



**INDIAN DRUGS & PHARMACEUTICALS LIMITED**

**(A. Govt of India Undertaking)**

Corporate Office, IDPL Complex, Dundaheera, Gurgaon

CIN NO:- U24231HR1961GOI003418

(Ref No:-IDPL/CO/Advt./01/2019)

**WALK-IN INTERVIEW**

IDPL is conducting **walk-In interview** on 16th & 17<sup>th</sup> May, 2019 at Corporate Office, Gurgaon to fill up various posts in Personnel/Board Secretariat /Finance & Accounts/ Legal/ Electrical/Production at Corporate Office and Rishikesh Plant purely on contract basis. For details of Eligibility criterion, Qualification, Experience, Age, remuneration, date & time of interview please visit our website: [www.idplindia.in](http://www.idplindia.in) Phone No. 0124-4143741

**Personnel Manager**

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CORPORATE OFFICE, IDPL COMPLEX, DUNDAHERA, GORGON

Sl. No	Post Name, Nos. & Location	Qualifications/Experience and Eligibility Criteria & Age	Total Monthly Emoluments (Rs)	Date and Time of Interview
1	Personnel Manager - 01 Corporate Office, Gurgaon	<b>Graduate with MBA / PG in Personnel Management &amp; IR</b> Candidate should have minimum 10 years experience in Personnel/HR & Administration, out of which 5 years in Managerial position in a CPSU. He/she should be well versed with DPE's guidelines & Rules. Having knowledge of Legal & Vigilance matter preferred. Age not more than 62 years.	40000-45000	<b>16.5.2019</b> 10.00 AM to 11.30 AM
2	Dy. Personnel Manager - 01 Rishikesh Plant	<b>Graduate / PG in Personnel Management &amp; IR-</b> Candidate should have 8 years experience in Personnel and Administration, out of which minimum 3 years in Asstt. Manager or Senior Executive position in CPSUs. She/she should be well versed with DPEs guidelines & Rules. Having knowledge of Estate, Legal and Vigilance matter. Age not more than 62 years.	30000-35000	
3	Board Secretariat Advisor-01 Corporate Office Gurgaon	<b>Membership with Institute of Company Secretaries of India</b> – He/she should have 3 years experience in relevant field preferably in CPSU and well versed with regulatory requirement. Age not more than 62 years	20000-22000	<b>16.5.2019</b> 12.00 Noon to 01.30 PM
4	Dy. Mgr (F&A) - 01 Corporate Office Gurgaon	<b>ICWA/CA/ MBA (Fin)</b> – He/she should have minimum 5 years experience in Finance & Accounts preferably in CPSU. Having knowledge of EXCEL & TALLY and other statutory requirement is must & will have added advantage. Age not more than 62 years	30000-35000	
5	PS to CMD - 01	<b>Graduate</b> – He/she should have minimum 5 years work experience working as PS with Senior Officer/Director/Chief Executive. Knowledge of Short-hand, typing drafting and e-mail. Age not more than 62 years	25000-30000	<b>16.5.2019</b> 02. 30 PM to 03.30 PM

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S. No	Post Name, Nos. & Location	Qualifications/Experience and Eligibility Criteria & Age	Total Monthly Emoluments (Rs)	Date & Time of Interview
6.	Sr. Executive/Executive (Legal) -01 Corporate Office Gurgaon	<b>BA/LLB/LLM</b> - Candidate should have minimum 3 yeas practical experience in CPSU and handle Legal/Court cases independently. Candidate having experience in service and administrative matter will be given preference. Age not more than 40 years.	22000-25000 18000 - 20000	<b>17.5.2019</b> 10. 00 AM to 11.30 AM
7.	Personnel Executive 01 Corporate Office Gurgaon	<b>Graduate / PG Diploma in Personnel Management</b> - Candidate should have minimum 2 years experience in Personnel/HR Department He/she should have well versed with service matters, statutory requirement, Rules and legal process Having thorough knowledge in noting and drafting in the subject matter. Age not more than 40 years	18000-20000	
8.	Dy.Manager (Prod)- 01 Rishikesh Plant	<b>B.Pharma/M.Pharma</b> – Candidate should have minimum 8 years experience in production (Tablets, Capsules, Dry-syrup Section) and should have approved Chemist. Well aware of procedure of GMP & WHO-GMP compliance. Age not more than 62 years	30000-35000	<b>17.5.2019</b> 12. 00 Noon to 01.30 PM
9.	Dy. Manager (Elect) - 01 Rishikesh Plant	<b>BE/B.Tech.</b> – Candidate should have minimum 5 years experience in Electrical Department preferably Pharmaceuticals Company. Age not more than 62 years.	30000-35000	
10.	Executive (Purchase) -01 Rishikesh Plant	<b>B.Com/B.Pharma/ MBA in Material Management-</b> Candidate should have 3 years experience in Store/Purchase Department preferably Pharama industry. He/she should have knowledge of computer, other statutory requirement and handle of Raw Material and packing materials Store independently. Age not more than 40 years.	18000-22000	<b>17.5.2019</b> 02. 30 PM to 03.30 PM

## **Term and Conditions:**

**Venue of the Interview:** IDPL Complex, Dundaheera, Old Delhi Gurgaon Road, Gurgaon-122016

**Place of Work:** The place of work will be presently at IDPL. However, the selected candidate may be placed anywhere in India depending on the requirement of the Company.

## **General Conditions:**

1. The Candidates must ensure that they possess the required qualification and experience in the relevant field for the post applied.
2. The Documents submitted by the Candidate if found incorrect / false information/ certificate/documents or has suppressed any material fact(s) his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
3. IDPL has right to reject Candidature at any stage and the decision of IDPL will be Final.
4. IDPL has right to reject entire selection/advertisement at any stage and the decision of IDPL shall be final in this regard.
5. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of Court situated at respective place of posting.
6. IDPL reserves the right to raise / modify the Eligibility Criteria in educational qualification/ experience/age in case of requirement.
7. The above posts purely on contract basis.

## **Candidates are required to bring with them:**

Eligible/ Interested candidates may bring their applications in prescribed format which can be downloaded from the website .Candidates may appear in the Walk-In-Interview with two passport size Photographs ,ID Proof, present salary detail, Original testimonials and a copies of the testimonials in support of Educational Qualification, age, Experience & Category etc. If candidate fails to show their original certificates in support to their Educational Qualification, age, Experience, Category, then the candidature **will be rejected**.

## Application Form

Name of the post \_\_\_\_\_

Location: \_\_\_\_\_

Passport Size Photograph

### Personal Information

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

Father's Name: \_\_\_\_\_

E-Mail Address & Contract No. \_\_\_\_\_

Gender: (Male/Female) Marital Status \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth: (DD/MM/YYYY) \_\_\_\_\_

Present Address: \_\_\_\_\_

Distt. \_\_\_\_\_ State \_\_\_\_\_ PIN \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Distt. \_\_\_\_\_ State \_\_\_\_\_ PIN \_\_\_\_\_

Category (SC/ST/OBC/GEN/PH): \_\_\_\_\_

### Academic Background

(a) **Academic Background** (Please start from highest qualification and go in descending order)

Degree Passed	Passing Year	Subjects	University/ Board	Grade / Div

**Employment History** (Please starts from your recent job and go in descending order)

Name of Organization	Designation	Post held with Emoluments/Salary (Per Month)	Job Profile	Relevant Experience (in years)		
				From	To	Total Exp.

(Pls attach additional sheets, if required).

**Nature of present employment i.e. contractual /ad-hoc / permanent/ temporary.**

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**Dated:** \_\_\_\_\_

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

**For Office Use only**

Application No \_\_\_\_\_ Date \_\_\_\_\_ Signature of the Officer \_\_\_\_\_

Remarks \_\_\_\_\_

Signature of Officer