

# **INDIAN DRUGS PHARMACEUTICALS LIMITED**

**(A Govt. of India Undertaking)**

**Head Office, SCOPE Complex, Core-6, 1st Floor,  
7, Lodi Road, New Delhi-10003**

**Phone: 011-24364340**

**(Ref No.IDPL/Advt./WI/07-2014)**

<b>S. No.</b>	<b>Post</b>	<b>Details</b>	<b>Date &amp; Time of Interview</b>
<b>1.</b>	<b>Manager/ (Prodn.) One</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"><li>• Postgraduate/ Graduate degree in Pharma/ Science. Technical /Chemical background will be preferred</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least 6-8 years in Production Department</li><li>• Knowledge of Tenders, Purchase, Pricing in State Govt. /Centre Govt. of repute.</li><li>• Private sector person holding analogous post with relevant qualification and experience will be considered. Must be in higher management cadre for at least 5 years.</li><li>• Knowledge of Pharma Industry and employees retired from CPSU would be preferred.</li></ul> <p><b>Maximum age limit:</b></p> <ul style="list-style-type: none"><li>• Direct recruitment on contract : 45 years</li><li>• For retired persons on contract : 60 years</li></ul> <p><b>Salary:</b> Consolidated salary of Rs. 30,000-35,000 per month</p> <p><b>Place of Posting:</b> Gurgaon (Corporate Office)</p> <p>Contract will be initially for one year which may be extended after review performance appraisal</p>	<b>12.08.2014 10:00 am</b>
<b>2.</b>	<b>Manager (Mech.) One</b>	<p><b>Qualification:</b> B.Tech/B.E. (Mechanical) degree.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least 8-10 years of experience in Heading of Engineering Department in Pharma Sector Government organization of State Govt. /Centre Govt. of repute.</li><li>• Good knowledge of Tender, Purchase etc.</li><li>• Person having experience of Scheduled-M, GMP compliances of Pharma Industry and employees retired from CPSU would be preferred.</li></ul> <p><b>Maximum age limit:</b></p> <ul style="list-style-type: none"><li>• Direct recruitment on contract : 45 years</li><li>• For retired persons on contract : 60 years</li></ul> <p><b>Salary:</b></p> <ul style="list-style-type: none"><li>• Consolidated salary of Rs. 30,000-35,000 per month.</li></ul> <p><b>Place of Posting:</b> Gurgaon Plant</p> <p>Contract will be initially for one year which may be extended after review performance appraisal.</p>	<b>12.08.2014 12:30 pm</b>

3.	Personal Secretary To C&MD	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline with Shorthand, Typing, and working knowledge of Computer.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 10-12 years experience in Government organization of State Govt. /Centre Govt.</li> </ul> <p><b>Maximum age limit:</b></p> <ul style="list-style-type: none"> <li>Direct recruitment on contract : 35 years</li> <li>For retired persons on contract : 60 years</li> </ul> <p><b>Salary:</b></p> <ul style="list-style-type: none"> <li>Consolidated salary of Rs. 20,000-22,000 per month</li> </ul> <p><b>Place of Posting:</b> Gurgaon / New Delhi Contract will be initially for one year which may be extended after review performance appraisal</p>	12.08.2014 03:00 pm
4.	Coater One	<p><b>Qualification:</b> 10<sup>th</sup> Passed or Senior Secondary(10+2) passed</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Knowledge of Coating, Film coating (Aqueous &amp; non aqueous) Enteric Coating is a must</li> <li>Knowledge of sugar coating will be preferred.</li> </ul> <p><b>Maximum age limit:</b></p> <ul style="list-style-type: none"> <li>Direct recruitment on contract : 50 years</li> </ul> <p><b>Salary:</b> Consolidated salary of Rs. 12,000-15,000 per month</p> <p><b>Place of Posting:</b> Gurgaon Plant Contract will be initially for one year which may be extended after review performance appraisal</p>	12.08.2014 04.00 pm
5.	Accounts Executive - One	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate degree in Commerce, ICWA will be preferable.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 2-3 years of experience in CPSU or State Govt. PSU.</li> <li>Knowledge of Taxes.</li> <li>Person who has working knowledge and hand on experience in TALLY will be preferred.</li> </ul> <p><b>Maximum age limit:</b></p> <ul style="list-style-type: none"> <li>Direct recruitment on contract : 45 years</li> <li>For retired persons on contract : 60 years</li> </ul> <p><b>Salary:</b> Consolidated salary of Rs. 15,000-18000 per month</p> <p><b>Place of Posting:</b> Regional Sales Office Lucknow Contract will be initially for one year which may be extended after review performance appraisal</p>	13.08.2014 10:00 am

6.	Marketing Executive - One	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate degree preferable in Pharma/ Science.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 3 years of experience as Medical Representative in a Pharma Company preferably CPSU, dealing with Govt. Institutions and Trade Sales and maintain sales and realization data. Knowledge of Tender/Rate Contract.</li> </ul> <p><b>Maximum age limit:</b></p> <ul style="list-style-type: none"> <li>Direct recruitment on contract : 35 years</li> <li>For retired persons on contract : 60 years</li> </ul> <p><b>Salary:</b></p> <ul style="list-style-type: none"> <li>Consolidated salary of Rs. 15,000-18000 per month</li> </ul> <p><b>Place of Posting:</b> Gurgaon/Delhi</p> <ul style="list-style-type: none"> <li>Contract will be initially for one year which may be extended after review performance appraisal</li> </ul>	13.08.2014 12:30pm
7.	Office Executives – Two	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate degree in any discipline, Commerce background with one year diploma Computer application will be preferable</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 1-2 years of experience in PSU or private Sector.</li> </ul> <p><b>Maximum age limit:</b></p> <ul style="list-style-type: none"> <li>Direct recruitment on contract : 25-35 years</li> </ul> <p><b>Salary:</b> Consolidated salary of Rs. 15,000 – 18,000 per month</p> <p><b>Place of Posting:</b> Gurgaon / New Delhi</p> <p>Contract will be initially for one year which may be extended after review performance appraisal</p>	13.08.2014 03:00pm
8.	Data Entry Operators – Three	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Senior Secondary(10+2) passed and at least one year diploma in Computer application</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 1-2 years of experience as DEO in reputed organization/State Govt./Centre Govt. or private sector.</li> </ul> <p><b>Maximum age limit:</b> 21 - 30 years</p> <p><b>Salary:</b> Consolidated salary of Rs. 12,000 per month</p> <p><b>Place of Posting:</b> Gurgaon/ New Delhi</p> <p>Contract will be initially for one year which may be extended after review performance appraisal</p>	13.08.2014 4:00pm

**Term and Conditions:**

**Venue of the Interview:** IDPL Corporate Office, Dundahera Old Delhi Gurgaon Road,  
(Landmark – Hanuman Chowk ) Gurgaon.

**Place of Work:** The place of work will be presently at the New Delhi, Gurgaon Plant / Zonal Office of IDPL as mentioned above. However, the selected candidate may be placed anywhere in India depending on the requirement of the Company, in future.

**General Conditions:**

- 1 The Candidates must ensure that they possess the required qualification and experience in the relevant field for the post applied.
- 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 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 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. The above posts purely on contract basis.
8. In case of candidates from Govt./Quasi Govt./PSU, the applicant will have to produce NOC from the present employer at the time of joining.

**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 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 & Category etc. If candidate fails to show their original certificates in support to their Educational Qualification, age, Experience, Category, then the candidature **will be rejected**. The applicant should be accompanied with following self- attested documents.

[Click here to download application form](#)

## **Application Form**

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

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

### **Personal Information**

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

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

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

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

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

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

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

**E-Mail Address & Contract No.** \_\_\_\_\_

**Category(SC/ST/OBC/GEN/PH):** \_\_\_\_\_

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

### **Academic Background**

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

<b>Degree Passed</b>	<b>Year</b>	<b>Subject</b>	<b>Institution/ University/ Board</b>	<b>Grade / Div</b>

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

Name of Organization	Designation	Post held with Emoluments	Job Profile	Relevant Experience (in years)	
				From	To

(Pls attach additional sheets, if required).

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

\_\_\_\_\_

**Route of Application**      Through Proper Channel / Direct

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

Date\_\_\_\_\_

Signature of the Applicant

Place\_\_\_\_\_

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**FOR OFFICE USE**

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

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

Date\_\_\_\_\_