

Manager – Procurement (Drugs and Surgical)

Nos. of post : 01 – Unreserved (UR)

Terms of Reference (Job Responsibility) :

S/he will be responsible for –

- Preparation of procurement plan for OSMC.
- Preparation of Standard Bidding Documents.
- Managing the tendering processes.
- Bid evaluation, award of contract and post - contract management.
- Any other work as will be assigned by appropriate authority.

Eligibility criteria: Bachelor in Pharmacy (with minimum 60% marks) with 3 years of post – qualification experience in procurement of drugs and surgical / healthcare commodities.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay: Pay Band – 3 (Rs. 15600-39100) with Grade Pay of Rs.5400/-. DA and other allowances will be paid as per Corporation norms.

Recruitment to this post shall be made in the regular scale of pay

Place of posting: Head Quarter of the Corporation (Bhubaneswar).

Selection Modality:

A. Computer Based Written Test (Weightage of 50%), which will consist of three sections -

i. Theoretical Knowledge (40 marks)

ii. Work domain knowledge (30 marks)

iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with Weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (Weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : There will be a common selection process for both the Manager and Assistant Manager - Procurement (Drugs & Surgical). For details of the selection process, please refer to the “ General Instructions / information “ for the candidates

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

Asst. Manager – Procurement
(Drugs and Surgical)

Nos. of post : 01 – Unreserved (UR)

Terms of Reference (Job Responsibility) :

S/he will assist the procurement division in :

- Preparation of procurement plan for OSMC.
- Preparation of Standard Bidding Documents.
- Managing the tendering processes.
- Be responsible for bid evaluation, award of contract and post – contract management.
- S/he is expected to handle certain responsibilities independently as may be decided by the appropriate authorities.
- S/he will also perform any other specific duty as assigned by appropriate authority.

Eligibility criteria: Bachelor in Pharmacy (with minimum 60% of marks) with 3 years of post - qualification experience in procurement of drugs or related activities for public health / healthcare commodities / Medical Equipments in hospitals.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay: Pay Band – 2 (Rs.9300-34800) with Grade Pay of Rs.4600/-. DA and other allowances will be paid as per Corporation norms.

Recruitment to this post shall be made in the regular scale of pay.

Place of posting : Head Quarter of the Corporation (Bhubaneswar).

Selection Modality :

A. Computer Based Written Test (weightage of 50%), which will consist of three sections -

- i. Theoretical Knowledge (40 marks)
- ii. Work domain knowledge (30 marks)
- iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : There will be a common selection process for both the Manager and Assistant Manager - Procurement (Drugs & Surgical). For details of the selection process, please refer to the “ General Instructions / information “ for the candidates.

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.