



## म.प्र.पब्लिक हेल्थ सर्विसेस कॉर्पोरेशन लिमिटेड

(लोक स्वास्थ्य एवं चिकित्सा शिक्षा विभाग, मध्यप्रदेश शासन अंतर्गत कंपनी)

द्वारा विज्ञापित

विभिन्न स्तरीय रिक्त पदों पर भर्ती हेतु

नियम पुस्तिका

(2026)



**MPPHSC**

1. मध्यप्रदेश पब्लिक हेल्थ सर्विसेस कॉर्पोरेशन लिमिटेड में प्रतिनियुक्ति/सविदा आधार पर निम्नानुसार रिक्त पदों पर नियुक्ति के लिये एम.पी ऑनलाईन के माध्यम से योग्य अभ्यर्थियों से आवेदन आमंत्रित किये जाते हैं।
2. पदों का विवरण :-

क्र.	रिक्त पद (पदनाम)	रिक्त पदों की संख्या	आरक्षण की स्थिति राज्य स्तरीय	मासिक सविदा पारिश्रमिक (सविदा नियुक्ति हेतु प्रतिमाह ₹)	नियुक्ति का प्रकार
(1)	(2)	(3)	(4)	(5)	(6)
1.	महाप्रबंधक (इंजिनीयर)	1	UR - 01	1,00,000/-	सविदा/प्रतिनियुक्ति
2.	महाप्रबंधक (आई.टी.)	1	UR - 01	1,00,000/-	सविदा
3.	प्रबंधक (प्रोक्योरमेंट)	1	ST - 01	75,000/-	सविदा/प्रतिनियुक्ति
4.	प्रबंधक (बिस्स)	1	UR - 01	75,000/-	सविदा/प्रतिनियुक्ति
5.	प्रबंधक/संभागीय समन्वयक	1	UR - 01	75,000/-	सविदा/प्रतिनियुक्ति
6.	डिप्टीवन मैनेजर	7	UR - 03 OBC - 02 ST - 01 SC - 01	75,000/-	सविदा/प्रतिनियुक्ति
7.	प्रोक्योरमेंट सलाहकार	1	UR - 01	47,000/-	सविदा/प्रतिनियुक्ति
8.	तांजेंटिक सलाहकार	1	UR - 01	47,000/-	सविदा/प्रतिनियुक्ति
9.	मानव संसाधन	1	UR - 01	67,300/-	सविदा
10.	ड्रेक्टोर	2	UR - 01 OBC - 01	65,000/-	सविदा
11.	सींगल ऑफिसर	1	UR - 01	56,100/-	सविदा
12.	बिल सलाहकार	1	UR - 01	56,100/-	सविदा
13.	बायो मेट्रिकल इंजीनियर	2	UR - 01 ST - 01	56,100/-	सविदा
14.	बायो मेट्रिकल इंजीनियर (संभागीय)	2	UR - 01 OBC - 01	56,100/-	सविदा
15.	बायोमेट्रिकल सलाहकार	1	UR - 01	52,000/-	सविदा
16.	एमआईएस-डेटा मैनेजर	1	UR - 01	42,700/-	सविदा
17.	फार्मासिस्ट	1	ST - 01	42,700/-	सविदा
18.	ब्यापलप सहायक	8	UR - 02 OBC - 02 ST - 02 SC - 01 EWS - 01	22,100/-	सविदा

3. उपरोक्त तालिका में आरक्षण 100 बिंदु रोल्टर के अनुसार श्रेणी बार दर्शाया गया है। आरक्षण के संबंध में सामान्य प्रशासन विभाग के नियम लागू होंगे।
4. उपरोक्त रिक्त पदों पर प्रतिनियुक्ति के माध्यम से भर्ती की स्थिति में प्रतिनियुक्त अधिकारी/कर्मचारी को उसके मूल विभाग में प्राप्त वेतनमान पर अतिम वेतन प्रमाण पत्र (LFC) के अनुसार वेतन भत्ते देय होंगे। स्वतः पदों पर सीधी भर्ती के माध्यम से सविदा नियुक्ति की स्थिति में नियुक्त अधिकारी/कर्मचारी को मासिक सविदा पारिश्रमिक प्रतिमाह देय होगा तथा नियमानुसार प्राविडेंट फंड (PF) का लाभ दिया जावेगा।
5. अभ्यर्थी की आयु दिनांक 01.01.2026 की स्थिति में निर्धारित की जावेगी। आयु सीमा में छूट सामान्य प्रशासन विभाग के नियम/निर्देश अनुसार देय होगी।
6. शैक्षणिक योग्यता तथा अनुभव :-
  - 6.1 उपरोक्त पदों हेतु अनिवार्य एवं सांघनीय शैक्षणिक योग्यता तथा अनुभव Annexure 'A' अनुसार निर्धारित है।
  - 6.2 Annexure 'A' में उल्लेखित/बर्णित आवश्यक शैक्षणिक योग्यता प्राप्ति के पर्याप्त का अनुभव मान्य होगा।

7. चयन प्रक्रिया :-

7.1 उपरोक्त पदों हेतु ऑनलाईन आवेदन की तिथियाँ -

विषय	दिनांक (समाप्त)
ऑनलाइन परीचयन एवं आवेदन प्रारंभ होने की तिथि	25/05/2026
ऑनलाइन परीचयन, आवेदन शुल्क भुगतान एवं आवेदन जमा करने की अंतिम तिथि	24/06/2026
ऑनलाइन आवेदन में त्रुटि सुधार करने हेतु तिथि	22/06/2026 से 25/06/2026

MPPLR

उपरोक्त तिथियाँ आवश्यकता अथवा अन्य कारणों से परिवर्तित की जा सकती हैं।

7.2 आवेदन के सम्यक् अभ्यर्थियों को निम्नलिखित स्वप्रमाणित दस्तावेजों को स्कैन कर अपलोड करना होगा। इसके बिना आवेदन स्वीकार नहीं किया जावेगा।

- हाई स्कूल सर्टिफिकेट परीक्षा (10+2) की अंकसूची।
- उपरोक्त पदों हेतु निर्धारित न्यूनतम शैक्षणिक योग्यता तथा अन्य उल्लेखित शैक्षणिक योग्यता की अंकसूची।
- मान्यता प्राप्त विश्वविद्यालय से प्राप्त स्नातक/स्नातकोत्तर उपाधि।
- सक्षम अधिकारी द्वारा जारी वैध जाति प्रमाण-पत्र।
- योग्यता डिप्टी के पर्याय का कार्यानुभव संबंधी प्रमाण-पत्र।
- अंतिम कार्यस्थल पर नियुक्ति पत्र एवं अंतिम माह की वेतनपत्री उपरोक्त अभिलेखों के साथ अभ्यर्थी अथवा अभिलेख जैसे- DCA/PGDCA या अन्य कम्प्यूटर कोर्स/डिप्ली/अनुभव आदि को भी आवेदन के साथ अपलोड कर सकता है।

7.3 एम.पी.ऑनलाइन के द्वारा उपरोक्तानुसार ऑनलाइन प्राप्त आवेदनों की शार्टलिस्टिंग तथा विस्तृत परीक्षण किया जावेगा।

7.4 अभ्यर्थियों की परीक्षा MP Online द्वारा आयोजित की जावेगी। परीक्षा उपरोक्त सकल अभ्यर्थियों का साक्षात्कार लिया जावेगा। साक्षात्कार की प्राप्ति रखने वाले अभ्यर्थियों की सूची MP Online की वेबसाइट पर प्रदर्शित की जाएगी।

7.5 प्रश्न-पत्र का syllabus MP Online की वेबसाइट पर प्रदर्शित होगा।

7.6 वरीयता निर्धारण हेतु दशमलव के बाद 2 अंको तक को विवेचना में लिया जावेगा।

7.7 वरीयता सूची में 2 या अधिक अभ्यर्थियों द्वारा समतुल्य अंक प्राप्त किये जाने की स्थिति में वरीयता का क्रम निम्नानुसार होगा -

क- अधिक अनुभवी अभ्यर्थियों को कम अनुभव वाले अभ्यर्थियों पर प्राथमिकता।


ख- अधिक शैक्षणिक योग्यता वाले अभ्यर्थियों को कम शैक्षणिक योग्यता वाले अभ्यर्थियों पर प्राथमिकता।

ग- कम्प्यूटर संबंधी ज्ञान वाले अभ्यर्थी को प्राथमिकता।


7.8 वरीयता सूची के संबंध में चयनित आवेदकों को ई-मेल व मोबाईल द्वारा सूचित किया जावेगा। अतः आवेदक अपना मोबाईल नम्बर तथा ई-मेल आई.डी. की सटीक जानकारी आवेदन पत्र में अंकित करे। गलत जानकारी के कारण आवेदकों को सूचना न मिलने हेतु म.प्र.पब्लिक हेल्थ सर्विसेस कॉर्पोरेशन लिमिटेड (MPPHSC)/एम.पी.ऑनलाइन (MP Online) जिम्मेदार नहीं होगा।

7.9 एम.पी.ऑनलाइन (MP Online) द्वारा चयनित अभ्यर्थियों की वरीयता सूची (प्रत्येक पद हेतु 05 गुना अभ्यर्थी) तैयार कर MP Online तथा MPPHSC की वेबसाइट पर प्रदर्शित की जावेगी। वरीयता सूची अनुसार समस्त पदों के अभ्यर्थियों का साक्षात्कार MPPHSC की "एच.आर.कमेटी/चयन समिति" के द्वारा किया जावेगा। उक्त पदों पर प्रतिनियुक्ति के माध्यम से पूर्ती हेतु प्राप्त आवेदकों का सीधे साक्षात्कार एच.आर.कमेटी/चयन समिति के द्वारा किया जावेगा। साक्षात्कार उपरोक्त अंतिम प्राप्तांकों के आधार पर "एच.आर.कमेटी/चयन समिति" के द्वारा प्रबंध संचालक को चयनित अभ्यर्थी की अनुशंसा की जावेगी।

- 7.10 एच.आर. कमेटी/चयन समिति के द्वारा की गई अनुशंसा के आधार पर पात्र अभ्यर्थी को नियुक्त करने का निर्णय प्रबंध संचालक के द्वारा किया जाएगा जो अंतिम एवं सर्वमान्य होगा। रिक्त पदों हेतु योग्य अभ्यर्थी प्राप्त न होने की स्थिति में प्रबंध संचालक द्वारा संबंधित पद/पदों की संपूर्ण चयन प्रक्रिया को निरस्त किया जा सकता है।
- 7.11 प्रत्येक पद हेतु चयनित अभ्यर्थी को छोड़कर बरीयता क्रम में अभ्यर्थियों को शामिल कर एक प्रतीक्षा सूची तैयार की जावेगी। चयनित अभ्यर्थी द्वारा कार्यभार ग्रहण नहीं करने की स्थिति में इस प्रतीक्षा सूची से बरीयता क्रम में अभ्यर्थियों को संबंधित पद पर नियुक्त किया जाएगा। उक्त प्रतीक्षा सूची 01 (एक) वर्ष हेतु मान्य होगी।
- 7.12 चयन प्रक्रिया में अंतिम निर्णय के अधिकार प्रबंध संचालक, MPPLSCL को हैं तथा चयन प्रक्रिया को किसी भी स्तर पर स्थगित/निरस्त करने के संपूर्ण अधिकार प्रबंध संचालक को है जो कि सर्वमान्य एवं बंधनकारी होंगे।
- 7.13 कितनी भी प्रकार के न्यायालयीन वाद का स्थान भोपाल होगा।

  
 मुख्य महाप्रबंधक (तकनीकी-1)  
 म.प्र.प.हे.स.कॉर्पो.लि.भोपाल

  
 मुख्य महाप्रबंधक (तकनीकी-1)  
 म.प्र.प.हे.स.कॉर्पो.लि.भोपाल

  
 मुख्य महाप्रबंधक (वित्त/प्रशासन)  
 म.प्र.प.हे.स.कॉर्पो.लि.भोपाल

MPPLSCL



# Madhya Pradesh Public Health Services Corporation Limited

Oil Fed. Building Campus, 01, Arera Hills Bhopal  
URL: [www.mpphscs.in](http://www.mpphscs.in), Email-[ic-f@mpphscs@gmail.com](mailto:ic-f@mpphscs@gmail.com).  
PHONE: 0755-2578910, 2578911, 2578912

## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCS

### General Manager (Inventory)

1	Name of Post:	General Manager (Inventory)
2	Number of Posts:	
3	Emoluments:	(I) For Deputation: Pay Scale- 15600-39100+7600 grade pay or equivalent (II) For Direct Recruitment on Contract : Monthly Contractual Pay Rs. 1,00,000/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Qualification	<b>For Deputation</b> <ul style="list-style-type: none"><li>• B Pharma/M.Pharma/MBA Material Management/MBBS/ An engineering degree with PGDM in logistics / Supply chain management/ Operation Management.</li><li>• At least 7 Years' experience of working in Health Sector handling logistics and supply chain management with MIS system and</li><li>• At least 4 years' service in any state M.P. Government/PSU/M.P. Government Undertaking/Central Government and working on analogous post or mat equivalent scale of pay as indicated above.</li></ul> <b>For Direct Recruitment on Contract</b> <ul style="list-style-type: none"><li>• An engineering degree/B Pharma/M Pharma having secured at least 50% marks in aggregate with PG Diploma/Degree in Materials Management/Inventory Management/Logistic management/ Operation Management.</li><li>• Minimum 8 years' experience in public procurement and supply chain management/Goods logistic management out of which at least 5 years of experience must be in health sector Goods.</li><li>• Working knowledge and experience of MIS operations and other MIS Office.</li><li>• Candidate should have experience in inventory planning, purchase forecasting, based on analysis of inventory carrying costs and seasonality of demands.</li><li>• Candidate should have strong analytical, communications and organizational skills and experience in negotiations with vendors providing Logistics, experience of handling people independently in any organization.</li></ul>
6	Method of recruitment	Deputation /Direct Recruitment on Contract



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*San*



# Madhya Pradesh Public Health Services Corporation Limited

Oil Fed. Building Campus, 01, Arera Hills Bhopal

URL: [www.mpphscl.in](http://www.mpphscl.in), Email-id- [fo.mpphscl@gmail.com](mailto:fo.mpphscl@gmail.com).

PHONE: 0755-2578910, 2578911, 2578912

## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

7	Job Description	<ol style="list-style-type: none"><li>1. Putting in place a proper supply chain infrastructure with IT enabled systems</li><li>2. Efficient management of warehouses</li><li>3. To ensure movement of goods to the user namely the Districts and also assist them in further movement of goods to the end users</li><li>4. Develop and implement pipeline strategies in line with 'International/National Best Practices'.</li><li>5. Collect and report on logistics data for MIS.</li><li>6. Use data to drive supply chain operations.</li><li>7. Identify and rectify weaknesses within the present system.</li><li>8. To establish modern warehouses, storage rooms, and cold storage facilities in various locations within India or elsewhere for safe and convenient storage of medicines, surgical products and other medical and para-medical products of all description.</li><li>9. Design and implementation of a Logistics Management Information System and Inventory and Stock Management Systems.</li><li>10. Devise a cost effective transport and distribution system.</li><li>11. To improve cost effectiveness including methods to reduce losses, overstocking, waste, inefficient handling and distribution as well as to introduce expiry date tracking and efficient security measures.</li><li>12. Advice Districts to bring improvements in the inventory control, efficient running of warehouses with better MIS.</li><li>13. Training to Corporation staff as well as to the State Govt, staff, on quantification methodologies.</li><li>14. Advice in the matters of quality assurance during storage and movement</li><li>15. Monitor the performance of contractors and suppliers for goods and services.</li></ol>
8	Report to	Chief General Manager (Technical)

Chief General Manager  
(Technical - II)  
MPPHSCL

Chief General Manager  
(Technical)  
MPPHSCL

Chief General Manager  
(Finance & Administration)  
MPPHSCL

मध्य प्रदेश सार्वजनिक स्वास्थ्य  
संस्थापक निदेशक  
मध्य प्रदेश सार्वजनिक स्वास्थ्य  
संस्थापक निदेशक

Central Pendency  
Manager (FO)



## Madhya Pradesh Public Health Services Corporation Limited

(A Government of Madhya Pradesh Undertaking)

MP State Oilfed Corporate Office Building,

81, Arera Hills, Hushangabad Road, Bhopal (M.P.) -462011

URL : <https://mpphsc.mp.gov.in>, Email id -> fo-mpphsc@mp.gov.in

Phone No. 0755-2578910, 2578911, 2578912

### TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC

#### General Manager (IT)

1	Name of Post:	General Manager (IT)
2	Number of posts:	
3	Emoluments:	For Direct Recruitment on Contract: Monthly Contractual Pay Rs. 1,00,000/- per month.
4	Age limit:	For General Category – 18 to 40 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)
5	Essential Qualification & Experience:	<b>For Direct Recruitment on Contract: -</b> <ul style="list-style-type: none"><li>• BE/B. Tech in Information Technology / Computer Science Engineering/ MCA from a recognized University/Institute with at least 50% Marks.</li><li>• At least 10 years' experience in handling IT functions in a senior managerial capacity with experience of handling government project for at least 05 years.</li><li>• Software development and independent project handling experience in either C, C++, C#, FoxPro, Visual FoxPro, Visual Basic, Visual Basic Net, Visual C, Visual C++, Java/J2EE with open sources tools, Postgre SQL, Mac OS, DBMS (Data base Management System), SQL Server 2005 or 2008 for the required period of experience as mentioned.</li><li>• MS office tools, Project Management.</li></ul>
6	Method of recruitment:	Direct Recruitment on Contract
7	Job Description:	<ul style="list-style-type: none"><li>• Should be able to do the system analysis &amp; design work independently before the development of the software;</li><li>• Should be able to develop/upgrade software programs/packages independently using tools as mentioned above;</li><li>• should be able to assess the need &amp; develop training modules for all users of the Corporation and other Users of the H&amp;FW Department &amp; Coordinate the training activities.</li><li>• Strong analytical and problem-solving abilities, with the capacity to make data-driven decisions.</li></ul>

		<ul style="list-style-type: none"> <li>• Familiarity with relevant health sector technologies, such as electronic health records, health information exchange, tele-health, or healthcare analytics.</li> <li>• Should be able to collect, formulate different software packages;</li> <li>• Should be able to do the maintenance &amp; management of different MIS represent and analyse Data from different MIS reports software packages,</li> <li>• Should have basic domain knowledge of supply chain management, project management.</li> <li>• Align with policies and updates published by MoHFW/NHA.</li> <li>• Should have good communication and written skills.</li> <li>• Should be able to co-ordinate with different stakeholders of departments</li> <li>• Any other job that may be assigned to him/her from time to time.</li> </ul>
8	Report to:	Chief General Manager (Finance & Administration)

  
 General Manager  
 (Quality Control)  
 MPPHSCL

  
 General Manager  
 (Procurement)  
 MPPHSCL

  
 Chief General Manager  
 (Technical - II)  
 MPPHSCL

  
 Chief General Manager  
 (Technical - I)  
 MPPHSCL

  
 Chief General Manager  
 (Finance & Administration)  
 MPPHSCL



# Madhya Pradesh Public Health Services Corporation Limited

Oil Fed. Building Campus, 01, Arera Hills Bhopal


URL: [www.mpphscl.in](http://www.mpphscl.in), Email-id- fo.mpphscl@gmail.com.

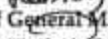
PHONE: 0755-2578910, 2578911, 2578912


## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

Manager (Procurement- Drugs and Consumables)

1	Name of Post:	Manager (Procurement- Drugs and Consumables)
2	Number of Posts:	
3	Emoluments:	(I) For Deputation : Pay Scale - 15600-39100+6600 grade pay or equivalent (II) Recruitment on Contract : Monthly Contractual Pay Rs. 75,000/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	<b>(I) For Deputation</b> <ul style="list-style-type: none"><li>B.Pharma/ M. Pharma/ MBA in Pharma Mgmt./MBA or PGDM in materials management / MBA or PGDM in Public Procurements</li><li>At least 2 years of experience in inspection, testing and quality assurance of drugs, vaccines and other healthcare goods for the purpose of procurement thereof and</li><li>At least 4 years' service in any state Government/ PSU/M.P. Government Undertaking/Central Government and working on analogous post or at equivalent scale of pay</li></ul> <b>(II) For Direct Recruitment on Contract</b> <ul style="list-style-type: none"><li>B.Pharma/ M. Pharma/ MBA in Pharma Mgmt/ MBA or PGDM in materials management / MBA or PGDM in Public Procurements having secured at least 50% marks</li><li>Candidate should have minimum 6 years' experience in health sector field out of which 3 years' experience in procurement of medicines/kits / drugs / Tendering, Bill processing and Vendor management and who is well versed in Contract Law and Contract Management.</li><li>The experience can be of Private companies or Public Agencies.</li></ul>
6	Method of recruitment	Deputation/ Direct Recruitment on Contract
7	Job Description	<ol style="list-style-type: none"><li>Will assist in the procurement of all drugs and Consumables supplies for MPPHSCL.</li><li>Bid evaluation and tender process management.</li><li>Handle the contracting and vendor management vis-à-vis drugs.</li><li>Prepare the short and long term forecasting of drugs required at every level of the public health care system in M.P.</li><li>Analysis of MIS reports and assists in forecasting of goods and materials.</li><li>Any other job that may be assigned to him/her from time to time.</li></ol>
8	Report to	General Manager (Procurement)

  
Chief General Manager  
(Technical - II)  
MPPHSCL

  
Chief General Manager  
(Technical)  
MPPHSCL

  
Chief General Manager  
(Finance & Administration)  
MPPHSCL



  
Divyanshu Pandey  
Manager (OU)



# Madhya Pradesh Public Health Services Corporation Limited

(A Government of Madhya Pradesh Undertaking)

MP State Oiled Corporate Office Building,

01, Arera Hills, Hoshangabad Road, Bhopal (M.P.) -462011

URL : <https://mpphscl.mp.gov.in>, Email id :- [fo-mpphscl@mp.gov.in](mailto:fo-mpphscl@mp.gov.in)

Phone No. 0755-2578910, 2578911, 2578912

## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

### Manager (Finance)

1	Name of Post :-	<b>Manager (Finance)</b>
2	Number of Post :-	
3	Emoluments :-	(I) Scale of Pay for Deputation - 15600-39100+6600 grade pay or equivalent (II) Direct Recruitment on Contract: Monthly Contractual Pay Rs. 75,000/- Per Month
4	Age Limit :-	For General Category - 18 to 40 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)
5	Essential Qualification & Experience:-	<b>(I) For Deputation:</b> 1. Full Time/Regular <b>M.Com Or MBA Finance</b> from a Govt. recognized University/Institute. 2. Computer diploma (DCA & PGDCA) with experience of working in Tally 3. At least 2 Years' experience of working in Public Sector companies/corporation/statutory bodies and Any Government Health Sector/ State Government/PSU/M.P. Government Undertaking/Central Government and working on analogous post or at equivalent scale of pay.  <b>(II) For Direct Recruitment on Contract:</b> 1. Full-time/Regular <b>M.Com or MBA (Finance) or Chartered Accountant (CA)</b> from a Government-recognized University/Institute. (Candidates with CA qualification will be preferred) 2. Computer working knowledge is essential. (Diploma/Degree/Certificate, etc.) This requirement shall not be applicable for CA candidates. 3. The applicant should possess a minimum of 5 years' experience in Public Sector Companies/Corporations/Statutory Bodies. Additionally, at least 2 years of experience must be in the Government Health Sector/State Government/PSU/M.P. Government Undertakings/Central Government, in an analogous position or at an equivalent pay scale."
6	Method of Recruitment:-	Deputation & Direct Recruitment on Contract

7

Job Description:-

1. Manager (Finance & Accounts) will be responsible for all type of accounting and finance related jobs of the Corporation.
2. Provide transparent, timely and effective financial information and reporting as well other financial services.
3. Ensure maintenance of all documents and records relating to the payment and receipts and producing before the audit as and when required for audit and would prepare quarterly Interim Unaudited Financial Report (IUFIR).
4. Oversee the preparation of the Half Yearly Report and Annual Accounts of the Corporation and would do a second level checking and processing of invoices, bills and documents received from suppliers, contractors and consultants for payment.
5. To ensure smooth functioning of Finance and Accounts department.
6. To conduct regular reviews of financial performance of organization.
7. Exercising the Financial Control in project activities.
8. To handle preparation of annual budget, regular variance statement and annual audit.
9. To present regular reports to GM Finance.
10. To operate financial systems including taxes, books of Accounts,
11. To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc.
12. To provide all necessary financial information and to handle the management and timely audit of accounts by Auditors.
13. Handle any other finance-accounts work as directed by higher authorities.

8

Reporting to :-

CGM Finance &amp; Admin

**General Manager  
(Quality Control)  
MPPHSL**

**General Manager  
(Procurement)  
MPPHSL**

**Chief General Manager  
(Technical - II)  
MPPHSL**

**Chief General Manager  
(Technical - I)  
MPPHSL**

**Chief General Manager  
(Finance & Administration)  
MPPHSL**

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL**
**Manager/Divisional Coordinator**

1	Name of Post:	Manager/Divisional Coordinator
2	Number of Posts:	
3	Emoluments:	(I) For Deputation : Pay Scale- 15600-39100+6600 grade pay or equivalent (II) Direct Recruitment on Contract : Monthly Contractual Pay Rs. 75000/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	<b>(I) For Deputation:</b> <ul style="list-style-type: none"> <li>• B. Pharma / M. Pharma / MBA</li> <li>• At least 5 Years' experience of working in Health Sector</li> <li>• At least 3 Years' service in any state M.P. Government/PSU/M.P. Government Undertaking/Central Government and working on analogous post or mat equivalent scale of pay as indicated above.</li> </ul> <b>(II) For Direct Recruitment on Contract:</b> <ul style="list-style-type: none"> <li>• B Pharma / M Pharma / MBA having secured at least 50% marks in aggregate</li> <li>• Minimum 5 years' experience in any state/central Government Health Institution/state M.P. Government/PSU/M.P. Government Undertaking/Central of warehouse/supply chain management/Goods logistic management out of which at least 3 years of experience must be in health sector Goods.</li> <li>• Minimum 3 years' experience in any state level Government Health institutions/office would be additional preference</li> <li>• Candidate should have work experience with drug warehouse (District / division / state level) would be additional preference</li> </ul>
6	Method of recruitment	Deputation & Direct Recruitment on contract
7	Job Description	<ul style="list-style-type: none"> <li>• Monitor the performance of various divisional warehouse.</li> <li>• Identifying the problems faced by the divisional warehouse in order to improve the warehouse management system</li> <li>• Visit all warehouses periodically and assure for inventory, IT and logistics management system</li> <li>• To coordinate with various section incharge of MPPHSCL to resolve the problems faced by divisional warehouse.</li> </ul>

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL**


		<ul style="list-style-type: none"> <li>• To Compile the reports and data received from various warehouses and provide MPPHSCL HQ</li> <li>• Tally / cross check the reports and data accuracy that is received from warehouse</li> <li>• Setting up of modern warehouses, storage rooms and cold storage facilities at various locations as per National Health Systems Resource Centre (NHSRC) guideline.</li> <li>• To provide essential consultation for centralized process and its implementation.</li> </ul>
8	Report to	Chief General Manager (Technical)/GM Inventory



**General Manager  
(Quality Control)  
MPPHSCL**



**General Manager  
(Procurement)  
MPPHSCL**



**Chief General Manager  
(Technical - II)  
MPPHSCL**



**Chief General Manager  
(Technical - I)  
MPPHSCL**



**Chief General Manager  
(Finance & Administration)  
MPPHSCL**

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC**
**Divisional Manager**

1	Name of Post:	<b>Divisional Manager</b>
2	Number of Posts:	
3	Emoluments:	(I) For Deputation : Pay Scale- 15600-39100+6600 grade pay or equivalent (II) Direct Recruitment on Contract : Monthly Contractual Pay Rs. 75000/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	(I) For Deputation: <ul style="list-style-type: none"> <li>• B. Pharma / M. Pharma / MBA secured at least 50% marks in aggregate</li> <li>• At least 5 Years' experience of working in Health Sector</li> <li>• At least 3 Years' service in any state M.P. Government/PSU/M.P. Government Undertaking/Central Government.</li> <li>• Minimum 3 years' experience in any state level Government Health institutions/office would be additional preference</li> </ul> (II) For Direct Recruitment on Contract: <ul style="list-style-type: none"> <li>• B. Pharma / M. Pharma / MBA having secured at least 50% marks in aggregate</li> <li>• Minimum 8 years' experience in procurement of drugs/quality assurance of drugs/Pharmaceutical store management involves inventory management, supply chain management, regulatory compliance.</li> <li>• Minimum 3 years' experience in any state level Government Health institutions/office would be additional preference</li> <li>• Candidate should have work experience with drug warehouse (District/ division/state level) would be additional preference</li> </ul>
6	Method of recruitment	Deputation & Direct Recruitment on contract
7	Job Description	<ul style="list-style-type: none"> <li>• Monitor the performance of divisional warehouse.</li> <li>• Identifying the problems faced by the divisional warehouse in order to improve the warehouse management system.</li> <li>• To coordinate with various section in charge of MPPHSC.</li> </ul>

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL**

		<p>to resolve the problems faced by divisional warehouse.</p> <ul style="list-style-type: none"> <li>• To Compile the reports and data received from health facilities and provide MPPHSCL HQ / as required.</li> <li>• Tally / cross check the reports and data accuracy that is received from health facilities / Indenter.</li> <li>• To provide essential consultation for centralized process and its implementation.</li> <li>• Forecasting the quantity of medicines and consumables for preparation of procurement.</li> <li>• To assure the uniformly distribution of medicines and consumables as per instructions given by MPPHSCL HQ / officers.</li> <li>• To manage the all inventory / logistics in divisional warehouse / in transit.</li> </ul>
8.	Report to	Chief General Manager (Technical) / GM Inventory




**General Manager  
(Quality Control)  
MPPHSCL**



**General Manager  
(Procurement)  
MPPHSCL**



**Chief General Manager  
(Technical - II)  
MPPHSCL**



**Chief General Manager  
(Technical - I)  
MPPHSCL**



**Chief General Manager  
(Finance & Administration)  
MPPHSCL**



# Madhya Pradesh Public Health Services Corporation Limited

Oil Fed. Building Campus, 01, Arera Hills Bhopal

URL: [www.mpphscl.in](http://www.mpphscl.in), Email-id- fo.mpphscl@gmail.com.

PHONE: 0755-2578910, 2578911, 2578912

## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

CONSULTANT Procurement)

1	Name of Post:	CONSULTANT - Procurement
2	Number of Posts:	
3	Emoluments:	(I) For Deputation:- Pay scale -15600-3900+5400 grade pay or equivalent (II) Recruitment on Contract : Monthly Contractual Pay Rs. 47,000/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	<b>(I) For Deputation</b> <ul style="list-style-type: none"><li>• B.Pharma/ M. Pharma/ MBA in Pharma Management /MBA or PGDM in materials management / MBA or PGDM in Public Procurements</li><li>• At least 2 years of experience in inspection, testing and quality assurance of drugs, vaccines and other healthcare goods for the purpose of procurement thereof and</li><li>• At least 4 years' service in any state Government/ PSU/M.P. Government Undertaking/Central Government and working on analogous post or at equivalent scale of pay</li></ul> <b>(II) For Direct Recruitment on Contract</b> <ul style="list-style-type: none"><li>• B Pharma/M Pharma/MBA or PGDM in Materials Management/Inventory Management/Logistic management/Operation Management/ Public procurement having secured at least 50% marks.</li><li>• Candidate should have more than 3 years' experience in health sector field out of which 2 years' experience in procurement of medicines/kits / drugs / Tendering, Bill processing and Vendor management and who is well versed in Contract Law and Contract Management.</li><li>• The experience can be of Private companies or Public Agencies.</li></ul>
6	Method of recruitment	Deputation/ Direct Recruitment on Contract
7	Job Description	<ol style="list-style-type: none"><li>1. Will assist in the procurement of all drugs and related supplies for MPPHSCL.</li><li>2. Drafting Tender documents</li><li>3. Bid evaluation and tender process management.</li><li>4. Handle the contracting and vendor management vis-à-vis drugs.</li><li>5. Prepare the short and long-term forecasting of drugs required at every level of the public health care system in M.P.</li><li>6. Analysis of MIS reports and assistance in the forecasting of goods and</li></ol>

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC**

		materials. 7. Any other job that may be assigned to him/her from time to time.
8	Report to	Manager (Procurement)- Drugs and Consumables

  
Chief General Manager  
(Technical - II)  
MPPHSC.  
Chief General Manager  
(Technical )  
MPPHSC  
Chief General Manager  
(Finance & Administration)  
MPPHSC  
साधनेतिकर इकायिकर  
मध्यप्रदेश सचिवालय  
सर्विसल इन्फार्मेशन लि. भोपाल  
Chief Engineer  
(Civil)

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCCL**
Logistics Consultant

1	Name of Post:	Logistics Consultant
2	Number of Posts:	
3	Emoluments:	<p>(I) For Deputations:- Pay scale -15600-3900+5400 grade pay or equivalent</p> <p>(II) For Direct Recruitment on Contract : Monthly Contractual Pay Rs. 47,000/- per month</p>
4	Age limit	<p>For General Category - 18 to 40</p> <p>For SC, ST, OBC, Government/Nigami/Mandal/Autonomous Org. employees/Nagar Sainik/Handicapped/Women's (Unreserved/Reserved) etc. - 18 to 45 (Maximum 5 years relaxation in age)</p>
5	Essential Qualification & Experience	<p>(I) For Deputation:</p> <ul style="list-style-type: none"> <li>• An engineering degree /B Pharma /M Pharma and</li> <li>• At least 2 Years' experience of working in Health Sector handling logistics and supply chain management</li> <li>• At least 4 years' service in any state Government/ PSU/M.P. Government Undertaking/Central Government and working on analogous post or at equivalent scale of pay as indicated above.</li> </ul> <p>(II) For Direct Recruitment on Contract:</p> <ul style="list-style-type: none"> <li>• An Engineering degree/B Pharma/M Pharma having secured at least 50% marks in aggregate with a PG Diploma/Degree in Materials Management/Inventory Management/Logistic management/Operation Management.</li> <li>• Minimum 3 years' experience in public procurement and supply chain management/Goods logistic management out of which at least 2 years of experience must be in health sector Goods.</li> <li>• Working Experience in logistic MIS is essential.</li> <li>• Candidate should have experience in inventory planning, and purchase forecasting, based on analysis of inventory carrying costs and seasonality of demands.</li> <li>• Candidate should have strong analytical, communications and organizational skills and experience in negotiations with vendors providing Logistics and experience in handling people independently in any organization.</li> <li>• The experience can be of any of the Private companies or Public Offices/bodies.</li> </ul>

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC**

6	Method of recruitment	Deputation/ Direct Recruitment on Contract
7	Job Description	<ol style="list-style-type: none"> <li>1. Putting in place a proper supply chain infrastructure with IT-enabled systems</li> <li>2. Efficient management of warehouses of MPPHSC</li> <li>3. To ensure the movement of goods to the user namely the Districts and also assist them in further movement of goods to the end users</li> <li>4. Develop and implement pipeline strategies in line with 'International/National Best Practices'.</li> <li>5. Collect and report on logistics data for MIS.</li> <li>6. Use data to drive supply chain operations.</li> <li>7. Identify and rectify weaknesses within the present system.</li> <li>8. To establish modern warehouses, storage rooms, and cold storage facilities in various locations within India or elsewhere for safe and convenient storage of medicines, surgical products and other medical and para-medical products of all description.</li> <li>9. Design and implementation of a Logistics Management Information System and Inventory and Stock Management Systems.</li> <li>10. Devise a cost-effective transport and distribution system.</li> <li>11. To improve cost-effectiveness including methods to reduce losses, overstocking, waste, inefficient handling and distribution as well as to introduce expiry date tracking and efficient security measures.</li> <li>12. Advise Districts to bring improvements in inventory control, and efficient running of warehouses with better MIS.</li> <li>13. Training to MPPHSC staff as well as to the State Govt. personnel on quantification methodologies.</li> <li>14. Advice in the matters of quality assurance during storage and movement</li> <li>15. Monitor the performance of contractors and suppliers for goods and services.</li> <li>16. Other duties as specified or assigned by the MD/Superiors.</li> </ol>
8	Report to	General Manager Logistics



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PHONE: 0755-2578910, 2578911, 2578912

## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

  
General Manager  
(Quality Control)  
MPPHSCL

  
General Manager  
(Procurement)  
MPPHSCL

  
Chief General Manager  
(Technical - II)  
MPPHSCL

  
Chief General Manager  
(Technical - I)  
MPPHSCL

  
Chief General Manager  
(Finance & Administration)  
MPPHSCL

MPPLR



## Madhya Pradesh Public Health Services Corporation Limited

(A Government of Madhya Pradesh Undertaking)

MP State Office Corporate Office Building,

91, Arera Hills, Hoshangabad Road, Bhopal (M.P.) -462011

URL : <https://mpphsccl.mp.gov.in>, Email id :- [fo-mpphsccl@mp.gov.in](mailto:fo-mpphsccl@mp.gov.in)

Phone No. 0755-2578910, 2578911, 2578912

### TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCCL

#### Human Resources (HR)

1	Name of Post :-	Human Resources (HR)
2	Number of Post :-	
3	Emoluments :-	(I) Direct Recruitment on Contract : Monthly Contractual Pay Rs. 67,300/- Per Month
4	Age Limit :-	For General Category - 18 to 40 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)
5	Essential Qualification & Experience:-	(I) For Direct Recruitment on Contract: 1. Graduate in any discipline from a recognized university and 02 (Two) Year Full time MBA with specialization in Human Resources (HR) From a Govt. recognized University/Institute. 2. Computer proficiency (MS Office, HRMS, e-Office) 3. The applicant should possess a minimum of 7 years' experience in Public Sector Companies/Corporations/Statutory Bodies. Additionally, at least 2 years of experience must be in the Government Health Sector/State Government/PSU/M.P. Government Undertakings/Central Government, in an analogous position or at an equivalent pay scale."
6	Method of Recruitment:-	Direct Recruitment on Contract
7	Job Description:-	<b>A. Human Resource Management: -</b> 1. Handle recruitment and selection processes as per Government rules and reservation policies. 2. Maintain service records of employees, including appointments, promotions, transfers, and retirements. 3. Process pay fixation, increments, leave, pension, and retirement benefits. 4. Ensure compliance with service rules, labour laws, and government guidelines. 5. Manage performance appraisal systems (ACR/APAR) of employees. 6. Handle disciplinary matters, inquiries, and grievance redressal. 7. Coordinate training and capacity-building programs. 8. Maintain seniority lists and establishment matters. 9. Handle matters related to contractual and outsourced manpower.  <b>B. Administrative Management: -</b> 1. Supervise office administration, housekeeping, and facility management. 2. Manage office infrastructure, assets, and inventory.

3. Ensure proper record keeping and documentation.
4. Oversee vehicle management and logistics.
5. Manage security and safety arrangements.
6. Handle procurement of office supplies as per Government procurement rules.
7. Ensure compliance with administrative policies and procedures.
8. Coordinate official meetings, events, and visits.

**C. Compliance & Regulatory Functions: -**

1. Ensure adherence to Government policies, circulars, and administrative orders.
2. Handle RTI matters, audit queries, and inspections related to HR & Admin.
3. Ensure compliance with labour laws, statutory requirements, and service rules.
4. Maintain liaison with Government departments, agencies, and regulatory authorities.

8	Reporting to :-	Chief General Manager (Finance & Administration)
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**General Manager**  
 (Quality Control)  
 MPPHSCL

  
**General Manager**  
 (Procurement)  
 MPPHSCL

  
**Chief General Manager**  
 (Technical - II)  
 MPPHSCL

  
**Chief General Manager**  
 (Technical - I)  
 MPPHSCL

  
**Chief General Manager**  
 (Finance & Administration)  
 MPPHSCL



## Madhya Pradesh Public Health Services Corporation Limited

(A Government of Madhya Pradesh Undertaking)

MP State Oilfield Corporate Office Building,

01, Arera Hills, Hashangalad Road, Bhopal (M.P.) -462011

URL : <https://mpphsc.mp.gov.in>, Email id :- [fo-mpphsc@mp.gov.in](mailto:fo-mpphsc@mp.gov.in)

Phone No. 0755-2578910, 2578911, 2578912

### TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC

#### MIS-Developer

1	Name of Post :-	MIS-Developer
2	Number of posts :-	
3	Emoluments :-	For Direct Recruitment on Contract: Monthly Contractual Pay Rs. 65,000/- per month
4	Age limit :-	For General Category – 18 to 40 For SC, ST, OBC, Government/Nigam/Mandal/Autonomous Org. employees/Nagar Sanik/Handicapped/Women's (Unreserved/Reserved) etc. – 18 to 45 (Maximum 5 years relaxation in age)
5	Essential Qualification & Experience :-	<b>For Direct Recruitment on Contract :-</b> <ul style="list-style-type: none"><li>• BE/B. Tech in Computer Science / Information Technology / BCA from a recognized University/Institute.</li><li>• The candidate must possess a minimum of <b>04 Years of relevant work experience</b> in Public Sector Companies, Government Corporations, Statutory Bodies, Government Health Sector, State Government, Central Government, Public Sector Undertakings (PSUs), or M.P. Government Undertakings. (Preference will be given to candidates who have prior experience working in Government or PSU organizations during the selection process).</li></ul> <b>Or</b> <ul style="list-style-type: none"><li>• ME/M. Tech in Computer Science / Information Technology / MCA from a recognized University/Institute.</li><li>• The candidate must possess a minimum of <b>02 Years of relevant work experience</b> in Public Sector Companies, Government Corporations, Statutory Bodies, Government Health Sector, State Government, Central Government, Public Sector Undertakings (PSUs), or M.P. Government Undertakings. (Preference will be given to candidates who have prior experience working in Government or PSU organizations during the selection process).</li></ul>
6	Method of recruitment :-	Direct Recruitment on Contract

7	Job Description :-	<ul style="list-style-type: none"> <li>• Design, develop, test, deploy and maintain MIS applications/modules as per business requirements (SDLC).</li> <li>• Develop data capture forms, workflows and validations; ensure data quality, integrity and audit trails.</li> <li>• Build and maintain databases (Structured/Unstructured); schema design, stored procedures, indexing, performance tuning, backup &amp; restore.</li> <li>• Develop APIs/integrations for data exchange with internal/external systems; handle schedules, retries and error handling.</li> <li>• Build ETL/data pipelines: extraction, transformation, loading, reconciliation and automated job scheduling.</li> <li>• Create automated MIS reports and dashboards using BI tools (e.g., Power BI/Tableau/Excel) and publish with role-based access.</li> <li>• Implement security best practices: authentication/authorization, role management, data privacy, logging and vulnerability fixes.</li> <li>• Application operations: monitoring, incident resolution, root-cause analysis, bug fixing, patching and release management.</li> <li>• Maintain technical documentation (SRS, API docs, data dictionary), user manuals; provide user training/support as required.</li> <li>• Coordinate with stakeholders/vendors; implement enhancements and any other work assigned related to MIS/Data Analytics.</li> </ul>
8	Report to :-	General Manager IT



**General Manager  
(Quality Control)  
MPPHSCL**



**General Manager  
(Procurement)  
MPPHSCL**



**Chief General Manager  
(Technical - II)  
MPPHSCL**



**Chief General Manager  
(Technical - I)  
MPPHSCL**



**Chief General Manager  
(Finance & Administration)  
MPPHSCL**

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC**
**Legal Officer**

1	Name of Post:	Legal Officer
2	Number of Posts:	
3	Emoluments:	<b>For Direct Recruitment on Contract:</b> Monthly Contractual Pay Rs. 56,100/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	<b>For Direct Recruitment on Contract:</b> <ul style="list-style-type: none"> <li>• Essential Graduation in Law from a recognized University.</li> <li>• Desirable Post Graduation in Law from a recognized University.</li> <li>• At least 4 years' experience of working in the field of law.</li> <li>• At least 2 years' service in any state government/PSU/M.P. Government Undertaking/Central Government/Private law firm and working on analogous post or at an equivalent scale of pay as indicated above. (Preference will be given to candidates having experience in Government/PSU/M.P. Government Undertaking/Central Government).</li> </ul>
6	Method of recruitment	Direct Recruitment on Contract
7	Job Description	<ol style="list-style-type: none"> <li>1. Review and provide legal advice on tender documents.</li> <li>2. Review ongoing cases and advice management accordingly.</li> <li>3. Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.</li> <li>4. Provide legal protection and risk management advice to management especially on contract management.</li> <li>5. Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.</li> <li>6. Review and advise management on legal implications of internal policies and procedures.</li> <li>7. Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.</li> <li>8. Review progress of outstanding litigation and liaise with and manage external lawyers.</li> <li>9. Review all contracts or any other documentation where the Company has committed itself and assess legal implications that need to be brought to the executive managements' attention.</li> <li>10. Prepare, review and modify contractual instruments to assist and support various business activities.</li> <li>11. Negotiate, review and draft documentation of business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submit on time.</li> </ol>



# Madhya Pradesh Public Health Services Corporation Limited

Oil Fed. Building Campus, 01, Arera Hills Bhopal

URL: [www.mpphsc.in](http://www.mpphsc.in), Email-id-fo.mpphsci@gmail.com.

PHONE: 0755-2578910, 2578911, 2578912

## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC

Report to	Chief General Manager (Finance & Administration)
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General Manager  
(Quality Control)  
MPPHSC

General Manager  
(Procurement)  
MPPHSC

Chief General Manager  
(Technical - II)  
MPPHSC

Chief General Manager  
(Technical - I)  
MPPHSC

Chief General Manager  
(Finance & Administration)  
MPPHSC

MPPLR



## Madhya Pradesh Public Health Services Corporation Limited

(A Government of Madhya Pradesh Undertaking)

MP State Oilfed Corporate Office Building,

01, Arera Hills, Hoshangabad Road, Bhopal (M.P.) -462011

URL : <https://mpphscl.mp.gov.in>, Email id :- fo-mpphscl@mp.gov.in

Phone No. 0755-2578910, 2578911, 2578912

### TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

#### Finance Consultant

1	Name of Post :-	<b>Finance Consultant</b>
2	Number of Post :-	01 (One)
3	Emoluments :-	<b>(I) Direct Recruitment on Contract :</b> Monthly Contractual Pay Rs. 56,100/- Per Month
4	Age Limit :-	For General Category - 18 to 40 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)
5	Essential Qualification & Experience:-	<b>(I) For Direct Recruitment on Contract:</b> 1. Full-time/Regular M.Com or MBA (Finance) or Chartered Accountant (CA) or CA Inter from a Government-recognized University/Institute." (Candidates with CA qualification will be preferred) 2. Computer working knowledge is essential. (Diploma/Degree/Certificate, etc.). This requirement shall not be applicable for CA candidates. 3. The applicant should possess a minimum of 5 years' experience in Public Sector Companies/Corporations/Statutory Bodies. Additionally, at least 2 years of experience must be in the Government Health Sector/State Government/PSU/M.P. Government Undertakings/Central Government, in an analogous position or at an equivalent pay scale."
6	Method of Recruitment:-	Direct Recruitment on Contract
7	Job Description:-	<ol style="list-style-type: none"><li>1. Prepare, examine, and analyse accounting records, financial statements, and other financial reports, financial statements, etc. and conformance to reporting and procedural standards.</li><li>2. Provide all financial information required to be submitted to Government etc.</li><li>3. Compute taxes and prepare tax returns, ensuring compliance with payment, reporting and other tax, and requirements.</li><li>4. Develop, implement, modify, and document record keeping and accounting systems.</li><li>5. Handle statutory and Government Audits</li><li>6. Handle day to day functioning of the Accounts and finance functions</li></ol>

7. Preparation and filing of TDS returns, Service Tax, GST returns and any other statutory returns
8. Ensure correct deduction of tax at source when making payments.
9. Handling correspondence relating to finance, accounts and tax matters.
10. Processing of all kind of salary / Travelling bill and all other payment to the Corporation Staff.
11. Checking and processing of invoices, bills and documents received from suppliers, contractors and consultants for payment.


8.	Reporting to :-	CGM Finance & Admin
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**General Manager  
(Quality Control)  
MPPHSCL**



**General Manager  
(Procurement)  
MPPHSCL**



**Chief General Manager  
(Technical - II)  
MPPHSCL**



**Chief General Manager  
(Technical - I)  
MPPHSCL**



**Chief General Manager  
(Finance & Administration)  
MPPHSCL**



# Madhya Pradesh Public Health Services Corporation Limited

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PHONE: 0755-2578910, 2578911, 2578912


## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC

### Bio-Medical Engineer

1	Name of Post:	Bio medical Engineer
2	Number of Posts:	
3	Emoluments:	(I) For Deputation:- Pay scale -15600-3900+5400 grade pay or equivalent (II) For Direct Recruitment on Contract : Monthly Contractual Pay Rs. 56,100/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	<p>(I) <b>For Deputation :-</b></p> <ul style="list-style-type: none"><li>• BE/ B. Tech/M. Tech in Electronics / Mechanical engineering/ Biomedical Engineering/ Medical Technology/ Electrical/ Instrumentation Engineering. S/he should have at least 2 years of experience in installation and commissioning and maintenance of Medical Equipment, Instrument &amp; Furniture (EIF) either in Govt. a health organisation or in any other large hospital.</li><li>• He should also possess good knowledge of biomedical equipment specification writing and Govt. procurement processes.</li><li>• At least 4 years' experience of working in any state Government/PSU/M.P. Government Undertaking/Central Government and at least 4 years' service holding analogous post or working in equivalent scale of pay as indicate above.</li></ul> <p>(II) <b>For Direct Recruitment on Contract:-</b></p> <ul style="list-style-type: none"><li>• BE/ B. Tech/M. Tech in Electronics / Mechanical engineering/ Biomedical Engineering/ Medical Technology/ Electrical/ Instrumentation Engineering/ Information Technology S/he should have at least 4 years of experience in handling of Medical Equipment, Instrument &amp; Furniture (EIF) either in any organisation Preference for Govt. and health organisation.</li><li>• S/he should also possess good knowledge medical equipment.</li></ul>
6	Method of recruitment	Deputation/ Direct Recruitment on Contract
7	Job Description	1. Prepare generic technical specifications of biomedical equipment in consultation with subject experts. 2. Assist in maintenance of equipment.

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL**

		<ol style="list-style-type: none"><li>3. Resolve technical issues related to procurement of equipment.</li><li>4. Assist in preparation of bid documents related to equipment;</li><li>5. Assist in technical bid evaluation for procurement of equipment and devices;</li><li>6. Conduct market research and cost analysis</li><li>7. Capacity building of district facilities towards management and maintenance of equipment</li><li>8. Assist in setting up systems for equipment management and maintenance.</li></ol>
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**General Manager  
(Quality Control)  
MPPHSCL**  
**General Manager  
(Procurement)  
MPPHSCL**  
**General Manager  
(Procurement Drugs and  
Consumable) MPPHSCL**  
**Chief General Manager  
(Finance &  
Administration)  
MPPHSCL**



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## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

### Divisional Bio-Medical Engineer

1	Name of Post:	Divisional Bio medical Engineer
2	Number of Posts:	
3	Emoluments:	(I) For Deputation:- Pay scale -15600-3900+5400 grade pay or equivalent (II) For Direct Recruitment on Contract : Monthly Contractual Pay Rs. 56,100/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	(I) <u>For Deputation:-</u> <ul style="list-style-type: none"><li>BE/ B. Tech in Electronics / Biomedical Engineering/ Medical Technology/ Electrical/ Instrumentation Engineering. S/he should have at least 2 years of experience in installation and commissioning and maintenance of Medical Equipment, Instrument &amp; Furniture (EIF) either in Govt. a health organisation or in any other large hospital.</li><li>He should also possess good knowledge of biomedical equipment specification writing and Govt. procurement processes.</li><li>At least 4 years' experience of working in any state Government/PSU/M.P. Government Undertaking/Central Government and at least 4 years' service holding analogous post or working in equivalent scale of pay as indicate above.</li></ul> (II) <u>For Direct Recruitment on Contract:-</u> <ul style="list-style-type: none"><li>BE/ B. Tech in Electronics / Biomedical Engineering/ Medical Technology/ Electrical/ Instrumentation Engineering. S/he should have at least 4 years of experience in installation and commissioning and maintenance of Medical Equipment, Instrument &amp; Furniture (EIF) either in Govt. a health organisation or in any other large hospital.</li><li>He should also possess good knowledge of biomedical equipment specification writing and Govt. procurement processes.</li></ul>
6	Method of recruitment	Deputation/ Direct Recruitment on Contract



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## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

7	Job Description	<ol style="list-style-type: none"><li>1. Prepare generic technical specifications of biomedical equipment in consultation with subject experts.</li><li>2. Assist in maintenance of equipment.</li><li>3. Resolve technical issues related to procurement of equipment.</li><li>4. Assist in preparation of bid documents related to equipment;</li><li>5. Assist in technical bid evaluation for procurement of equipment and devices;</li><li>6. Conduct market research and cost analysis</li><li>7. Capacity building of district facilities towards management and maintenance of equipment</li><li>8. Assist in setting up systems for equipment management and maintenance.</li></ol>
8	Report to	Manager- Procurement (Equipment and Services)

  
Chief General Manager  
(Technical - II)  
MPPHSCL

  
Chief General Manager  
(Technical)  
MPPHSCL

  
Chief General Manager  
(Finance & Administration)  
MPPHSCL

  
आयोगकेन्द्र इंजीनियर  
मध्य प्रदेश सार्वजनिक सेवा  
सर्विसेस कार्पोरेशन लि. भोपाल

  
Director  
Procurement  
MPPHSCL

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCCL**
**Bio-Medical Consultant**

1	Name of Post:	Bio medical Consultant
2	Number of Posts:	
3	Emoluments:	<b>For Direct Recruitment on Contract:</b> Monthly Contractual Pay Rs. 52,000/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	<b>For Direct Recruitment on Contract:-</b> <ul style="list-style-type: none"> <li>• BE/ B. Tech in Electronics / Biomedical Engineering/ Medical Technology/ Electrical/ Instrumentation Engineering. S/he should have at least 4 years of experience in installation and commissioning and maintenance of Medical Equipment, Instrument &amp; Furniture (EIF) in Govt. Sector (Central/State).</li> <li>• He should also possess good knowledge of biomedical equipment specification writing and Govt. procurement processes.</li> </ul>
6	Method of recruitment	Direct Recruitment on Contract
7	Job Description	<ol style="list-style-type: none"> <li>1. Prepare generic technical specifications of biomedical equipment in consultation with subject experts.</li> <li>2. Assist in maintenance of equipment.</li> <li>3. Resolve technical issues related to procurement of equipment.</li> <li>4. Assist in preparation of bid documents related to equipment;</li> <li>5. Assist in technical bid evaluation for procurement of equipment and devices.</li> <li>6. Conduct market research and cost analysis</li> <li>7. Capacity building of district facilities towards management and maintenance of equipment</li> <li>8. Assist in setting up systems for equipment management and maintenance.</li> </ol>
8	Report to	Manager- Procurement (Equipment and Services)




General Manager  
(Quality Control)  
MPPHSCCL




General Manager  
(Procurement)  
MPPHSCCL



Chief General Manager  
(Technical - II)  
MPPHSCCL



Chief General Manager  
(Technical - I)  
MPPHSCCL




Chief General Manager  
(Finance & Administration)  
MPPHSCCL

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSC**

MIS-Data Manager


1	Name of Post:	MIS-Data Manager
2	Number of Posts:	
3	Emoluments:	<b>For Direct Recruitment on Contract :</b> Monthly Contractual Pay Rs. 42,700/- per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	<b>For Direct Recruitment on Contract:</b> <ul style="list-style-type: none"> <li>• BE/B.Tech. in Computer Science/Information Technology/ Data Science/AI/ML or MCA.</li> <li>• 02 years' experience in Data Base System Management or related field. (Post Qualification experience) Preferably in PSU/Corporate Sector/IT Sector.</li> <li>• Person already worked in Data Base Management (with authentic certificate) will be given preference.</li> <li>• Certificate in Data Analytics from recognized institution will be given preference.</li> </ul>
6	Method of recruitment	Direct Recruitment on Contract
7	Job Description	<ol style="list-style-type: none"> <li>1. Reports and Dashboards creation using Data visualization tools (e.g., Power BI, Tableau etc).</li> <li>2. System Designing and Analysis of database (Structured and Unstructured.)</li> <li>3. Any work assigned by management related to Data Management, MIS Reports, Data Analytics, ETL including training, monitoring etc.</li> </ol>
8	Report to	General Manager IT




**General Manager  
(Quality Control)  
MPPHSC**




**General Manager  
(Procurement)  
MPPHSC**



**Chief General Manager  
(Technical - II)  
MPPHSC**



**Chief General Manager  
(Technical - I)  
MPPHSC**



**Chief General Manager  
(Finance & Administration)  
MPPHSC**



# Madhya Pradesh Public Health Services Corporation Limited

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PHONE: 0755-2578910, 2578911, 2578912




## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCIL

### Pharmacist

1	Name of Post:	Pharmacist
2	Number of Posts:	
3	Emoluments:	(I) For Deputation-> Pay scale - 9300-34800-4200 grade pay or equivalent (II) For Direct Recruitment on Contract : Monthly Contractual Pay Rs. <del>42,700</del> per month
4	Age limit	For General Category - 18 to 40 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)
5	Essential Qualification & Experience	<p>(I) <u>For Deputation</u> :-</p> <ul style="list-style-type: none"><li>State/Central/PSU Govt. employees holding and analogous post and having minimum four years' experience.</li><li>D.Pharma/B.Pharma/M.Pharma degree from a reputed university/institute recognized by the Pharmacy Council of India.</li><li>An approved/ registered pharmacist under the Pharmacy Act, 1948.</li><li>Four year experience in Pharmaceutical procurement/ warehouse functions (preferably as store/warehouse in-charge)</li><li>Experience in Good Storage &amp; Distribution Practices in accordance with GMP Regulations.</li><li>Exposure in handling regulatory audits on store/warehouse/distribution functions of Pharmaceutical Organization in accordance with GMP regulations</li></ul> <p>(II) <u>For Direct Recruitment on Contract</u>:-</p> <ul style="list-style-type: none"><li>B. Pharma degree from a reputed university/institute recognized by the Pharmacy Council of India with minimum of 4 years of experience OR</li><li>D. Pharma degree from a reputed university/ institute recognized by the Pharmacy Council of India with minimum of 5 years of experience OR</li><li>M. Pharma degree from a reputed university/ institute recognized by the Pharmacy Council of India with minimum of 3 years of experience. OR</li><li>Post Graduation in pharmaceutical management degree from a reputed university/institute with pharmaceutical background with min 3 years of experience.</li><li>An approved / registered pharmacist under the Pharmacy Act, 1948.</li><li>Min. 2 years' experience in procurement of drugs / quality assurance of drugs/ Pharmaceutical store management involves inventory management, supply chain management, regulatory compliance.</li><li>Experience in Good Storage &amp; Distribution Practices in accordance with GMP Regulations.</li><li>Exposure in handling regulatory audits on store/warehouse/distribution functions of Pharmaceutical Organization in accordance with GMP regulations.</li></ul>

**TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL**

6.	Method of recruitment	Deputation/ Direct Recruitment on Contract
7.	Job Description	<ol style="list-style-type: none"> <li>1. Provide support related to pharmaceutical matters at state level on procurement of drugs.</li> <li>2. Assist in preparation of Essential drug list and timely review of the same.</li> <li>3. Preparation of drug list for tender and handling queries related to same.</li> <li>4. Assist in bid evaluation of pharma related tenders.</li> <li>5. Analyze and put up complaints.</li> <li>6. Provide technical support in all district level and state level trainings on procurement &amp; supply chain Pharmaceutical store management involves inventory management, supply chain management, regulatory compliance.</li> <li>7. Administrative and technical assistance in ensuring drug availability at Public health facilities of DHS.</li> <li>8. To prepare feedback /queries on the progress reports received from the districts, state level department and other partner agencies and disseminate to concerned authorities.</li> <li>9. Monitoring of recording/reporting system through field visits and submit visit note with appropriate suggestions /actions for improvement.</li> <li>10. Carry out operational research and survey activities as and when required.</li> <li>11. Visit state/district/village level facilities for supervision and provide supportive supervision and feedback.</li> <li>12. Perform any duties as assigned by the reporting Officer and seniors.</li> </ol>


  
**General Manager**  
**(Quality Control)**  
**MPPHSCL**

  
**General Manager**  
**(Procurement)**  
**MPPHSCL**

  
**General Manager**  
**(Procurement Drugs and**  
**Consumable) MPPHSCL**

  
**Chief General Manager**  
**(Finance &**  
**Administration)**  
**MPPHSCL**



# Madhya Pradesh Public Health Services Corporation Limited

(A Government of Madhya Pradesh Undertaking)

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01, Arera Hills, Hoshangabad Road, Bhopal (M.P.) -462011

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Phone No. 0755-2578910, 2578911, 2578912

## TOR & JOB DESCRIPTION FOR THE POST OF MPPHSCL

### Office Assistant

1	Name of Post :-	Office Assistant
2	Number of posts :-	
3	Emoluments :-	For Direct Recruitment on Contract: Monthly Contractual Pay Rs. 22,100/- per month
4	Age limit :-	For General Category - 18 to 40 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)
5	Essential Qualification & Experience :-	<b>For Direct Recruitment on Contract:-</b> 1. Graduate in any discipline from a recognized university of India. 2. Valid CPCT Score Card. 3. Adequate knowledge in computer application (Minimum one year diploma course from any Govt. recognized institute). 4. Post qualification experience should include working as a Personal Asst./Asst. Cum DEO/Similar posts in Govt. Sector/Health Sector/ any reputed organization companies for at least 02 years (relaxable in the case of deserving candidates) 5. Good knowledge of MS office tools.
6	Method of recruitment :-	Direct Recruitment on Contract
7	Job Description :-	<ul style="list-style-type: none"><li>• Take dictations for preparation of correspondences and reports and preparing the same.</li><li>• Prepare computerized database of works.</li><li>• Communication and Liaison with other offices.</li><li>• Assist in day to day office works.</li><li>• Maintenance of files.</li><li>• Maintain liaison with all other related departments at the district level.</li><li>• Any other work as may be assigned from time to time.</li></ul>
8	Report to :-	Department Head

General Manager  
(Quality Control)  
MPPHSCL

Chief General Manager  
(Technical - II)  
MPPHSCL

Chief General Manager  
(Technical - I)  
MPPHSCL

Chief General Manager  
(Finance & Administration)  
MPPHSCL