advertisement available on www.upmsc.in and www.sams.co.in)

Note- The required/ mandatory documents should be uploaded in a single file in .jpeg, .jpg or .png format with size not exceeding 500 KBs.

STEP-4: After successful registration, the applicant can log in to apply for the position. After login “**JOB DASHBOARD**” will be opened. The applicants can view position name, no. of vacancy, vacancy reservation info in “**JOB DASHBOARD**” section. (*Applicants are requested to read and understand the eligibility criteria, reservation policy, etc. for the post they are applying for*).

STEP-5: Click on the “**आवेदन करें / Apply Now**” button to apply for the position you are eligible and wish to apply.

STEP-6: Once you click on the “**आवेदन करें / Apply Now**” button following section will appear in the Application Form.

Personal	Qualification	Experience	Image & Documents	Submit Application
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STEP-7: Please complete the **PERSONAL SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

STEP-8: Please complete the **QUALIFICATION SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

STEP-9: Please complete the **EXPERIENCE SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

STEP-10: Please upload the required image and documents in the **IMAGE & DOCUMENTS SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

FINAL STEP:

- After filling all the details, there is a provision for reviewing the details which applicants have filled in the Application Form by clicking on the “**Preview Application**” button before final submission. The preview page will display all the details that Applicants have mentioned in his/her application form.
- Applicants are advised to go through all the details filled for the position carefully and attentively, as, after the final submission of the application form, the applicant shall not be able to edit and/or resubmit the application again.
- Before final submission of online Application Form, applicants are required to read the declaration given on the website carefully and provide their consent on it, failing which the applicant won't be able to complete registration. Applicant must check the details carefully before final submission of the application form.
- Once Applicants are sure about the details filled by them in the application form, they can click on the “**Confirm & Submit Application**” button for final submission of their applications.
- After successful submission of the Application Form, the applicant will receive an SMS on his/her RMN (Registered Mobile No.) containing the application reference no, which can be used for future reference.
- Applicants can now print/ download their application form for their further reference.
- Candidates are advised to take a print of this page by clicking on the “**Print**” option for their future reference.
- The applicant can view his/her application anytime by logging in to the above website.

B. GENERAL INSTRUCTIONS

- (1) Applicants are advised to read the instructions and guidelines carefully before submitting the application form.
- (2) The applications submitted before the closing date (**August 30, 2019, 11:59:59 PM**) shall be considered. The procedure of submission of the application form should be completed online only, applications sent by any other mode shall be rejected.
- (3) Incomplete applications or applications submitted without photograph, signature, or supporting documents shall be rejected based on lack of information.
- (4) Applicants are required to provide all the mandatory information [**Marked with * (asterisk) sign**] in the application form.
- (5) The applicants shall be responsible to ensure that all the details are successfully submitted online before the closing date. Applicants should ensure that the Application Status of the Application Form is “**Submitted Successfully**”; half-filled applications shall be treated as incomplete and shall be considered rejected.
- (6) Request for change or correction of any information shall not be entertained once online form is submitted. However, after the announcement of the screening outcome, if there is any query regarding the screening outcome and their status; Candidates shall be given 2-4 days (depending upon **UPMSCL** approval) to raise their query. The screening committee shall reply to the

candidates' query within 7 working days of receipt of the e-mail. Based on the conclusion of the screening committee, the screening status of the candidate may change.

(7) If a candidate submits more than one application form for the same position, his/her candidature shall be liable to get cancelled. No notice shall be sent in this regard.

(8) In case of Person with Disability (PwD), applicants shall need to register under the following categories:

(a) blindness and low vision

(b) deaf and hard of hearing

(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy

(d) autism, intellectual disability, specific learning disability and mental illness

NOTES:

(1) Only online submission of application is acceptable.

(2) Vacancies shall be subject to State reservation policy of Uttar Pradesh.

(3) Candidates having domicile of Uttar Pradesh state who are claiming reservation in their respective category (OBC, SC, ST, PWD, and EWS) must submit the Caste certificate along with permanent residential proof in the prescribed format issued by competent authority. Candidate having domicile of other state will be treated under Un-reserved category.

(4) The appointment will be purely on contractual basis for a period of three years, renewable subject to satisfactory performance. Any claim for absorption in the regular position shall not be entertained in future.

(5) UPMSCL reserves the right to cancel any or all positions at any stage of recruitment process. Number of Vacant positions may vary at any stage during the recruitment process.

(6) If at any stage of recruitment, it is found that candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the U.P. Medical Supplies Corporation Ltd. in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.

(7) Please note the **15.08. 2019** shall be taken as reference date for computing age, qualification, experience etc.

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

The following relaxation shall be allowed in upper age for candidates falling in categories mentioned hereunder:

OBC	SC	ST	UR PwD	OBC PwD	SC PwD	ST PwD
38 Years	40 years	40 years	45 years	48 years	50 years	50 years

**Managing Director
UPMSCL, Uttar Pradesh**