



Madhya Pradesh Public Health Services Corporation Limited, Govt. of Madhya Pradesh
(Please view vacancy details at mpphscl.mp.gov.in or www.sams.co.in)



CAREER OPPORTUNITY

Rule Book and Detailed Advertisement for Recruitment for the State Level Contractual Vacancies

Madhya Pradesh Public Health Services Corporation Limited (MPPHSCL) is a Public Company incorporated on **March 06, 2014**. It is classified as State Government Company and is registered at Registrar of Companies, Gwalior. Its authorized share capital is Rs. 20,00,00,000 and its paid-up capital is Rs. 10,00,00,000. It is involved in Human health activities. One of the key objectives of the **MPPHSCL** is to act as the central procurement agency for all essential drugs and equipment for all public healthcare institutions under the department.

The company is procuring drugs worth more than Rs 400 crores and above 250 different types of medical equipment and also provides services needed for the health sector. The corporation has also been entrusted with the setting up and running of all kinds of modern Medical and Paramedical or medical based ancillary facilities such as hospitals, pathological labs, diagnostic centers, x-ray/scanning facilities.

The Government of Madhya Pradesh formulated **MPPHSCL** to provide best in class healthcare infrastructure services to the over 1300 healthcare institutions under the **Department of Health & Family Welfare, Madhya Pradesh State**.

MPPHSCL invites applications from eligible candidates for below state level contractual vacancies.

Details of the vacant positions, number of posts, qualification, experience, age, and honoraria are given in the table below:

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	*Age Limit	Honoraria in INR (Per Month)	Nature of Appointment
1	General Manager (Procurement)	GM-P-MP-PHSCL	Essential Qualification: B. Tech/ MBA/ MBBS/ M. Pharma/ PGDM Desirable Certificate/ Diploma: Any Diploma or Certification in Public Procurement/ Material Management/ Supply Chain management/ Logistic/ Contract Management will be an added advantage. Essential Experience: Minimum 8 years of experience in health sector out of	1	1 (UR)	Not exceeding 55 years (The maximum age with relaxation shall not exceed 55 years as on the closing date of application)	₹ 71,717.00	Contractual

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	*Age Limit	Honoraria in INR (Per Month)	Nature of Appointment
			<p>which at least 5 years of experience in public procurement of health sector goods and services</p> <p>Desirable Skills:</p> <p>(1) Extensive knowledge of purchasing methods and systems</p> <p>(2) In-depth understanding of procurement of drugs and medical equipment</p> <p>(3) Knowledge of Materials Management, Supply Chain and Contract Management</p> <p>(4) Good knowledge and experience in price negotiation and finalization of contracts</p> <p>(5) Exposure to Vendor Management Practices. Knowledge of various material acquisition processes</p> <p>(6) Good Communication on MS Office and MIS</p>					
2.	General Manager (Logistics)	GM-L- MP-PHSCCL	<p>Essential Qualification: B. Tech/ MBA/ MBBS/ M. Pharm/ PGDM</p> <p>Desirable Certificate/ Diploma: Any Diploma or Certification in / Material Management/ Supply Chain management/ Logistics will be an added advantage.</p> <p>Essential Experience:</p> <p>(1) Minimum 8 years of experience in Supply Chain Management/ Logistic Management/ Material Management out of which at least 5 years of experience must be in health sector goods.</p> <p>(2) Work experience on logistic MIS is essential</p> <p>(3) Candidate should have experience in inventory planning, purchase, forecasting, based on analysis of inventory carrying costs and seasonality of demands</p> <p>(4) Experience in negotiations with vendors providing Logistics, experience of handling people independently in any organization</p> <p>Essential Skills</p> <p>(1) Candidate should have strong analytical communications and organizational skills</p>	1	1 (UR)	<p>Not exceeding 55 years</p> <p>(The maximum age with relaxation shall not exceed 55 years as on the closing date of application)</p>	₹ 71,717.00	Contractual

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	*Age Limit	Honoraria in INR (Per Month)	Nature of Appointment
			(2) Good Command on MS-Office and MIS					
3	Manager (Procurement)	M-P-MP-PHSCL	<p>Essential Qualification: B. Tech/ B. Pharma/ PG Degree (Procurement/ Operations/ Material Management/ Supply Chain Management/ Logistics)/ MBA/PGDM</p> <p>Desirable Certificate/ Diploma: Any Diploma or Certification in Public Procurement/ Material Management/ Supply Chain management/ Logistics will be an added advantage.</p> <p>Essential Experience: (1) Minimum 5 years of post-qualification experience in procurement management, out of which 3 years should be health sector related to procurement of drugs/ equipment/ consumables (2) Experience in Tendering/ Bill Processing and vendor management</p> <p>Essential Skills: Should be well versed in contract Law and Contract management.</p>	1	(1) ST	18-45 Years	₹ 67,300.00	Contractual
4	Manager (Logistics)	M-L-MP-PHSCL	<p>Essential Qualification: B. Tech/ B. Pharma/ PG Degree (Procurement/ Operations/ Material Management/ Supply Chain Management/ Logistics) /MBA/PGDM</p> <p>Desirable Certificate/ Diploma: Any Diploma or Certification in Public Procurement/ Material Management/ Supply Chain management/ Logistics will be an added advantage.</p> <p>Essential Experience: Minimum 5 years of post-qualification experience in logistics management out of which of which 3 years should be in health sector.</p> <p>Essential Skills:</p>	1	1 (UR)	18-40 Years (Note- 5 years age relaxation for SC, ST, OBC, Government/ Nigam/Mandal/Autonomous org.employees / Nagar Sainik/ Handicapped/ Women's' (Unreserved/ reserved etc.)	₹ 50,000.00	Contractual

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	*Age Limit	Honoraria in INR (Per Month)	Nature of Appointment
			Good Command on MS Office.					
5	Deputy Manager (Pharmaceutical)	DM-PH-MP-PHSCL	<p>Essential Qualification: B. Pharma / M. Pharma/ B.Sc. Pharmacology</p> <p>Essential Experience: Minimum 3 years of post-qualification experience in procurement of drugs and other pharmaceutical products, preferably in public sector.</p> <p>Essential Skills: Good Command on MS Office.</p>	1	1 (ST)	18-45 Years	₹ 52,782.00	Contractual
6	Sr. Pharmacist	SPH-MP-PHSCL	<p>B. Pharma with minimum of 4 years of experience in procurement of drugs and other pharmaceutical/ medical products/ relevant experience in public sector/ private sector/ any reputed organization</p> <p>OR</p> <p>D. Pharma with minimum of 6 years of experience in procurement of drugs and other pharmaceutical/ medical products/ relevant experience in public sector/ private sector/ any reputed organization</p> <p>OR</p> <p>M. Pharma with minimum of 2 years of experience in procurement of drugs and other pharmaceutical/ medical products/ relevant experience in public sector/ private sector/ any reputed organization</p> <p>OR</p> <p>Post-Graduate in Pharmaceutical Management with Pharmaceutical background with minimum 2 years of experience in procurement of drugs and other pharmaceutical/ medical products/ relevant experience in public sector/ private sector/ any reputed organization.</p> <p>An approved / registered pharmacist under the Pharmacy Act 1948.</p> <p>Experience in goods storage and distribution practices in</p>	1	1 (UR)	<p>18-40 Years (for unreserved)</p> <p>(Note- 5 years age relaxation for SC, ST, OBC, Government/ Nigam/Mandal/Autonomous org.employees / Nagar Sainik/ Handicapped/ Women's' (Unreserved/ reserved etc.)</p>	₹ 42,700.00	Contractual

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	*Age Limit	Honoraria in INR (Per Month)	Nature of Appointment
			accordance with GMP Regulations. Exposure in handling regulatory audits on store / warehouse distribution functions of Pharmaceutical Organization in accordance with GMP regulations.					

Online Submission of Application Starts from: 01.12.2021.

The Last Date of Submission of Online Application: 21.12.2021 at 11:59:59 PM.

NOTES:

- (1) Vacancies shall be subject to the State reservation policy of Madhya Pradesh;
 - (2) Candidates of Madhya Pradesh state who are claiming reservation in their respective category (OBC, SC, ST, PWD, EWS, etc.) must submit the Cast and/or requisite Certificate along with permanent residential proof in the prescribed format issued by the competent authority. Candidate having domicile of other states will be treated under the Un-reserved category;
 - (3) The appointment will be purely on contractual basis for a period of the one-year, renewable subject to **MPPHSCL** approval and satisfactory performance. Any claim for absorption in the regular position shall not be entertained in the future;
 - (4) **MD, MPPHSCL** will have the right to suspend/cancel any application/ entire process without giving any reason;
 - (5) **MD, MPPHSCL** shall have the sole discretion to call the eligible candidates for the online personal interview. Minimum eligibility in terms of the ToR shall not make any candidate eligible to claim an invitation for the online personal interview. **MD, MPPHSCL** shall constitute a screening committee to further shortlist the eligible candidates on set criteria/ matrix in the ratio of **1:10 ratio** for the Online Personal Interview against each vacancy (**Please refer to Annexure-A for Scoring Matrix under Selection Process Note**);
- Note:** In the event, less than 10 candidates qualify for Online Interview based on eligibility, Online Interviews may be carried out with the available number of qualified/ shortlisted candidates.
- (6) In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order
 - (i) Preference shall be given to an elder candidate;
 - (ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference.
 - (7) If at any stage of recruitment, it is found that the candidate does not fulfill the eligibility criteria and/or that she/ he has furnished incorrect/ false information/ certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the **MPPHSCL** in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates;
 - (8) At the time of the online document verification process prior to online personal interview, all requisite documents/ testimonial/ certificates or any other documents substantiating the claims made in the online form has to be produced. Candidates unable to provide any of the requisite documents shall be liable for the disqualification;
 - (9) Selected candidate needs to submit a medical certificate which shall be validated by the District Medical Board before the joining of the candidate;
 - (10) Any candidate against whom a criminal case is considered in the court or has been punished by the court will be disqualified (will not be eligible);
 - (11) Only post qualification experience shall be considered for all the above-mentioned positions;
 - (12) Only post-registration experience shall be considered for the positions having essential criteria of registration with respective councils.

(13) Only full-time course shall be considered for the above qualifications;

(14) In the case of CGPA/ GPA, applicants shall provide marks details in percentage at the time of filling the online form and documentary proof for the basis of calculation of percentage shall be produced whenever it is required. If the applicant fails to present above, supporting documents s/he shall be liable for the disqualification/ cancellation of her/ his candidature;

(15) Please note the **21.12.2021, the last date of submission of online application**, shall be considered for computing age, qualification, experience, registration etc.;

(16) Number of Position can vary as per the requirement of **MPPHSCL**;

(17) 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 **MPPHSCL** approval) to raise their query. The screening committee shall reply to the candidates' queries within 5 working days of receipt of the query on the online module created for the same. Based on the conclusion of the screening committee, the screening remark of a candidate may change;

(18) Any dispute pertaining to the above recruitment process shall be under the jurisdiction of Madhya Pradesh.

Director
(Finance & Administration)
MPPHSCL

(Managing Director)
MPPHSCL

Selection Process Note
Madhya Pradesh Public Health Services Corporation Limited (MPPHSCL), Madhya Pradesh, 2021

For the selection and deployment of the candidates for the above-mentioned positions under **Madhya Pradesh Public Health Services Corporation Limited (MPPHSCL)**, Madhya Pradesh, the **MPPHSCL** shall follow the below-given selection process.

1. Scrutiny of Applications (on Minimum Eligibility Criteria):

The scrutiny of applications, received through online mode (Please note applications received through any other mode shall not be accepted), shall be done on the minimum eligibility criteria as advertised, and the list of eligible candidates shall be prepared. Once the list of eligible candidates is prepared, a merit list shall be prepared to further shortlist the eligible candidates on set criteria/ matrix in the ratio of 1:10* for the Online Personal Interview against each vacancy.

2. Preparation of Merit List:

Position wise merit list shall be generated, using the below-given scoring matrix (**Please refer to Annexure-A**), as per the above-mentioned ratio against each vacancy for the further selection process.

*In the event, less than 10 candidates qualify for Online Interview based on eligibility, Online Interviews may be carried out with the available number of qualified/ shortlisted candidates.

Note: In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order

(i) Preference shall be given to an elder candidate;

(ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference

3. Online Document Validation:

Once the merit list is prepared, using the above-approved scoring matrix, scanned original documents of the candidates shortlisted for Online Personal Interviews, as per the merit rank and the above-mentioned interview ratio shall be validated with the information mentioned filled by the candidates in the online application form based on which they have been shortlisted for the position.

Candidates unable to produce any of the requisite documents within the stipulated timeline or if it gets ascertained that documents produced are forged irrespective of the time elapsed, they shall be liable for the disqualification for the position immediately or as an when discovered.

In case, if any candidate in the merit list as per ratio mentioned above fails to provide/produce any of the requisite documents which shall lower her/his merit marks, in such a scenario the next candidate as per the merit rank shall be deemed to be eligible for a video interview, subject to the successful completion of the online document validation.

After the completion of the online document validation process of the candidates shortlisted for online video interviews, the invitation for online video interview shall be sent as per scheduled interview date and time.

4. Online Personal Interview:

Online video interviews shall be organized as per the scheduled date and time.

After the successful completion of the Online Video Interviews, results shall be prepared to apply the State reservation roster, if applicable, for the final selection of the candidate.

Candidates must score the below given cut-off marks in Online Video Interviews for preparation of merit list for final selection:

A) 33% for Un-Reserved and B) 24% for ST

Note:

In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order

(i) Preference shall be given to an elder candidate;

(ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference

5. Declaration of the Result:

The interview result shall be declared on **MPPHSCL** and **SAMS** website and offer letter shall be issued to the selected candidates by **MPPHSCL**. **SAMS** shall coordinate with selected candidates for the joining process.

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(Managing Director)
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SCORING MATRIX (MPPHSCL Recruitment), 2021
(For Preparing the Merit-list for Online Personal Interview)
(Maximum Marks-100)

Annexure A

S. No.	Parameters	Max. Marks	Mark% of Essential Qualification and Additional Essential Experience (in Months)	Score Obtained	Description of Evaluation
1	Essential Qualification	50	100%	50	<p>Marks shall be awarded based on candidate percentage of mark secured in completion of essential qualification which is required for a position as per ToR.</p> <p>If a candidate has secured 60% marks for her/his qualification which is essential for the position as per the ToR, a total of 30 marks shall be awarded out of 50 Marks. (e.g. $50 \times 60\% = 30$ Marks)</p> <p>Consideration of Essential Qualification for awarding Marks:</p> <p>(a) Higher essential qualification shall be considered for awarding marks; (e.g., if an essential qualification is required for any position as B.Sc. Nursing along with any PG Degree, in the event of this PG Degree, shall be considered for awarding marks);</p> <p>(b) In case Multiple essential qualifications are required for any position (e.g., MBA/ MSW/ MA Social Sc., etc.) and candidate possesses more than one similar above degree, in the event of this candidate shall be awarded the marks based on the degree where s/he secured more marks in comparison to her/his other degree (But the details of such course should be mentioned in the Online Form by the candidate).</p> <p>Note:</p> <p>a) Document validation team reserve the right for validation of Mark% of candidate degree and any deviation recorded at the time Document Validation Process shall disqualify the candidate;</p> <p>(b) In the case of CGPA grading, the document validation team shall calculate the CGPA in percentage based on grading for which the candidate shall produce documentary proof for the basis of calculation of percentage. If an applicant fails to present the above-supporting documents, he/she shall be liable for the disqualification/ cancellation of her/his candidature.</p>
2	Essential Experience	50	100% Marks for Additional 200 Months of Essential Experience [Note: No marks shall be awarded on minimum number of years/ months on essential experience]	50	<p>Total score= 0.25 marks for each month of experience to a maximum of 50.</p> <p>[Note: No marks shall be awarded on a minimum number of years/ months on essential experience] (e.g. An Applicant has total 37 months of experience and essential experience is required of 36 months, in such scenario candidate shall be awarded mark for only one month, $1 \times 0.25 = 0.25$ Total Marks for experience criteria</p>
Total Marks		100		100	

Note:

1. The above matrix shall be used for the preparation of the merit list for the further selection process (i.e. Online Personal Interviews).
2. The score obtained by candidates as per the above matrix shall not be used in the preparation of the final selection list.

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, Signature and Documents Upload, Preview of Application before submission and Submit Application.

Before filling up the Online Recruitment Application Form, candidates are advised to go through the relevant advertisement and other details available on <https://mpphscl.in/> and www.sams.co.in.

A. PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATIONFORM

The application will be submitted online through the URL <https://sams.co.in> (Online submission of application shall start from **01.12.2021**)

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, candidates need to validate their registration by putting their RMN (Registered Mobile Number) as it is indicated above. Applicants are requested to keep their User ID (which is RMN) and password in safe custody.

STEP-3: Keep ready following documents before starting to fill the online Application Form:

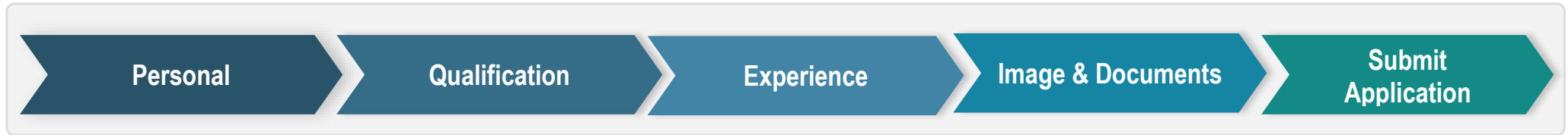
- (i) Profile Image (Candidates recent photograph)
- (ii) Candidate's Signature Image
- (iii) 10th Certificate
- (iv) 12th Certificate
- (v) Essential Qualification Documents
- (vi) Essential Experience Documents [In case of current employment, candidates may upload their appointment letter and last three months' salary details instead of experience certificate]
- (vii) Domicile Certificate (if required)
- (viii) Caste Certificate (if required)
- (ix) PH Certificate (if applicable/ required)
- (x) Other Required/ mandatory documents (As per the requirement of the position which is mentioned in the online form)

Note- The required/ mandatory documents should be uploaded in .jpeg, .jpg, .pdf or .png format in the relevant sections of the online application form. The maximum size of the file/photo/ documents should not exceed 1 MB.

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, etc. “**JOB DASHBOARD**” section. (*Applicants are requested to read and understand the eligibility criteria for the post they are applying for*).

STEP-5: Click on the “[आवेदनकरें / Apply Now](#)” button to apply for the position you are eligible and wish to apply.

STEP-6: Once you click on the “[आवेदनकरें / Apply Now](#)” button following sections will appear in the Application Form.



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. The applicants 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 the final submission of their applications.
- After successful submission of the Application Form, the applicant will receive an SMS on his/ her RMN (Registered Mobile Number) 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. GENERALINSTRUCTIONS

- (1) Applicants are advised to read the instructions and guidelines carefully before submitting the application form;
- (2) The applications submitted on or before the closing date **(21.12.2021, 11:59:59 PM)** shall be accepted. 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) If a candidate submits more than one application form for the same position, his/her candidature may be liable to get cancelled without any prior notice.

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