



## INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A Govt. of India Undertaking)

CIN NO:-U24231HR1961GOI003418

Head Office, SCOPE Complex, Core-6, 1st Floor,  
7, Lodi Road, New Delhi-110003  
(Ref No. IDPL/HO/Advt/Rect/01/2018)

### **WALK-IN- INTERVIEW**

IDPL is conducting Walk-in Interview to fill up various posts purely on contract basis in different locations & Departments as per details:

**Corporate Office** - Board Secretarial & Legal, **RSO** - Kolkata, **Gurgaon & Rishikesh Plant** - Personnel, Finance & Accounts Production, QA, Store & Purchase, Commercial, Mechanical and **IDPL(TN) Chennai Plant** - General Manager.

**Note:-**Eligible interested candidates are invited to appear for Walk-In-Interview at IDPL Corporate Office, Dundahera, Gurgaon on **29<sup>th</sup> & 30<sup>th</sup> November, 2018**. For details of time of Interview, Eligibility criterion, Qualification, Experience, Age & remuneration etc. please visit our website: [www.idplindia.in](http://www.idplindia.in). Phone No. 011-24364340, 0124-2456030

**Personnel Manager**

# INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A.Govt of India Undertaking)

Head Office, SCOPE Complex, Core-6,1<sup>st</sup> Floor, 7, Lodhi Road, New Delhi-10003

Sl. No	Name of the Post , Location & Nos.	Educational Qualifications, Experience, Eligibility Criteria & Age.	Monthly Emoluments (Rs)	Date and time of Interview
1.	General Manager IDPL(TN)-Chennai – 01	Graduate/B.Pharma/B.Tech(Chemicals) with good academic record from a recognized University. He/She should possess <b>10-15 years</b> of experience in a senior managerial position of reputed Organization. Candidate having experience in Finance, Production, Marketing will have added advantage. Knowledge of Pharmaceuticals sector is desirable. Age not more than 62 years.	60000-70000	<b>29.11.2018</b> 10.00 AM
2.	Regional Sales Manager - Kolkata -01	<b>B.Sc./B.Pharma</b> - At least 8 years of experience in a reputed pharmaceuticals Company in managerial or Senior Executive Level in relevant field preferably in Pharma PSU/Semi/State Govt. or any reputed pharmaceuticals Company. Age not more than 45 years.	30000-35000	<b>29.11.2018</b> 11.30 AM
3.	Board Secretariat Advisor (Part-Time) Corporate Office, Gurgaon – 01	<b>Membership with Institute of Company Secretaries of India</b> - Candidate should have 3 years experience in relevant field preferably in CPSU. Age not more than 55 years.	20000-22000*	<b>29.11.2018</b> 12.30 PM
4.	Sr. Executive/Executive (Legal) - 01 Corporate Office, Gurgaon	<b>Law Graduate</b> – Candidate should have minimum 5 years experience for Sr. Executive and 3 years for Executive (legal) position. Experience in handling legal cases of reputed Organization preferably PSU. Age not more than 40 years.	22000-25000 15000-22000	<b>29.11.2018</b> 2.00 PM
5.	Dy.Personnel Manager/ Sr. Personnel Executive -2 (Gurgaon and Rishikesh)	<b>Graduate/MBA/PG in Personnel Management-</b> Candidate should have 8 years experience for Dy. Personnel Manager and 5 years for Sr. Executive position in Personnel Department, well versed with personnel, service matters, legal, RTI and well versed with FR&S rules/GFR rules. Having knowledge in noting and drafting preferably in CPSU. Ex-serviceman having experience in relevant field shall be Preferred. Age not more than 45 years.	30000-35000 22000-25000	<b>29.11.2018</b> 03.00 PM
6.	Sr. Accounts Executive -1 Rishikesh	<b>B.Com./M.Com</b> – Candidate should have 3-5 years experience in Finance & Accounts Department in a reputed Company. Preference will be given to Chartered Accountant from ICAI or Cost & Management Accountant from ICMAI. Age not more than 45 years.	22000-25000	<b>29.11.2018</b> 04.00 PM

\*Deserving candidate can be considered for higher remuneration.

NOTE – for post at S. No. 1 to 14 Age relaxation can be given to deserving candidate only.

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Sl. No	Name of the Post , Location & Nos.	Educational Qualifications, Experience, Eligibility Criteria & Age.	Monthly Emoluments (Rs)	Date and time of Interview
7.	Dy. Manager (Production) -1 (Rishikesh Plant)	<b>B.Pharma/M.Pharma</b> – Candidate should be approved manufacturing Chemist in Tablets, Capsules, dry syrup from State Drugs Authority and having experience with handling of Tab, Capsules, Liquid, Dry Syrup independently. He should be well aware of Pharmaceuticals working and procedure of GMP & WHO-GMP and have conducted WHO-GMP Audit independently. Age not more than 45 years.	30000-35000	<b>30.11.2018</b>  10.00 AM
8.	Sr.Executive/Executive (Production) - 02 (Gurgaon and Rishikesh Plant )	<b>B.Pharma/M.Pharma</b> – Candidate should be approved manufacturing Chemist in Tablets, Capsules, dry syrup from State Drugs Authority and having experience with handling of Tab, Capsules, Liquid, Dry Syrup independently. Minimum 5 years for Sr. Executive and 2 years for Executive position. Candidate should be well aware of Pharmaceuticals working and procedure of GMP & WHO-GMP. Age not more than 45 years.	22000-25000 15000-22000	<b>30.11.2018</b>  11.00 AM
9.	Dy.Manager (Store & Purchase) -1 (Gurgaon Plant )	<b>Graduate/Diploma/Degree in Pharmacy, Material Management</b> - Candidate should have 8 years experience in Pharma Industry in Store & Purchase Department, dispensing Raw Material, Packing Material and maintaining record. Well versed with statutory requirement& filing on line returns etc. Age not more than 45 years.	30000-35000	<b>30.11.2018</b>  12.00 Noon
10.	Executive (Purchase) -1 (Rishikesh Plant)	<b>B.Pharma/M.Pharma/MBA in Material Management-</b> Candidate should have experience in Pharma industry in Purchase/store. Should have sound knowledge of purchase procedure & guideline, well aware of computer also familiar with excel & word. Age not more than 35 years.	15000-22000	<b>30.11.2018</b>  01.00 PM
11.	Sr. Executive/Executive (Quality Assurance) - 1 Gurgaon Plant	<b>B.Pharma/M.Pharma</b> – Candidate should have 5 years experience for Sr. Executive and 2 years for Executive position in Quality Assurance Department.. Knowledge of GMP & WHO-GMP norms able to take care of S.O.P; changes, and its implementation etc. Age not more than 35 years.	22000-25000 15000-22000	<b>30.11.2018</b>  2.30 PM
12.	Executive (Mech.) -2 Rishikesh & Gurgaon Plant	<b>B.Tech. / B.E. (Mechanical) / Diploma (Mech)</b> Having 2 years work experience in Pharma Industry. Preferably in maintenance of equipment of Tablet & Capsule line, major equipments viz – Fully automatic capsule filling machine, Tablet compression machine, Strip packing machine, Blister packing machine ,FBD, RMG Tablet Coating machine etc. and also general mechanical & instrument maintenance. Age not more than 35 years.	15000-22000	<b>30.11.2018</b>  3.30 PM
13.	Executive (Commercial Store) -1 Gurgaon Plant)	<b>Commerce Graduate</b> – Candidate should have 5 years experience in handling of Commercial Stores and dispatch (Logistics) in Pharmaceutical Company. Well versed with Excise & Taxation, GST and filing online return. Age not more than 40 years.	15000-22000	<b>30.11.2018</b>  4.00 PM
14.	Compression Operator-1 Production/Tablets) Gurgaon Plant	<b>10<sup>th</sup> Pass</b> - Candidate should have 5 years experience in pharma industry and should be expert in compression machine 45, at 37, 27 Stn, D-tooling' DB tooling' BB tooling machine operation and able to take care of change over and maintenance of these machines independently. Age not more than 40 years.	15000-20000	<b>30.11.2018</b>  4.30 PM

NOTE – for post at S.No 1 to 14 Age relaxations can be given to deserving candidates only.

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

**Date of Interview -** For Post at S. No. 01 to 06 on 29.11.2018 and for S. No. 7 to 12 on 30.11.2018.

**Place of Work:** The place of work of the above posts will be presently as mentioned in the Advertisement. However, the selected candidate may be posted anywhere in India depending on the requirement of the Company.

## **General Term and Conditions:-**

1. The Candidates must ensure that they possess the required qualification and experience in the relevant field for the post applied and appeared in the 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/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, remuneration in case of requirement and deserving candidates only.
7. The above posts purely on contract basis initially for period of one year further extension subject to review of performance.

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

Eligible/ Interested candidates may bring their applications in prescribed format which can be downloaded from the Company's website – [www.idplindia.in](http://www.idplindia.in) 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 etc. If candidate fails to show their original certificates in support to their Educational Qualification, age, Experience, then the candidature will be rejected.

**Application Form**

Passport Size  
Photograph

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

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

**Personal Information**

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

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

Gender: \_\_\_\_\_

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

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

E-Mail Address \_\_\_\_\_ Mob. No. \_\_\_\_\_

Marital Status: Married / Unmarried

**Academic Background**

**Academic Background** (Please starts 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/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/Permanent/Temporary.**

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

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

**Signature of the Applicant**

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