

## INDIAN DRUGS & PHARMACEUTICALS LIMITED

**IDPL is Conducting Walk-in-Interview at Corporate Office, Gurgaon for the following posts Purely on Contract Basis on 25<sup>th</sup> & 26<sup>th</sup> October, 2017.**

<b>Name &amp; No of the post and Location</b>	<b>Qualification &amp; Experience Criteria &amp; Age.</b>	<b>Monthly consolidated Remuneration (Rs.)</b>	<b>Date &amp; Time</b>
<b><u>Gurgaon Plant</u></b> Sr. Executive (Production) -1	B.Pharma/M. Pharma, Candidate should have minimum 5 years of experience in Tablet, Liquid, Dry, Syrup etc. in a GMP/WHO Unit. Preferably approved chemist.. Age not more than 40 years.	22000 – 25000	<b><u>25.10.2017</u></b> 09.30 AM
Sr. Executive (QA) - 1	B.Pharma/M. Pharma, Candidate should have 05 years experience in QA and well versed with National/International Regulatory/statutory affairs and faced regulatory audits. Awareness on SQC and 6 SIGMA Audits will have added advantage. He/She should be approved Chemist in Tablets Caps. Age not more than 40 years.	22000 – 25000	<b><u>25.10.2017</u></b> 11.30 AM
Executive (Mech.) -1	B.Tech.(Mechanical) Candidate should have minimum 2 years experience in Pharmaceuticals Industry. Age not more than 30 years.	15000 - 18000	<b><u>25.10.2017</u></b> 12.30 PM
<b><u>Rishikesh &amp; Gurgaon Plant</u></b> Dy. Personnel Manager - 2	Graduate/PG or MBA in Personnel Management. He/she should have minimum 5 years experience in Personnel/Service/Estate Matters. Knowledge of RTI Act, PF/ESI Rules, Labour Laws, GFR. Filing of e-return & good in noting and drafting. Ex-Serviceman will be Preferred. Age not more than 62 years.	30000 - 35000	<b><u>25.10.2017</u></b> 02.30 PM
<b><u>Rishikesh Plant</u></b> Executive (I.T.) - 1	BCA/BSc.(IT) Candidate having good knowledge of Software, Hardware & Networking minimum 2 years experience in the relevant field. Age not more than 30 yrs.	15000-18000	<b><u>26.10.2017</u></b> 09.30 AM
<b><u>Corporate Office, Gurgaon</u></b> Executive (Board Secretariat) - 1	Qualified Company Secretary. He/She should have minimum 3 years experience in relevant field. Well versed with statutory requirement and filings of returns and other compliances as per Company's Act 2013. Age not more than 30 years.	18000 – 20000	<b><u>26.10.2017</u></b> 10.30 AM
Dy. Manager (Finance) 1	CA/MBA(Fin). He/She should have minimum 5 years experience in Finance & Accounts Deptt. Knowledge of Tally, filing GST/returns as per Company's Act and other statutory compliance. Age not more than 62 years.	30000 – 35000	<b><u>26.10.2017</u></b> 11.30 AM
Accounts Executive - 1	B.Com/M.Com. He/She should have minimum 3 years of experience in Finance & Accounts Deptt. Knowledge of Tally, Excel filing of e-return and compliance of statutory requirement i.e. GST etc. Age not more than 35 years.	18000 – 20000	<b><u>26.10.2017</u></b> 12.30 PM
Dy. Marketing Manager - 1	Science Graduate/Post graduate/MBA (Marketing). He/She should have 5 years experience in Institutional /Trade sales of a Pharmaceuticals Company. Candidate should be well versed with MIS & other statutory requirement of Marketing /GST etc. Age not more than 40 years.	30000 – 35000	<b><u>26.10.2017</u></b> 02.30 PM

Pl see attached detailed terms & condition and application format.

**Term and Conditions:-**

**Venue of the Interview:-** IDPL Corporate Office:-IDPL Complex, Old Delhi Gurgaon Road, Dundhahera, Gurgaon – 122016.

**Place of Work:** The place of work as stated above. However, the selected candidate may be posted 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 appearing for interview.
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 procedure at any stage and the decision of IDPL Management 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 for educational qualification/ experience /age as per requirement of the Company only for deserving candidates.
7. The above posts purely on contract basis initially for period of one year further extendable subject to review of performance at the time of renewal of contract period.

**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 for Walk-In-Interview with two passport size Photographs, ID Proof, present proof of salary, all Original testimonials with a copy of the same. If candidate fails to show their original certificates pertaining to their Educational Qualification, age, Experience etc then their candidature will be rejected.

**Application Form**

Passport Size  
Photograph

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

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

**Personal Information**

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

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

Gender - Male /Femle

Date of Birth: DD/MM/Year \_\_\_\_\_

Nationality: \_\_\_\_\_

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

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

Permanent address: \_\_\_\_\_

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

E-Mail address \_\_\_\_\_

Mobile No: \_\_\_\_\_

Marital Status: \_\_\_\_\_

**Academic Background**

Degree Passed	Passing Year	Subjects	University/ Board	Grade / Div

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

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

Name of Organization	Designation	Post held & Salary (Per Month)	Job Profile	Relevant Experience (in years)		
				From	To	Total Exp.
<b>Total Experience (In Years)</b>						
<b>*Total Experience in relevant field* (In Years)</b>						

(Please attach additional sheets, if required).

**Nature of present employment i.e. Contractual/Ad-hoc/Temporary.**

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

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

**Signature of the Applicant**

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**For Office use only**

**Application Received Date** \_\_\_\_\_ **Register No** \_\_\_\_\_

**Name and Signature of Officer** \_\_\_\_\_

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**Application Status (✓/X)**

**Educational Documents**

**Experience Document**

**Age Proof**