



**INDIAN DRUGS & PHARMACEUTICALS LIMITED**

(A. Govt of India Undertaking)

Corporate Office, IDPL Complex, Dundahera, Gurgaon

CIN NO:- U24231961GOI003418

(Ref No:-IDPL/CO/Advt./03/2019)

**WALK-IN INTERVIEW**

IDPL is conducting walk-In interview on 14/11/2019 to fill up the posts of GM (Finance), Sr. Exe/Exe(Legal), Dy.Mgr(Fin & Accounts) and PS to CMD at Corporate Office, Gurgaon purely on contractual basis. For details of Eligibility criteria, Qualification, Experience, Age, remuneration, date & time of interview, please visit our website: [www.idplindia.in](http://www.idplindia.in) Phone No. 0124-4143741

Personnel Manager



## INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A.Govt of India Undertaking)

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

IDPL is conducting walk-in interview on 14.11.2019 for various posts on contractual basis. Details of Posts, Eligibility, Qualification & Experience are as mentioned below:-

S.No.	Post Name, Nos. & Location	Qualifications/Experience, Eligibility Criteria & Age	Total Monthly Emoluments (Rs)	Date & Time of Interview
01	General Manager (Fin ) -01 Corporate Office, Gurgaon	<b>CA/ICWA/MBA(Finance):-</b> Minimum 15 Years of Experience in Senior/Managerial level in Finance Deptt. of a reputed Company preferably in a PSU. Applicant should have minimum 05 years experience of Dy.GM level in Finance Deptt of reputed company <b>Age:- Not more than 62 years</b>	Rs.70,000/-	14.11.2019 @10:30 AM to 12:30 PM
03	Dy.Manager (Finance)-01 Corporate Office,Gurgaon	<b>CA/ICWA/MBA(Finance)</b> – Candidate should have minimum 5 years experience in Finance & Accounts preferably in a PSU. Having knowledge of Excel & Tally and other statutory requirement will have added advantage. <b>Age:- Not more than 62 years</b>	Rs. 30,000/- to 35,000/-	14.11.2019 @ 12:00 PM to 1:30 PM
02	Sr. Executive/Executive (Legal), -01 Corporate Office, Gurgaon	<b>LLB:-</b> He/She should have minimum 3 yrs practical experience in Legal Aspects preferably in a PSU and should have handled Legal/Court cases independently. Candidate having experience in service and administrative matters will be given preference. <b>Age: - Not more than 45 years</b>	Rs.22,000/- to 25,000/- for Sr. Exe (Legal) & Rs.18,000/- to 20,000/- for Exe (Legal)	14.11.2019 @02:30 PM to 03:30PM
04	PS to CMD -01 Shastri Bhawan,New Delhi/ Corporate Office Gurgaon.	<b>Any Graduate:-</b> Candidate should have minimum 5 years experience of working as PS/PA with a Senior Officer/Director/Chief Executive. Knowledge of Short-hand, typing, drafting and e-mail is must. <b>Age: - Not more than 62 years</b>	Rs. 25,000/- to 30,000/-	14.11.2019 @03:00 PM to 04:00 PM

## **Terms and Conditions:**

**Venue of the Interview:** IDPL Corporate Office, 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. Place of work in case of PS to CMD will be at Shastri Bhawn, New Delhi/Corporate Office Gurgaon.

## **General Conditions:**

1. The Candidates must ensure that they possess the required qualifications and experience in the relevant field for the post applied.
2. 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.
3. IDPL has the right to reject Candidature at any stage and the decision of IDPL will be Final
4. IDPL has the 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 qualifications/ experience/age in case of requirement.
7. 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.

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

Eligible/ Interested candidates are to 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 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

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 \_\_\_\_\_

Contact No. \_\_\_\_\_

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

**Employment History** (Please start 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/permanent/temporary**

\_\_\_\_\_

**Dated:** \_\_\_\_\_

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

**Signature of Candidate**

**For Office Use only**

*Application No* \_\_\_\_\_ *Date* \_\_\_\_\_ *Signature of the Officer* \_\_\_\_\_

*Remarks* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature of Officer*