



Raj Kumar Goel Institute of Technology

5th KM. STONE (OPP. JAIN TUBE CO. LTD.), DELHI-MEERUT ROAD,
GHAZIABAD (U.P.) - 201003

FAX : (0120) 2788350 TEL. : (0120) 2788273, 2788409, 2788447

Notice

16th September, 2014

RKGIT/15/CRC/2014-15

Attn: B.Pharma Final Year Students (Batch-2015).

Subject: Recruitment Drive of Apollo Hospital's Enterprise Ltd.

Apollo Hospital's Enterprise Ltd. is conducting a recruitment drive for B.Pharma Final Year students. The details are as follows:

About the company:

Apollo Hospitals was the forerunner of integrated healthcare in Asia, as well as globally. Today, the group's futuristic vision has ensured that it has been in a position of strength at every touch point of the healthcare delivery chain. Its presence encompasses over 10,000 beds across 51 hospitals, more than 1500 pharmacies, over 100 primary care & diagnostic clinics, 115 telemedicine units across 9 countries, health insurance services, global projects consultancy, 15 academic institutions and a Research Foundation with a focus on global clinical trials, epidemiological studies, stem-cell and genetic research.

Date/Day of Interview	:	17 th September 2014 (Wednesday)
Reporting Time	:	9:30 AM sharp
Venue	:	Dr. KNMIET (campus no. 1), Seminar Hall No. 1 Opposite Satish Park, Kapra Mill Compund Modinagar, Ghaziabad
Job Title	:	Pharmacist / Pharmacy Aid / Pharmacy Assistant - SAP
Salary	:	Gross Salary 10400/- per month CTC is 12500/- approx per month
Recruitment Process	:	Written Test (Aptitude + Technical), Technical Interview + HR
Criteria	:	No Criteria
URL	:	https://www.apollohospitals.com/

Job Guidelines

Operations & customer service:

- Dispensing medicines as per prescription.
- Maintain proper drug storage, rack layout, cold chain, refrigeration and upkeep of the pharmacy.
- Greet the customers, keep eye-contact and provide good customer service.
- Receive prescription or prescription refills.
- Attend to prescriptions sent by call center.
- Count and retrieve tablets and items from racks and pack them.
- Provide information on dosage and usage of medicines to customers as per requirement.
- Inform about appropriate substitute of unavailable drug and confirm with the customer's referring physician telephonically.
- Generate bill and maintain cash counter.
- Check the order before handing over to the customer.
- Tally the filled prescription with the bill and also details like patient's name, item, quantity, expiry and billing value.
- Engage the customer during waiting time to fill in the customer feedback form.
- Effectively handle all inbound calls regarding home door delivery requests and ATM.
- To answer inbound calls regarding drug information
- Documents to be maintained
 1. Daily ATM card sales
 2. Daily free home delivery services
 3. Daily Outside Purchase (OP) statement file
 4. Narcotic drug prescriptions issued
 5. Daily category wise stock value printout
 6. Daily rack verification, gaps and adjustment receipts

Finance & Accounts:

- Assist the auditors during internal audits

HR & Training:

- Demonstrate learning from On-job and Classroom Training while attending to customers.
- Ensure shift hand-over and take-over is smooth both on coming and leaving the pharmacy.

Marketing:

- Co-ordinate in Health check camps.
- Inform the customer about company's value added services, ATM card, free home door delivery and discounts.

Logistics:

- Daily indent SKUs from DC
- Coordinate daily receipt and arrangement of stock from DC
- Enter the quantity, batch number, expiry date and MRP of new stock items in the computerized pharmacy-billing module on daily basis.
- Carry out 100% stock tallying of the computerized stock with the assigned racks containing drugs, FMHG and generics.
- Assist in segregation, early liquidation and removal of short expiry items with the DC expiry team.

Notes:

- All interested students are requested to register for transportation with CRC by 3:00 PM on 16 Sep 2014. Transport will be arranged for registered students only.
- Students are required to dress formally and should carry their College ID card, two set of resume, two passport size photographs along with original and photocopy of their academic mark sheets and certificates.


Prof. Dilip Moza
Head -CRC

CC:

Mr Sunil Khatak Faculty Representative-B.Pharma
Dr. Udalvir Singh Sara-Principle-B.Pharma

Mr. Vipul Goel, Account Officer, RKGIT
Prof. V. K. Singh-Dean 2nd shift
Shri H. G. Garg, Dean, RKGIT - GZB
Dr. S. C. Gupta- Director Academics
Dr. D. R. Somashekar, Director, RKGIT - GZB
Prof. B. K. Gupta, Advisor, RKGIT - GZB
Shri Dinesh Kumar Goel, Chairman, RKGIT - GZB