

INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A Govt. of India Undertaking)

Head Office, SCOPE Complex, Core-6, 1st Floor,
7, Lodi Road, New Delhi-110 003 Phone: 011-24364340

Post Code	Post	Max. age (years)	No. of post required and Location	Min. Qualifications	Min. Experience in Relevent Area(Years)	Consolidated remunertions (Rs)
01/14	Dy.G.M	50	1-Rishikesh Plant 1-Chennai Plant	B.Pharma/M.Pharma with experience in Production of Pharma Unit, knowledge of Production Planning & Control, Statutory Rules and Regulations, Revised Schedule-M/WHO GMP/ GLP compliance, Co-ordination with Manufacturing Plants, Technical support, Liaison/ Correspondence with outside agencies like Regulatory Drug Authorities, Ministry/Govt. agecies, etc.	6-8	45000-50000
02/14	Divisional Manager	50	1-West Zone	B.Pharma with field experience in Pharma Industry	10	35000-40000
03/14	F.M/ Dy.F.M	50	1-Corporate Office 1-Chennai Plant	ICWA/CA or MBA (Finance)	8	25000-30000
04/14	Manager/Dy . Manager (QC)	50	1-Gurgaon Plant ,	B Sc./M.Sc. or its equivalent (AIC),B.Pharma/M. Pharma	8	22000-25000
05/14	Dy. Personnel Manager/Sr. Personnel Executive	50	1-Head Office , 1-Gurgaon ,	Graduate/Post Graduate with PG Diploma in Personnel Management & Industrial Relation/Labour Law	6-8	22000-25000
06/14	PA/PS	50	1-Head Office New Delhi	Graduate, Diploma in Shorthand and working knowledge of computer.	8-10	18000-20000

Post Code	Post	Max. age (years)	Location	Min. Qualifications	Min. Experience in Relevant Area(Years)	Consolidated remuneration s (Rs)
07/14	Executive (Purchase)	50	1-Rishikesh Plant	B Pharma/Graduate in Science/MBA in Material Management	3-4	15000-18000
08/14	Stores Executive	50	1-Rishikesh Plant	B Pharma	3-4	15000-18000
09/14	Production Executive	50	1-Gurgaon Plant	B Pharma	3-4	15000-18000
10/14	Executive/ Supervisor (Safety)	50	1-Rishikesh Plant , 1-Gurgaon Plant	Graduate /Diploma in Industrial Safety	10	15000-18000
11/14	Executive (Electrical)	50	1-Gurgaon Plant	B.Tech/B.E. (Electrical) with experience in any industry preferable in Pharma industry as Executive.	2-4	15000-18000
12/14	Executive IT	50	1-Rishikesh Plant	B.Com with the diploma in Information Technology	2	15000-18000
13/14	Executive (Legal)	30	1-Head Office, 1-Rishikesh Plant 1-Hyderabad Plant	BA.,LLB/LLM with experience in any PSU / reputed organization.	2-3	18000

*Age and qualification criteria is relaxable in case of deserving candidate

Selection Procedure: The selection would be done by way of initial screening of applications and interview thereafter of the short-listed candidates only.

Place of Work: The place of work will be presently at the Delhi, Gurgaon or other Plants/ Zones 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. Train fare will be reimbursed to outstation candidates called for interview traveling more than a distance of 100 Kms. for attending the Interview subject to submission of proof of travel as under:

* III AC-For the post of Manager level and above.

* Non AC-For the post below manager level.

How to apply:

Eligible candidates may send their application in the prescribed format along with two passport size Photographs and present salary detail and the copies of the testimonials in support of Educational Qualification, age, Experience, Category etc. through post/courier/speed post to the **Personnel Manager, Indian Drugs & Pharmaceuticals Ltd., Head Office, Scope Complex, Core-6, 1st Floor, Lodhi Road, New Delhi-110003** in a closed cover clearly super scribing the **post code** and **APPLICATION FOR THE POST OF “ _____ so as to reach on or before 26.02.2014.** No other means / mode of application will be acceptable. An application not in the prescribed format or **not mentioning present salary being drawn** or not signed by the candidate or **incomplete in any respect** will not be entertained and **will be rejected.** Only the short-listed candidates shall be called for the Interview.

Application Form

Name of the post _____

Post Code: _____

Personal Information

Name: _____

Father's Name: _____

Gender: _____

Date of Birth: _____

Nationality: _____

Present Address: _____

Permanent Address: _____

E-Mail Address: _____

Contact (ph. no.): _____

Category(SC/ST/OBC/GEN/PH): _____

Marital Status: _____

Academic Background

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

Degree Passed	Year	Subject	Institution/ 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	Job Profile	Total Experience (in years)	Relevant Experience (in years)

(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 _____
Place _____

Signature of the Applicant

FOR OFFICE USE

Entered in Receipt Register on page No. _____ Date _____.

Signature & Name of Dealing Officer _____

Date _____