

**INDIAN DRUGS & PHARMACEUTICALS LIMITED**

(A Govt. of India Undertaking)

CIN NO:-U24231HR1961GOI003418

Head Office, SCOPE Complex, Core-6, 1st Floor,

7, Lodhi Road, New Delhi-10003

**Website:-www.idplindia.in**

(Ref.No:-IDPL/HO/Advt/Rect/02/2017)

**APPLICATION INVITED FOR THE FOLLOWING POSTS ON CONTRACT BASIS**

IDPL, Schedule-B CPSU under Administrative control of Ministry of Chemicals & Fertilizers, Department of Pharmaceuticals invites applications for the following posts purely on contractual basis as per details :

Sl. No	Name of the post & Location	Qualification, Experience & Eligibility criteria
01	<b>General Manager (Fin ) / Chief Financial Officer Corporate Office, Gurgaon</b>	CA/ICWA/MBA(Finance) Minimum 15 Years of Experience in Senior/ Managerial level in Finance Deptt of reputed Company preferably in CPSU. Applicant should have minimum 05 years experience of Dy.GM level in Finance Deptt of reputed company . <b>Age as on 01.09.2017 not more than 62 years. Monthly consolidated salary Rs.70,000/-</b>
02.	<b>General Manager (New Formulation Unit) Balanagar, Hyderabad</b>	B. Pharma/M. Pharma from a reputed recognized University with good academic record. Applicant should have 15 years experience in production of Tablets/Ointments in a senior position of Pharma Company and approved Chemist in ARV/Tablets/Ointments. Applicant should be well versed with all statutory & regulatory affairs .Finance, Marketing & Administration experience will be an added advantage. <b>Age as on 01.09.2017 not more than 62 years. Monthly consolidated salary Rs.70,000/-.</b>
03.	<b>Manager Production (QA/QC) (02 posts) New formulation Unit Hyderabad &amp; Rishikesh Plant</b>	B. Pharma/M.Pharma. Applicant should have 10 years experience in Production/QA/QC and well versed with National/International Regulatory/statutory affairs and faced regulatory audits. Awareness on SQC and 6 SIGMA Audits will have added advantage. .For Hyderabad Plant should be approved Chemist in Tablets & Ointments. For Rishikesh Plant candidate should be approved Chemist <b>Age as on 01.09.2017 not more than 50 years. Monthly consolidated remuneration Rs. 45000 /-.</b>
04	<b>General Manager I/c ODCL Bhubaneshwar ( Schedule- D PSU)</b>	Applicant should be Graduate with good academic record from a recognized University. He/she should posses minimum 15 years of experience of Pharmaceutical Sector is desirable. <b>Age as on 01.09.2017 not more than 62 years. Monthly consolidated salary Rs.60,000/-.</b>

**Note:-** Interested candidates may apply in the prescribed application format which can be downloaded from IDPL website: **www.idplindia.in**. Duly filled in application form along with Age, qualification, experience and salary proof etc. may be sent to Personnel Manager, IDPL Head Office, SCOPE Complex, Core-06, Lodhi Road New Delhi 110003 latest by 27/10/2017. For further details please visit our website.

**Personnel Manager**

**Selection Procedure:-** Selection would be based on initial screening of applications and short-listed candidates called for interview only.

**Place of Work:-** Place of positing as per as mentioned in the advertisement. However, the selected candidate may be posted anywhere in India depending on the requirement of the Company.

**General Conditions:-**

- 1 The applicant must ensure that he/she possess the required qualification and experience in the relevant field for the post applied.
- 2 The documents submitted by the applicant if found incorrect / false information/ certificate/documents or has suppressed any material fact(s) his/her candidature will stands cancelled. If any of these short comings 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 New Delhi/Delhi.
- 6 IDPL reserves the right to raise / modify the eligibility criteria in educational qualification/ experience or age in case of requirement.
7. 3<sup>rd</sup> A.C Train fare will be reimbursed to outstation candidates called for interview travelling more than a distance of 100 Kms subject to submission of valid proof of travel.
8. The above posts purely on contract basis initially for a period of three years and further extendable subject to review of performance of every year.

**How to apply:-**

Eligible candidates may send their application in the prescribed Application format downloaded from the company's website along with One passport size Photographs affixed on the Application form along with the copies of self attested testimonials in support of Educational Qualification, age, Experience, Residential proof, Category etc. **only by post/courier/speed post**) to the **Personnel Manager, Indian Drugs & Pharmaceuticals Ltd., Head Office, SCOPE Complex, Core-6, 1st Floor, Lodhi Road, New Delhi-110003** in a closed cover clearly subscribing the **post name and location APPLICATION FOR THE POST OF " \_\_\_\_\_ " so as to reach on or before 27/10/2017**. No other means / mode of application will be acceptable. An application not in the prescribed format or not signed by the candidate or incomplete in any respect will not be entertained and will be rejected. Only the short-listed candidates called for the Interview through call letter.

## Application Form

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

Location \_\_\_\_\_

Language known : \_\_\_\_\_

### Personal Information

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

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

Date of Birth: \_\_\_\_\_

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

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

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

E-Mail & Contact No. : \_\_\_\_\_

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

### Academic Background:-

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

Degree Passed	Year	Subject	Institution	Grade / Div

**Employment History:-** (Please start from your recent job and go in descending order)

Name of Organization	Post held & Emoluments	Job Profile	Period From - To

(Please attach additional sheets, if required).

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

By signing below and submitting this application form I, \_\_\_\_\_,  
confirm that the information provided above is accurate to the best of my knowledge.

Date \_\_\_\_\_  
Place \_\_\_\_\_

**Signature of the Applicant**

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**FOR OFFICE USE**

**Entered in Receipt Register on page No. \_\_\_\_\_ Date \_\_\_\_\_.**

Signature & Name of Dealing Officer \_\_\_\_\_

Date \_\_\_\_\_