



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

Recruitment for 02 Positions on Deputation/ Contractual basis
Vacancy (NOTIFICATION)

Advertisement No:- UPMSCL/HR/2022/2222

Dated: 31/03/2022

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 02 positions on Deputation/Contractual basis.

Details of the vacant positions, number of vacancies, 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	Desirable Qualification	Age Limit	Monthly fixed honoraria Slab (INR)	Post Qualification
1	Company Secretary	General	01	Deputation/ Contractual	Applicant must be Company Secretary having registration with the Institute of Company Secretaries of India (ICSI)	Applicant have Degree in Law from UGC recognized Indian University	45	78800-140000	Applicant must have 10 years work experience as a full time Company Secretary in any Company (Govt/Private)
2	Manager-Legal	General	01	Deputation/ Contractual	Applicant must have Bachelor Degree in Law (LLB) from UGC recognized Indian University	Applicant have master degree in law from UGC recognized Indian University	45	56100-80000	Applicant must have 5 years work experience as a full time Manager-legal in any Company (Govt/private)

Submission of Application Starts from **April 15, 2022**

The Last Date of Submission of Online Application is **April 30, 2022, at 05.00 PM**

How to Apply

1. Candidates those had already applied in the month of September 2021, need not apply again.
2. Interested Candidates must send their application form in the prescribed format along with self attested relevant document by speed post/registered AD from 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.

- i. [**Please Note:** Attached CV with application form shall be interpreted only for the additional information, and 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.]
3. Application not received on prescribed format will be rejected. Application format may be download from the website:- www.upmsc.in/career/applicationformat .
 - a) Regular government employees are encouraged to apply on deputation
 - b) 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.
 - c) 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.
 - d) The name of the candidate, his / her father / husband name, caste, etc. should be spelt correctly in the application form as it appears in the certificates, mark sheets.
 - e) Candidates should send duly filled Application Form with a recent passport size photograph affixed thereon along with self attested copies of certificates in support of Qualification, Experience, Age etc.
 - f) Any request for change of address and enclosing supporting documents later on will not be entertained.
 - g) Candidates are requested to retain one copy of dully filled application form & other testimonials with them.
 - h) Incomplete applications and those not supported by self attested copies of certificates, are liable to be summarily rejected.
 - i) Applications received after due date will not be entertained. The Company is not responsible for any postal delay.
4. Regular government employees are encouraged to apply on deputation.In case of selection of the candidate on deputation, NOC would be required from the parent department at the time of interview.
5. Vacancies shall be subject to the State Reservation Policy of Uttar Pradesh.
6. 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. Candidate having domicile of other state will be treated under Un-reserved category.
7. 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.
8. 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 during the recruitment process.
9. If at any stage of recruitment, it is found that the 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
10. Please note **April 30, 2022** shall be taken as reference date for computing age, qualification, experience, etc.
11. Personal interview process shall be carried out for the selection of the above position.
12. Maximum 10 candidates shall be shortlisted for final interviews, in case the number of eligible candidates is more than 10, a preliminary evaluation process will be decided for shortlisting best 10 candidates for final personal interviews.

Preliminary Evaluation Process for Merit list

 - a) Highest Percentage Marks obtain in Essential Qualification (15 Marks)
 - b) Having Desirable Qualification (10 Marks)
 - c) Total no. years experiences (15 Marks)
 - d) Experience of govt sector (10 Marks)
13. UPMSCL will not provide any transportation or transportation cost to the eligible candidates for to attend written test or in final personal interview.
14. Candidate applying on deputation shall be given preference in the selection of the above positions.

(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**