



INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A.Govt of India Undertaking)

CIN No. U24231HR1961GOI003418

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

IDPL invites application to fill up below mentioned positions on contractual basis at Corporate Office-Gurugram, BDOCL-Muzaffarpur, Bihar and ODCL,Bhubaneshwar, Odisha as per Eligibility, Qualifications & Experience etc.; details of which are mentioned below:-

S.No.	Post Name, Nos. & Location	Qualifications/Experience and Eligibility Criteria	Total Monthly Emoluments (Rs)
01	General Manager (Finance)/Chief Financial Officer- 01 Corporate Office, Gurugram, Haryana	CA/ICWA/MBA (Finance):- 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 Age:- Not more than 62 years at the time of applying	Rs. 60,000/- to Rs.70,000/-
02	Plant i/c - 01 Bihar Drugs & Organic Chemicals Ltd (BDOCL), Muzaffarpur, Bihar	Graduate/Post Graduate from a recognized University: - Minimum 10 years of experience in Manager/Sr. Managerial level in a reputed organization. Candidate should have sound experience in Administration, Legal & Finance. Candidate well versed with FR&S rules/GF/GFR rules and statutory compliance. Knowledge of Pharmaceutical industry will have an added advantage. Age:- Not more than 62 years at the time of applying	Rs.50,000/- to Rs. 55,000/-
03	General Manager i/c - 01 Orissa Drugs & Chemicals Ltd (ODCL) Bhubaneswar, Odisha	Graduate/Post Graduate from a recognized University: - Candidate should have possessed 10-15 years of experience in a senior managerial position in a reputed organization. Candidate should have sound experience in Finance, Administration and Legal. Candidate well versed with FR&S rules/GF/GFR rules and statutory compliance. Knowledge of Pharmaceutical industry will have an added advantage. Age:- Not more than 62 years at the time of applying	Rs.55,000/- to Rs.60,000/-
04	Safety Supervisor & ETP Operator -01 IDPL Gurugram plant	12th/Graduate and Diploma in industrial Safety or Diploma in (Mechanical): - Minimum 02 years of experience with working knowledge of Industrial Safety and ETP (Effluent treatment plant) Age:- Not more than 62 years at the time of applying	Rs. 20,000/- To Rs. 22,000/-

Terms and Conditions:

Venue of the Interview: - Will be communicated through e-mail.

Place of Work: The place of work will be presently at **IDPL Corporate Office Gurugram for Sr. No.01, BDOCL-Muzaffarpur, Bihar for Sr. No.02, ODCL- Bhubaneshwar, Odisha for Sr.No.03 and IDPL Gurgaon plant for Sr.No.04.** 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 qualifications and experience in the relevant field for the post applied.
2. Selections shall be made on the basis of scrutiny of applications w.r.t. eligibility criteria and desired experience profile.
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 detected even after appointment, his/her services are liable to be terminated immediately.
4. IDPL has the right to reject Candidature at any stage and the decision of IDPL will be Final.
5. IDPL has the right to reject entire selection/advertisement at any stage and the decision of IDPL shall be final in this regard.
6. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of Court situated at respective place of posting.
7. IDPL reserves the right to raise / modify the Eligibility Criteria in educational qualifications/ experience/age in case of requirement.
8. 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 his/her performance.
9. No TA / DA will be paid for attending for interview.

Candidates are required to: - Applicants are advised to take a print out of the online application and your updated CV alongwith relevant academic certificates and experience documents etc. and write-up regarding your suitability for the said position and send all documents to headofficeidpl@gmail.com and hard copy by Speed Post to **IDPL Complex, Corporate office, Dundahera, Old Delhi Gurgaon Road, Gurugram (Haryana)-122016** till 25th May 2021. Please mention the position in the subject line of your e-mail. Only shortlisted candidates will be contacted and informed by E-mail/ telephone. The shortlisted/screened candidates are required to produce the above uploaded documents in original for verification at the time of interview/joining.

If candidates fail to show their original certificates in support to their Educational Qualifications, Age and Experience etc., then their candidature is liable to **be rejected**.

APPLICATION FORM

Name of the post _____

Location: _____

Passport Size Photograph

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: _____

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

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 i.e. contractual /ad-hoc / permanent/ temporary.

Dated: _____

Place: _____

For Office Use only

Application No _____ Date _____ Signature of the Officer _____

Remarks _____

Signature of Committee

Member 1

Member 2

Member 3

Date: