



INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A. Govt of India Undertaking)

Corporate Office, IDPL Complex, Dundahera, Gurgaon

CIN NO:- U24231HR1961GOI003418

(Ref No:-IDPL/CO/Advt./02/2019)

WALK-IN INTERVIEW

IDPL is conducting **walk-In interview** on 5.9.2019 at Corporate Office, Gurgaon to fill up various posts in Personnel/Board Secretariat /Finance & Accounts at Corporate Office purely on contract basis. For details of Eligibility criterion, Qualification, Experience, Age, remuneration & time of interview please visit our website: www.idplindia.in Phone No. 0124-4143741

Personnel Manager

INDIAN DRUGS & PHARMACEUTICALS LIMITED
(A Govt. of India Undertaking)
CORPORATE OFFICE, IDPL COMPLEX, DUNDAHERA, GURGAON

S.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	Graduate with MBA / PG in Personnel Management & IR 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	05.09.2019 10.30 AM To 12.30 PM
2.	Personnel Executive 01 Corporate Office Gurgaon	Graduate / PG Diploma in Personnel Management - 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	
3	Board Secretariat Advisor-01 Corporate Office Gurgaon	Membership with Institute of Company Secretaries of India – 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	05.09.2019 12.30 PM To 2.00 PM
4	Dy. Mgr (F&A) - 01 Corporate Office Gurgaon	ICWA/CA/ MBA (Fin) – 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	

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 Corporate Office, Gurgaon. 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 appeared 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/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. All posts purely on contractual basis initially for a period of one year.

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, Experience & age etc. If candidate fails to show their original certificates in support to their Educational Qualification, Experience and age then the candidature **will be rejected**.

APPLICATION FORM

Passport Size
Photograph

Name of the post _____

Location: _____

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 _____

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 fill up following details 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/ temporary.

Dated: _____

Place: _____

For Office Use only

Remarks if any _____

Signature of verifying Officer