



**Department of Health, Medical Education & Family Welfare**  
**Nepal House, Doranda, Ranchi – 834 001**

**Recruitment Notice**

The Department of Health, Medical Education & Family Welfare, Government of Jharkhand has established Jharkhand Medical & Health Infrastructure Development & Procurement Corporation Ltd. To expedite the functioning of this Corporation, DoHFW on the behalf of JMHDPCCL invites application from eligible candidates for the appointment **purely on contractual basis**.

**Applications are invited from the eligible candidates for the following positions:**

Sl No.	Post	No. of position	Category	Maximum Age (as on 01.07.2015)	Monthly Salary consolidated per month (Rs.)
1.	General Manager (Procurement)	01	General	55years	1,00,000
2.	Manager (Drugs)	01	General	45years	60,000
3.	Manager (Equipment's )	01	General	45years	60,000
4.	Manager Finance & Accounts	01	General	45years	60,000
5.	Executive (HR)	01	General	35 years	25,000
6.	Executive (Finance & Accounts)	01	General	35 years	25,000
7.	Executive (Drug Procurement)	01	General	35 years	25,000
8.	Executive (Equipment)	01	General	35 years	25,000
9.	Executive (GM Cell)	01	General	35 years	25,000

For detail information related to educational qualifications and experience, desirable qualification and experience, other eligibility criteria, application form and duties & responsibilities for various posts and other relevant information, please visit the career section of JRHMS website <http://jrhms.jharkhand.gov.in/>.

The last date for receipt of application is **31<sup>st</sup> July 2015**.

**DoHFW**  
**For JMHDPCCL**



**Department of Health, Medical Education & Family Welfare**  
**Nepal House, Doranda, Ranchi – 834 001**

**Recruitment Advertisement**

**Position in detail**

The Department of Health, Medical Education & Family Welfare, Government of Jharkhand has established Jharkhand Medical & Health Infrastructure Development & Procurement Corporation Ltd. with the objective of ensuring availability of all essential Drugs, Surgicals & Sutures items and Health equipment's, Furniture & Fixture and Consumables in the Govt. Medical Institutions / facilities across the state by adopting a streamlined procedure of its procurement, storage and distribution system. The Corporation is also mandated for creation of Health Infrastructure & its maintenance through out the state. To expedite the functioning of Corporation, the JMHDPCCL invites application from eligible candidates for the **appointment purely on contractual basis.**

**1. Post Level : General Manager ( Procurement )**

- **Functional area** : Procurement of Drugs/ Equipments/ Furniture – Fixtures & Logistics/QC
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 55 years  
(as on 01.07.2015)
- **Monthly Salary** : Rs.1,00,000/-
- **Entitlement** : Vehicle for official purpose will be provided
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : Managing Director, JMHDPCCL

<b>Essential Educational Qualification</b>	<b>Preferred</b>
MBA / B.Tech / MBBS with minimum 60% marks or equivalent.	MBA with Specialisation in Marketing / Supply Chain Management / Operations, or equivalent Or, Post Graduate Degree/ Diploma in Supply Chain Management, or equivalent Or, B.Pharm / M.Pharm / M.Tech Biomedical Instrumentation, or, equivalent Or, Any other relevant degree / diploma course
<b>Experience</b>	
10 years on the job experiences in any public/ private company having minimum annual turnover of Rs.10 crores in related sector. Out of this, 5 years experience in middle management in company having annual turnover of Rs.25 crores and above. <u>Desirable:</u> 2 years experiences in procurement of medicine, equipments, surgical & sutures, consumables items for health facilities / health programmes in a company of annual turnover of Rs.25 crores or hospitals having 100 beds & above in an executive capacity.	

## **Duties / Responsibilities:**

General Manager (Procurement) will be responsible for handling all procurement, quality control, stores, inventory and logistics related issues like storage, inventory control, quality assurance, transportation, distribution etc. for drugs, equipment's and other hospital supplies procured by the corporation. S/he will develop procedures, policies and standards and manage the logistics system for warehousing, transportation and Inventory Control of procured goods; develop and maintain online inventory control systems; S/he will also prepare bidding documents, implementation plans and budgets for outsourcing of warehousing, transportation, distribution of health products.

Her / his key responsibilities will include, but not be restricted to;

- 1) Knowledge about Indian Pharmacopeia & other statutory guidelines such as WHO GMP Certifications, NABL policy Guidelines of Ministry of Chemical & Fertilizer, Drug policy etc.
- 2) Receiving and processing of indents
- 3) Preparation of Bid documents & process for inviting tenders
- 4) Briefing in Pre-Bid meeting
- 5) Scrutiny of Technical Bids
- 6) GMP Inspection
- 7) Scrutiny of Financial Bids
- 8) Finalization of Tenders
- 9) Preparation of Comparative statement
- 10) Preparation of Rate Contracts
- 11) Issue of Supply order and monitoring suppliers
- 12) Quality testing of Supplied drugs, consumables and equipment's.
- 13) Quarantine of commodities & return of non-standard commodities.
- 14) Release of quarantine drugs, consumables & approved equipment's
- 15) Process of black listing/ punishment of venders for non / sub standard supplies
- 16) Vender payment process & vender management.
- 17) Annual maintenance contracting
- 18) Logistics management of supplied drugs/ equipment's/ consumables
- 19) Store and inventory management
- 20) Preparation of database of supplier/ drugs/ surgical & sutures/ consumables/ equipment's. Routine maintenance of LMIS
- 21) Indent process for medicine/surgical & sutures/ consumables/ equipment's items
- 22) Demand and supply management
- 23) Need Assessment of requirement of drugs, equipment's, furniture& fixtures & other consumables, warehouse management, supply chain logistics etc.
- 24) Ware house management, Supply chain management from procurement to disposal in public hospitals.
- 25) Waste management
- 26) Coordination with government departments, different cell of NHM Jharkhand, public health facilities, medical college & hospital, super specialty centers, private health facilities, media etc.
- 27) Knowledge of working on computer -MS Office / internet
- 28) Any other job assigned by higher authority.

**2. Post Level : Manager (Drugs )**

- **Functional area** : Procurement of Drugs/ QC
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 45years  
(as on 01.07.2015)
- **Monthly Salary** : Rs.60,000
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : GM (Procurement), JMHPCL

<b>Essential Educational Qualification</b>	<b>Preferred</b>
Bachelor in Pharmacy (regular course) minimum 60% marks or equivalent and excellent proficiency in the use of computer	MBA with specialization in Supply Chain Management/ Operations / or equivalent Or PG Degree/ Diploma/ Certificate course in Supply Chain Management/ Operations/ or equivalent Or, M.Pharma Or, Any other relevant degree/ diploma
<b>Experience</b>	
10 years on the job experiences in Govt / PSU/ Company having annual turnover of Rs.10 crores in related sector. Out of this, 5 years experience in Govt / PSU / Company having annual turnover of Rs.20 crores and above in the capacity of an executive.  <u>Desirable:</u> 02 years experiences in procurement of medicine, equipments, surgical & sutures, consumables items for health facilities / health programmes in Govt / Govt Agency / PSU/ Company having annual turnover of Rs.20 crores / hospitals having 100 beds & above.	

**Duties / Responsibilities:**

The incumbent will be responsible for procurement of drugs, surgical & sutures and consumables for ensuring commodity availability across Public Health Facilities of Jharkhand.

Her / his key responsibilities will include, but not be restricted to:

- 1) Knowledge about Indian Pharmacopeia & other statutory guidelines such as WHO GMP Certifications, NABL policy etc.
- 2) Preparation of Bid documents & process for inviting tenders.
- 3) Supply chain management
- 4) Preparation of Rate Contract
- 5) Receiving and processing of indents
- 6) Preparation of Supply Orders
- 7) Assist GM (Procurement) in black listing / fine to default vendors (suppliers)
- 8) Release of stock from quarantine area in stores after getting Lab Clearance.
- 9) Knowledge of working on computer -MS Office / internet
- 10) Any other job assigned by higher authority.

**3. Post Level : Manager (Equipments)**

- **Functional area** : Procurement of Equipments/Furniture - Fixtures &Logistics
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 45years  
(as on 01.07.2015)
- **Monthly Salary** : Rs.60,000/- (consolidated per month )
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : GM (Procurement), JMHIDPCL

<b>Essential Educational Qualification</b>	<b>Preferred</b>
B.Tech in Biomedical Engineering/ Electronics Engineering with Biomedical instrumentation as an elective course, or equivalent course with minimum 60% marks or equivalent and excellent proficiency in the use of computer	M.Tech in Biomedical Engineering/ Electronics Engineering with Biomedical instrumentation as an elective course, or equivalent, Or, MBA Or, Any other relevant course
<b>Experience</b>	
10 years on the job experiences in Govt / PSU/ Company having annual turnover of Rs.10 crores in related sector. Out of this, 5 years experience in Govt / PSU / Company having annual turnover of Rs.20 crores and above in the capacity of an executive.  <u>Desirable:</u> 02 years experiences in procurement of medical equipments, apparatus and maintenance for health facilities / health programmes in Govt / Govt Agency / PSU/ Company having annual turnover of Rs. 20 crores / Hospitals having 100 beds & above.	

**Duties / Responsibilities:**

The incumbent will be responsible for procurement & maintenance of equipment's across Public Health Facilities of Jharkhand. Her / his key responsibilities will include, but not be restricted to;

- 1) Knowledge of equipment's, instrument's and apparatus used in public health facilities/ hospitals.
- 2) Preparation of Bid documents & process for inviting tenders on machine & equipment's
- 3) Receiving and processing of indents
- 4) Preparation of Rate Contract
- 5) Preparation of Supply Orders
- 6) Assist GM (Procurement) in black listing / fine to default venders (suppliers)
- 7) Track machine / equipment's warranty / guarantee & maintenance process.
- 8) Maintenance contracting with suppliers
- 9) Commissioning / installation of new equipment's
- 10) Repair & maintenance of old equipment's/ machine
- 11) Trial operation, Quality testing of supplies
- 12) Knowledge of working on computer -MS Office / internet
- 13) Any other job assigned by higher authority.

**4. Post Level : Manager (Finance & Accounts)**

- **Functional area** : Finance & Accounts
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 45years  
(as on 01.07.2015)
- **Monthly Salary** : Rs. 60,000/- (consolidated per month )
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : GM (Finance & Accounts), JMHDPCCL

<b>Essential Educational Qualification</b>	<b>Preferred</b>
Chartered Accountant / MBA Finance / Cost Accountant with the minimum of 60% (aggregate) marks or equivalent and excellent proficiency in the use of computer	Chartered Accountant
<b>Experience</b>	
5 years on the job experiences in Govt / PSU/ Company having annual turnover of Rs.20 crores in related sector.	
<u>Desirable</u> :02 years experience in finance & accounts in govt. health sector.	

**Duties / Responsibilities:**

The incumbent will be responsible for the functioning of the Finance Unit. The incumbent will (either independently, or under direct supervision of the General Manager of the Unit) manage various functions of the Finance Department i.e. Cash, Costing Audit, Establishment, Budgeting, Inventory Control, Attending to Govt. Auditors and finalization of accounts etc.

Her / his key responsibilities will include, but not be restricted to;

- 1) Budgeting for all activities of JMHDPCCL
- 2) E-accounting process
- 3) Maintenance of Books of Accounts
- 4) Preparation of Balance Sheet
- 5) Bank reconciliation process
- 6) Internal audit, CA audit, statutory audit & audit by CAG.
- 7) Vendor payment management
- 8) Other payment procedure
- 9) Withdrawal of funds from treasury
- 10) Record keeping and maintenance of banking procedure
- 11) EMD/ Security deposit procedure
- 12) Knowledge of working on MS Office (Word / Excel/ Power point) accounting software such as Tally
- 13) Any other job assigned by higher authority.

**5. Post Level : Executive (HR & Admin)**

- **Functional area** : HR & Administration
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 35 years  
(as on 01.07.2015)
- **Monthly Salary** : Rs. 25000/- (consolidated per month )
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : OSD JMHDPCCL

<b>Essential Educational Qualification</b>	<b>Preferred</b>
Graduate with minimum 60% marks or equivalent and proficiency in the use of computer	MBA / BCA /BBA
<b>Experience</b>	
02 years experience in handling HR and Administration work in Govt / PSU/ Govt Agency /companies having regular employee strength more than 100.	

**Duties / Responsibilities:**

The Executive HR will report to OSD (HR & Admin) and assist in day to day operation of the HR Cell. Her / his key responsibilities will include, but not be restricted to;

- 1) Acquainted with the personnel rules like personnel policy of JMHDPCCL, Board Miscellaneous rules, rules of Executive Business, Salary & Wage rules, Contract & Agreement rules, leave rules, labour act etc.
- 2) Filing of records, preparation of leave statements, maintenance of service book, provident fund, annual increment / ACP etc.
- 3) Receipt & dispatch, file indexing
- 4) Coordination with Company Secretary
- 5) Knowledge of working on computer -MS Office & internet
- 6) Any other job assigned by higher authority.

**6. Post Level : Executive (Finance & Accounts)**

- **Functional area** : Finance & Accounts
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 35 years  
(as on 01.07.2015)
- **Monthly Salary** : Rs. 25000/- (consolidated per month )
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : Manager (Finance & Accounts) JMHDPCCL

<b>Essential Educational Qualification</b>	<b>Preferred</b>
B.Com (regular course) with minimum 60% marks, or equivalent and proficiency in the use of computer	M.Com / MBA (Finance )
<b>Experience</b>	
02 years experience in handling Finance & Accounts work in Govt / PSU/ Govt Agency /Companies having regular employee strength more than 100.	

### **Duties / Responsibilities:**

The Executive (F&A) will assist Manager (F &A) in day to day operation of finance unit. Her / his key responsibilities will include, but not be restricted to;

- 1) Writing & updation of Books of Accounts
- 2) Preparation of Balance Sheet, Asset & Liabilities statement etc.
- 3) Record Keeping, petty cashbook maintenance
- 4) File process, banking process, preparation of statement on Tally, Excel and Powerpoint presentation.
- 5) Receipts & payments
- 6) Budgeting & Coordination with Chartered Accountant / Audit Agency.
- 7) Knowledge of working on computer -MS Office & internet
- 8) Any other job assigned by higher authority.

### **7. Post Level : Executive (Drug Procurement)**

- **Functional area** : Drug Procurement/QC
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 35 years  
(as on 01.07.2015)
- **Monthly Salary** : Rs. 25000/-(consolidated per month )
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : Manager (Drug procurment) JMHIDPCL

<b>Essential Educational Qualification</b>	<b>Preferred</b>
Diploma in Pharmacy with minimum 60% marks or equivalent and proficiency in the use of computer	B.Pharma
<b>Experience</b>	
02 years experience in handling procurment of Drug / medical equipment in Govt / PSU/ Govt Agency /companies having annual turnover 5 crores and above.	



**Duties / Responsibilities:**

The Executive (Drug Procurement ) will assist Manager (Drug Procurement) in day to day operation of procurement unit. Her / his key responsibilities will include, but not be restricted to;

- 1) File put up, record keeping, file process
- 2) Vendor payment process and follow ups
- 3) Updation of Bid documents, rate contract
- 4) Preparation of supply order
- 5) Tracking of vendors against supply order
- 6) Coordination with logistics and QC cell
- 7) Knowledge of working on computer -MS Office & internet
- 8) Any other job assigned by higher authority.

<b>8. Post Level</b>	<b>:</b>	<b>Executive (Equipment)</b>
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- |  |          |  |
|--|----------|--|
| <b>• Functional area</b>                   | <b>:</b> | Procurement of Equipments / Furniture - Fixtures & Logistics           |
| <b>• No. of position</b>                   | <b>:</b> | 01   |
| <b>• Category</b>                          | <b>:</b> | General  |
| <b>• Maximum Age</b><br>(as on 01.07.2015) | <b>:</b> | 35 years   |
| <b>• Monthly Salary</b>                    | <b>:</b> | Rs. 25000/-(consolidated per month )                                   |
| <b>• Terms of employment</b>               | <b>:</b> | Contractual for 1 year, subject to renewal based on performance        |
| <b>• Reporting authority</b>               | <b>:</b> | Manager (Drug procurment)& Manager (Equipment procurement)<br>JMHIDPCL |

Essential Educational Qualification	Preferred
B.Sc. Bio Medical / Diploma in Biomedical Engineering/ Diploma in Electronics Engineering with Biomedical instrumentation as an elective course with minimum 60% marks or, equivalent and proficiency in the use of computer	B.Tech Biomedical Engineering/ Electronics Engineering with Biomedical instrumentation as an elective course, or equivalent
<b>Experience</b>	
02 years experience in handling logistics / quality assurance in Govt / PSU/ Govt Agency /companies having annual turnover 5 crores .	

**Duties / Responsibilities:**

The Executive(Quality Control) will assist Manager (Quality Control) in day to day operation of Quality Control unit. Her / his key responsibilities will include, but not be restricted to;

- 1) Collection of samples from stores as per norm
- 2) Coding / Decoding of sampling
- 3) Dispatch of samples to laboratories
- 4) Tracking with Lab on sample report in time
- 5) Release of quarantine stock as per QC report
- 6) Processing of payments to lab for sample test
- 7) Safe storage of samples and tested drugs
- 8) File put up, record keeping, file process, preparation of reports
- 9) Tracking of rejected/ quality failed medicine.
- 10) Knowledge of working on computer -MS Office & internet
- 11) Any other job assigned by higher authority

**9. Post Level : Executive (GM Cell)**

- **Functional area** : Personal Assistant
- **No. of position** : 01
- **Category** : General
- **Maximum Age** : 35 years  
(as on 01.07.2015)
- **Monthly Salary** : Rs. 25000/- (consolidated per month )
- **Terms of employment** : Contractual for 1 year, subject to renewal based on performance
- **Reporting authority** : General Manager (Procurement) JMHIDPCL

<b>Essential Educational Qualification</b>	<b>Preferred</b>
Graduate with minimum 60% marks, or equivalent and proficiency in the use of computer	MBA/BCA/BBA Or Minimum 6 month course in Stenography
<b>Experience</b>	
02 years experience in handling a senior officer cell of Govt / PSU/ Govt Agency /companies having regular employee strength more than 100.	

**Duties / Responsibilities:**

The Executive(GM Cell) will assist GMJMHIDPCL in day to day operation of GM Cell. Her / his key responsibilities will include, but not be restricted to;

- 1) Look after all activities of the cell.
- 2) Coordination with all cell of JMHIDPCL.
- 3) Have some knowledge of shorthand and typing skills on computer
- 4) Well versed in MS Office- Word, Powepoint, Excel and Internet
- 5) Well versed in Hindi typing, speed more than 40 words per minutes
- 6) Drafting of letters, business communication, arranging meetings, notes taking
- 7) Any other job assigned by higher authority

**General Conditions**

1. The appointment will be purely on contractual basis for a period of one years, renewal at end of term subject to satisfactory performance. Any claim for absorption in the regular position shall not be entertained in future. Performance will be reviewed after 3 months of the contract, if performance is not found to be satisfactory, then the service may be terminated without any notice.
2. Incase the selected candidate wish to leave job during the contract period she/he has to give one month prior notice or forego one month salary.
3. Reservation rules as per Government of Jharkhand apply to all these positions.

4. At any stage of recruitment, if it is found that candidate does not fulfill the eligibility criteria and/ or that she/he has furnished incorrect/ false information/ certificates/ documents or suppressed any material facts, her/ his candidature will stand cancelled or employment will be terminated.
5. Application in the prescribed format and complete in all respects and self attested copies of all educational qualification, certificates/ marksheets and experience certificates must be **sent by Courier/ Speed Post/ Registered Post to the Managing Director, Jharkhand Medical & Health Infrastructure Development & Procurement Corporation Limited, MCH Building, NHM Campus, Namkum, Ranchi -834 010 latest by 31<sup>st</sup> July 2015, 6.00 pm.** Hand delivery of applications will not be accepted. No applications will be accepted after the stated deadline. **The name of the post applied for must be mentioned on top of the envelope.** JMHDPCPL will not be responsible for any postal delay. No correspondence or personal queries in this regard shall be entertained.
6. No TA/ DA will be paid to the candidates for appearing in interview.
7. Candidate applying for more than one post are required to submit separate application form.
8. Application received in other than the prescribed format/ mode or incomplete in any respect or without copies of marksheet/ certificates/ testimonials etc. will summarily be rejected.
9. The specified required qualification for all post is the minimum and it does not mean that all candidates having the minimum qualification will be shortlisted. JMHDPCPL reserves the right to decide and adopt a criterion to restrict the number of candidates for interview to a reasonable size.
10. Degree or diploma only from recognized institution / university will be acceptable.
- 11. Monthly salary of GM (Procurement) and Manager is negotiable, keeping in view the qualification, experience etc. of the candidates.**
12. Depending on the requirement, JMHDPCPL reserves the right to conduct written / online/ group discussion and /or interview for shortlisting and/ or recruitment of candidates for any or all the positions.
13. The decision of JMHDPCPL in any matter related to the recruitment at any stage of the recruitment process will be final and binding upon the candidates. JMHDPCPL reserves the right to cancel any or all the positions mentioned above without assigning any reason.
14. Any disputes will be subject to Ranchi Jurisdiction only.

**Managing Director  
JMHDPCPL**

**Application Format**

Paste recent  
passport size  
photograph duly  
signed by the  
candidate.

To,  
The Managing Director  
JMHPCL  
MCH Building, RCH Campus,  
Tata Road, Namkum Ranchi -834 010

Sir,

Sub-Your Advertisement Number\* : JMC-HR-01/Admn-15/15/274

Post applied for : \_\_\_\_\_

**1. APPLICANT DETAILS :**

Name\* : \_\_\_\_\_

Fathers Name: \_\_\_\_\_

Date of Birth\*: \_\_\_\_\_ Age (in years) as on 01/07/2015\* \_\_\_\_\_

Category (Gen/OBC/SC/ST)\* \_\_\_\_\_ Gender: \_\_\_\_\_

Physically Challenged (Y/N) \_\_\_\_\_ Type of Challenge/ Difficulty \_\_\_\_\_

Nationality: \_\_\_\_\_ State of Domicile : \_\_\_\_\_

Mobile No\*. \_\_\_\_\_ Phone No ( with STD Code)\* \_\_\_\_\_

Email Id\*: \_\_\_\_\_

Correspondence Address (with pin code)\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent Address (with pin code)\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Fields Marked with (\*) is Mandatory Evidence for reservation / handicapped category to be produced at the time of interview.*

## 2. Educational Qualification

- i) All educational qualification starting from highest qualification up to Matriculation must be mentioned.
- ii) Copy of duly self attested certificate and mark sheet of each qualification is to be enclosed\*.
- iii) In case of GPA, please enclose the appropriate GPA conversion in %.

### 2.1 Essential Educational Qualification

Name of Degree / Diploma *	Major Subject	Board/University / Institute	Passing Year	% age of Marks* / GPA

### 2.2 Preferred Educational Qualification

Name of Degree / Diploma *	Major Subject	Board/University / Institute	Passing Year	% age of Marks / GPA

## 3. Work Experience

*Note:- Please do not mention experience gained as a volunteer. Start from most recent experience. If you have worked in more than one area/post within the same organization, enter the details separately. If required please add separate sheets.*

### 3.1 Essential Work Experience:

Sl. No.	Position held	Name of Organization	Annual Turnover in Crores	Duration		Description of duties
				From	To	

**3.2 Desirable Work Experience:**

Sl. No.	Position held	Name of Organization	Annual Turnover in Crores	Duration		Description of duties
				From	To	

**4. List of Enclosures:-**

Sl. No	Details of the particulars enclosed	No of page/s
	<b>Total no of pages enclosed</b>	

**Declaration:-**

I, the undersigned, declare that to the best of my knowledge & belief the above mentioned details are correctly described my qualification, experience.

**Date:** \_\_\_\_\_

**Candidates Signature:** \_\_\_\_\_

**Place:** \_\_\_\_\_