

## **TERMS OF REFERENCE (Consultant, Pharma Logistics & Training)**

### **Background**

Rajasthan Medical Services Corporation has been constituted by the Government of Rajasthan as a central procurement agency for procurement of medicines, surgical and suture items for the department of Medical and Health and Medical Education. The Corporation came into existence under companies Act 1956, in May 2011 as a fully Govt. of Rajasthan owned company.

Logistic Management wing is primarily responsible for ensuring effective and efficient functioning of District Drug Warehouses (DDWs) and Medical College Drug Warehouse (MCDWs) under RMSC. In order to strengthen the activities of logistics wing of RMSC, consultant (Pharma Logistics & Training) may be recruited at State level. The Consultant will assist the Executive Director (Logistics) in day to day activities of Logistic wing. The consultant would strengthen the implementation of the activities of Logistics Cell at DDWs and MCDWs.

### **Eligibility**

1. Bachelor/Master degree in Pharmacy & degree/PG diploma in Health/Hospital management from recognized institution.
2. Minimum two & half year experience of working in Private/Public health sector.
3. Computer efficiency with basic knowledge of M.S. Word, Excel & Power Point with good typing skills.

### **Tasks to be Performed by Consultant**

- Establishing and managing Drug Warehouses and Medical College Drug Warehouses under RMSC.
- Management and maintenance of storage items available at DDWs and MCDWs
- Furnishing of DDWs and MCDWs as per the norms required for storage of medicines and generation & compilation of demand of equipments and other items required at DDWs & MCDWs for furnishing.
- Facilitating in demand collection from the district and rationalizing the annual demand of medicines, surgical and sutures at RMSC level received from State Demand Finalizing Committee.
- To assist in developing institutional strengthening strategies as well as state of art DDWs & MCDWs.
- Ensuring disposal of expired medicines through proper mechanisms as per the BMW rules.
- Coordinating training activities and workshops under RMSC.
- Coordination with Medical Directorate and other key staff for managing the activities of Logistics Cells of RMSC and handholding support to the department for managing & furnishing of DDCs and Sub-stores.

- Coordinating all studies undertaken by NGOs/external agencies
- All other works related to logistics cell.

**Terms and Conditions:**

- (i). The tenure of the consultant initially will be for one year from the date of joining.
- (ii). The consultant will report to Executive Director (Logistics), RMSC.
- (iii). During the tenure of the contract consultant shall keep all official information i.e. obtained or collected, strictly confidential.
- (iv). The consultant will be paid remuneration 40,000/- per month after submission of bill latest by 7<sup>th</sup> of continuing month.
- (v). The consultant shall not be provided any loans and advances.
- (vi). No bonus shall be payable to the consultant.
- (vii). No terminal leave shall be admissible on termination of the contract.
- (viii). In case journeys are undertaken in the interest of the corporation, he/she shall be eligible for TA and DA as per RMSC norms. The consultant will be provided reimbursement of travel expenses on production of tickets. Local transport will also be given to the consultant from office/residence to bus/Railway station and vice-versa.
- (ix). The consultant will not leave headquarter or avail of any type of leave without prior permission of MD, RMSC.
- (x). The consultant will be eligible for availing 20 casual leave in a calendar year.
- (xi). The consultant can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice. If the consultant gives-up the assignment in between i.e. before the expiry of due date, he shall be required to give a prior notice of one month.
- (xii). General Conditions, ethics and observance:
  - a) The consultant shall observe general satisfactory conduct and ethics at the level expected under orders/rules and instructions issued by higher authority.
  - b) All manufacturing or construction department / organization / consultancies etc. with which the consultant might be associated with, will not be eligible to participate in bidding for any goods or works/consultancy etc. resulting from or associated with the corporation of which the consultant forms a part.
  - c) The consultant will not accept any full time/part time employment or engage in any other work, business occupation or pursue any study course without the prior approval of MD, RMSC.
  - d) In case uniform/livery is compulsory, the first party will comply the instructions, for which no extra payment will be made by second party.
- (xiii) All other terms and conditions as given in Finance Department, GoR circular no. F(5). FD Rules/2002, Jaipur Dated 9 January, 2007 along

with its enclosed contract document will be applicable in the case of the consultant.

- (xiv) The consultant shall not be entitled for any regularization or any special preference in regular recruitment or any other administrative or quasi judicial relief as a consequence of this assignment.

**Review Committee to monitor consultant's work**

- The consultant will submit monthly progress report of his/her work to the concerned Executive Director.
- A committee comprising of Executive Director (Admin)/OSD, Executive Director, Finance and Executive Director, Logistics RMSC, may review the progress of the consultant from time to time and on expiry of period of six months.
- The review committee if finds the consultant suitable and beneficial for the Corporation, may recommend for extension of the service of consultant, along with the appraisal report prepared on the basis of monthly progress report submitted by him/her, for another six months or till RMSC gets suitable personnel recruited.

**Deliverables expected from the Consultant**

- Consultant will report to the concerned Executive Director on daily basis regarding progress of the work assigned to him/her.