



## INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A.Govt of India Undertaking)

IDPL Complex, Dundaheera, Old Delhi Gurgaon Road, Gurugram (Haryana)

IDPL is inviting applications to filling up the below mentioned positions on contractual basis at Corporate Office-Gurugram, ODCL-Bhubaneshwar and IDPL Gurugram plant. Details of Posts, Eligibility, Qualification and Experience are as mentioned below:-

S.No.	Post Name, Nos. & Location	Qualifications/Experience and Eligibility Criteria	Total Monthly Emoluments (Rs)
01	Company Secretary -01 <b>Corporate Office - Gurugram</b>	<b>Membership with Institute of Company Secretaries of India</b> – Candidate should have possessed minimum 05 years post qualification experience which includes inter-alia in ensuring compliance all statutory and other obligations as required under Companies Act and updation required on MoCA portal. Candidate having experience in CPSEs/PSUs will be given preference. Knowledge of noting & drafting will be an added advantage.  <b>Age: - Not exceeding 55 years.</b>	Rs. 45,000/- To Rs. 50,000/-
02	Manager/Dy.Manager (Legal) – 01 <b>Corporate Office - Gurugram</b>	<b>LLB/LLM:</b> - Candidate should have possessed minimum 08 years post qualification professional experience in Legal Aspects and should have handled Legal/Court cases independently. Candidate should have experience in dealing issues related to Service matters, NCLT, Arbitration, Negotiable Instruments, Writs, Public Interest Litigations and MSMEs etc. Candidate should have sound professional/legal skills in drafting submission and proficiency in language. Candidate should be well versed with computer knowledge and internet browsing. Candidate having experience in PSU will be given preference.  <b>Age: -Note exceeding 55 years</b>	Rs. 45,000/- To Rs. 50,000/- & In case of Dy.Mgr:- Rs. 38,000/- to Rs. 42,000/-
03	Finance Manager - 01 <b>Corporate Office, Gurugram</b>	<b>CA/CMA/ICWA:</b> - Candidate should have possessed minimum 08 years post qualification experience in executive level in Finance deptt. in reputed organization.  Candidate should be well conversant in Accounts including Closure of Accounts, Accounting Standards, Financial Concurrence, Taxation and Budget etc.  Candidate should have Strong interpersonal, communication and presentation skills, knowledge of all statutory legislation and regulations and demonstrated use of computer i.e. Excel, Word and accounting software.  Candidate should be well versed with FR&S rules/GF/GFR rules and statutory compliance.	Rs. 45,000/- To Rs. 50,000/-

		<p>Candidate must have commercial and business awareness and an analytical approach to work.</p> <p>Candidate also possesses high numeracy, problem-solving skills and initiative; strong attention to detail and an investigative nature.</p> <p>Candidate should have the ability to balance the demands of work with study commitments; good time management skills and the ability to prioritise; the ability to work as part of a team and to build strong working relationships.</p> <p>Candidate should be able to take quick but rational decisions; the potential to lead and motivate others and good IT skills.</p> <p>Candidate having experience in PSU will be given preference.</p> <p><b>Age:- Not exceeding 62 years</b></p>	
04	Executive (Finance) - 01 <b>Corporate Office, Gurugram</b>	<p><b>B.Com/M.Com:-</b> Candidate should have minimum 02 year post qualification experience in reputed organization having sound knowledge of Accounts and Taxation. Candidate should have good communication skill both written and oral and must be well versed with Computer i.e MS Word and Excel. Knowledge of accounting software, Noting &amp; drafting will be an added advantage.</p> <p><b>Age: - Not exceeding 35 years</b></p>	Rs. 20,000/- To Rs. 22,000/-
05	GM i/c - 01 <b>Orissa Drugs &amp; Chemicals Ltd (ODCL) Bhubaneswar</b>	<p><b>Graduate/Post Graduate from a recognized University:</b> - Candidate should have possessed minimum 10 years of experience in a senior managerial position in a reputed organization. Candidate should have knowledge of Administration, Financial and Legal aspects. Candidate should be well versed with statutory compliance. Knowledge of Pharmaceutical industry and FR&amp;S rules/GF/GFR rules will have an added advantage.</p> <p><b>Age:- Not exceeding 62 years</b></p>	Rs.60,000/- To Rs. 65,000/-
06	Safety Supervisor & ETP Operator -01 <b>IDPL Gurugram plant</b>	<p><b>12<sup>th</sup>/Graduate and Diploma in industrial Safety or Diploma in (Mechanical):</b> - Candidate should have minimum 02 years of experience with working knowledge of Industrial Safety and ETP (Effluent treatment plant).</p> <p><b>Age: - Not exceeding 35 years.</b></p>	Rs. 22,000/- To Rs. 25,000/-

## Terms and Conditions:

**Venue of the Interview:** - Interview for the posts from Sr. No. 01 to 04 & 06 will be held at IDPL Corporate Office, Gurugram and for Sr. No. 05 at ODCL, Bhubaneswar/Corporate Office, Gurugram.

**Place of Work:** The place of work will be presently at **IDPL Corporate Office Gurugram for Sr. No.01 to 04, ODCL, Bhubaneswar for Sr. No 05** and **IDPL Gurgoan plant for Sr. No.06**. However, the selected candidate may be placed anywhere in India depending on the requirement of the Company.

## General Conditions:

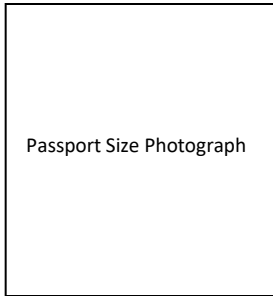
1. Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of the Company i.e. [www.idplindia.in](http://www.idplindia.in)
2. The Candidates must ensure that they possess the required qualifications and experience in the relevant field for the post applied.
3. The Candidature will stand cancelled in case of following:-
  - a) Documents submitted are found to be incorrect.
  - b) False information has been provided/submitted.
  - c) Any material fact(s) has been suppressed.Any of the above are detected even after appointment, his/her services are liable to be terminated.
4. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post.
5. Maximum age shall be considered as on 31<sup>st</sup> March, 2022.
6. IDPL has the right to reject Candidature at any stage and the decision of IDPL will be Final.
7. Number of post(s) is/are tentative and may increase or decrease. IDPL reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the Company shall be final and no appeal in this regard shall be entertained.
8. Mere eligibility will not entitle any candidate for being called for Interview. Only short-listed candidates will be called for Interview. IDPL reserves its right to place reasonable limit on the total number of candidates to be called for interview. The number of such candidates will be decided by the **Screening Committee** constituted by Competent Authority of IDPL for the purpose. The decision of the Screening Committee shall be final.
9. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of Court situated at Gurugram, Haryana.
10. The above posts are purely on contractual basis for an initial period of one year which may be extended as per requirement and review of performance.

11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, IDPL reserves the right to modify / withdraw / cancel any communication made to the candidates.
12. No TA / DA will be paid for attending interview/Skill test.

**Candidates are required to: -**

- i) Eligible/Interested candidates are to fill applications in prescribed format given below and submit their applications through Speed post/Courier addressed to **Personnel Manager, IDPL Corporate Office, IDPL Complex, Dundaheera, Old Delhi-Gurgaon Road, Gurugram (Haryana) – 122016.**
- ii) The envelope containing application should be superscribed “**Application for the post of \_\_\_\_\_.** The last date of receipt of application is **17<sup>th</sup> March, 2022.**
- iii) Shortlisted candidates may appear in the interview with two passport size Photographs ,ID Proof, present salary details, Original testimonials and copies of the testimonials in support of Educational Qualification, Age and Experience etc. If candidates fail to show their original certificates in support to their Educational Qualifications, Age and Experience then the candidature **may be rejected.**

**APPLICATION FORM**



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

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

**Personal Information**

Name of applicant: \_\_\_\_\_

Father's/Husband's/Mother's/Name: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

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

**Academic Background**

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

Degree Passed	Passing Year	Subjects	University/ Board	Grade/Div/ Percentage

**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 - (Contractual/Ad-hoc/Permanent/Temporary).**

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**Signature of Applicant**  
Date \_\_\_\_\_

**For Office Use only**

Application No \_\_\_\_\_ Date of receipt \_\_\_\_\_ Name & Signature of the Officer \_\_\_\_\_

Remarks:-

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