



**Madhya Pradesh Public Health Services Corporation Limited, Govt. of Madhya Pradesh**  
(Please view vacancy details at [www.mpphscl.in](http://www.mpphscl.in) or [www.sams.co.in](http://www.sams.co.in))



**CAREER OPPORTUNITY**

**Rule Book and Detailed Advertisement for Recruitment for 24+ 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 24+ Contractual Vacancies.**

Details of the vacant positions, number of posts, qualification, experience, age, and honoraria are given in the table below:  
(Please refer to the detailed Job description uploaded on [www.sams.co.in](http://www.sams.co.in))

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	Honoraria in INR (Per Month)	Nature of Appointment
1	General Manager (Inventory)	GM-INV-MPPHSCL	B. Pharma/ M. Pharma/ MBA in Material Management/ Engineering Degree Preferably with Certification in Purchasing/ Logistic Management with minimum 10 years of experience out of which at least 7 years of experience in Public procurement and supply chain management preferably in health sector goods;  Working knowledge and experience of MIS operations and other MS Office applications.	1	1 (UR)	₹ 71,717.00	Contractual

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	Honoraria in INR (Per Month)	Nature of Appointment
2	Manager (Procurement)	M-P-MPPHSCL	B. Pharma/ PG in Pharma/ Engineering Graduate or MBA in Pharma Mgmt./ MBA or PGDM in Materials Management with at least 50% marks with more than 6 years' experience in health sector field out of which 3 years' experience in procurement of medicines/kits/drugs/equipment, tendering, bill processing and vendor management and should be well versed in Contract Law and Contract Management,	1	(1) ST	₹ 67,300.00	Contractual
3	Manager (Supply Management)	M-SM-MPPHSCL	B. Pharma/ M. Pharma/ MBA in Material Management/ Engineering Degree Preferably with Certification in Purchasing/ Logistic Management with minimum 6 years of experience out of which at least 3 years of experience in public procurement and supply chain management, preferably in health sector goods;  Working knowledge and experience of MIS operations and other MS Office application.	1	(1) UR	₹ 67,300.00	Contractual
4	Manager (Logistics)	M-L-MPPHSCL	Engineering Graduate/ B. Pharma from any recognized university having secure at least 60% marks in aggregate with PG Diploma/ MBA in Inventory Management/ Logistic Management/ One-Year Certificate Course in Logistic/Procurement with 5 years of post-qualification experience in health sector goods logistics management.  Work experience on logistic MIS is essential.	1	1 (UR)	₹ 50,000.00	Contractual
5	Deputy Manager (Pharmaceutical)	DM-PH-MPPHSCL	B. Pharma with 6 years of total experience out of which 4 years of experience in procurement of drugs and other pharmaceutical/medical products in public sector. <b>OR</b> D. Pharma with 8 years of total experience out of which 4 years of experience in procurement of drugs and other pharmaceutical/medical products in public sector <b>OR</b> M. Pharma with minimum 4 years of experience in procurement of drugs and other pharmaceutical/medical products in public sector <b>OR</b> Post-Graduate in Pharmaceutical Management with minimum 4 years of experience in procurement of drugs and other pharmaceutical/medical products in public sector.  An approved/registered pharmacist under the Pharmacy Act, 1948.	1	1 (ST)	₹ 52,782.00	Contractual

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	Honoraria in INR (Per Month)	Nature of Appointment
6	Sr. Pharmacist	SPH-MPPHSCL	<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 OR 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 OR 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 <b>OR</b> Post-Graduate in Pharmaceutical Management with Pharmaceutical background with min 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 Act1948.</p> <p>Experience in goods storage and distribution practices in accordance with GMP Regulations.</p> <p>Exposure in handling regulatory audits on store / warehouse distribution functions of Pharmaceutical Organization in accordance with GMP regulations.</p>	1	1 (ST)	₹ 42,700.00	Contractual
7	Divisional Pharmacist (Quality)	PH-QA-MPPHSCL	<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 OR 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 OR 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/</p>	7	4 (UR), 1(OBC),1(ST),1 (SC)	₹ 42,700.00	Contractual

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			<p>any reputed organization</p> <p><b>OR</b></p> <p>Post-Graduate in Pharmaceutical Management with Pharmaceutical background with min 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 Act1948.</p> <p>Experience in goods storage and distribution practices in accordance with GMP Regulations.</p> <p>Exposure in handling regulatory audits on store / warehouse distribution functions of Pharmaceutical Organization in accordance with GMP regulations.</p>				
8	Divisional (Bio Medical Engineer)	BME-DL-MPPHSCL	<p>BE/ B. Tech in Electronics / Biomedical Engineering/ Medical Technology/ Electrical/Instrumentation Engineering with at least 3 years of experience in installation and commissioning and maintenance of Medical Equipment, instrument, and Furniture (EIF) either in Govt. health organization or in any other large hospital.</p> <p>Possess good knowledge of Bio-medical equipment specification writing and Govt. procurement processes.</p>	7	4 (UR), 1(OBC),1(ST),1 (SC)	₹ 56,100.00	Contractual
9	Legal Officer	LO-MPPHSCL	<p>Graduation in Law from a recognized University (Full Time) with at least two years post qualification experience of working in the field of law.</p>	1	1 (UR)	₹ 56,100.00	Contractual
10	Company Secretary	CS-MPPHSCL	<p>Company Secretary (CS) from Institute of Company Secretaries of India (ICSI) and Membership of the Institute of Company Secretaries of India with Minimum one-year experience in relevant field and well versed with secretaries' practice, company legal matters etc.</p> <p><b>(Note - Post Qualification experience is not required)</b></p>	1	1 (UR)	₹ 56,100.00	Contractual

S. No	Position Name	Position Code	Essential Qualification, Experience, and Skills (Contractual)	No. of Vacancies	Category Wise Classification	Honoraria in INR (Per Month)	Nature of Appointment
11	Office Assistant	OA-MPPHSCL	Graduate (Full time) in any discipline from a recognized university of India with at least 45% marks and Minimum one-year PGDCA (Full time) from any Govt. recognized institute <b>AND</b> Valid CPCT score card with at least three years post qualification relevant experience working as a Personal Assistant/Assistant cum DEO in any reputed organization/company.  Adequate knowledge in computer applications  <b>(Note-</b> Candidates who have work as DEO/ similar posts in any reputed, organization/ company from 20.10.2014 to 25.02.2015 are exempted from CPCT Certificate)	2	1(OBC),1(SC)	₹ 22,100.00	Contractual
12	Data Entry Operator	DEO-MPPHSCL	Graduate (Full time) in any discipline from a recognized university of India with at least 45% marks and Minimum one-year PGDCA (Full time) from any Govt. recognized institute <b>AND</b> Valid CPCT score card with at least three years post qualification relevant experience working as a Personal Assistant/Assistant cum DEO in any reputed organization/company.  Adequate knowledge in computer applications  <b>(Note-</b> Candidates who have work as DEO/ similar posts in any reputed, organization/ company from 20.10.2014 to 25.02.2015 are exempted from CPCT Certificate)	1	1(OBC)	₹ 17,100.00	Contractual

**Note: For the above position age limit is as below:**

(1) For General Category: 18 to 40 years

(2) For SC, ST, OBC, Government/Nigam/Mandal/ Autonomous Org. employees/Nagar Sainik/Handicapped/Women's (Unreserved/ Reserved) etc.:18 to 45 years (Maximum 5 years relaxation in age)

**Online Submission of Application Starts from: 23.03.2021.**

**The Last Date of Submission of Online Application: 12.04.2021 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;

**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) Age Limit: For General Category: 18 to 40 and for SC, ST, OBC, Government/Nigam/Mandal/ Autonomous Org. employees/Nagar Sainik/Handicapped/Women's (Unreserved/Reserved) etc.:18 to 45 (Maximum 5 years relaxation in age);

(16) Please note the **01.01.2021** shall be taken as a reference date for computing age and date **12.04.2021** shall be considered for qualification, experience, etc.;

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

(18) 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;

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

**Director**  
**(Finance & Administration)**  
**MPPHSCL**

**(Managing Director)**  
**MPPHSCL**

## **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, Job Preference, 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](http://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 **23.03.2021**)

**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:

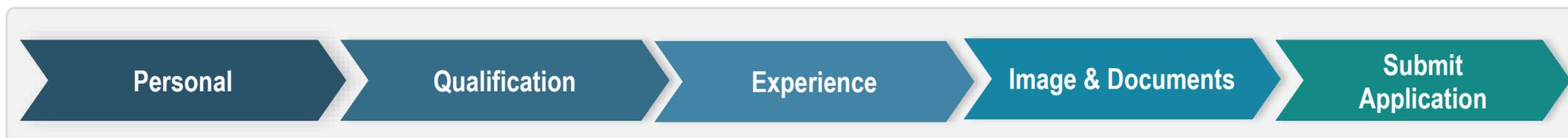
- i. Profile image (Candidates recent photograph)
- ii. Signature image
- iii. 10<sup>th</sup> Certificate
- iv. Essential Qualification Documents
- v. Essential Experience Documents [In case of current employment, candidates may upload their appointment letter and last three months' salary details instead of experience certificate]
- vi. 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 a single file in .jpeg, .jpg, .pdf 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, 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 (**12.04.2021, 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.