

**Walk-in-Interview on 2nd, 3rd & 5th September, 2016 to fill following posts purely on Contract Basis.
Details of Date, Time and Place of interview as under:**

| S.NO | Name & No of the post | Location | Qualification | Experience Criteria and number of years | Max age (Yrs) | Total monthly Emoluments (Rs) | Date, Time & Venue of Interview |
|------|--|--|---|--|---------------|-------------------------------|---|
| 01 | Commercial Executive-Gr-II - 01 | Regional Sales Office , Delhi/ Gurgaon | B.Com/ M. Com | Candidate should have 3-5 years experience in relevant field/ Commercial Store and well versed with Statutory requirements. | 40 | 18,000 - 20,000 | 02.09.2016 9.30 AM Corporate Office, Gurgaon |
| 02 | Personnel Executive Gr-II- 01 | Head Office/ Corporate Office - | MBA/PG Diploma in Personnel Management/ MSW/LLB | Candidate should have 3-5 years Experience in Personnel, Service & Legal, RTI & Estate Matter. Well versed with Govt Rules/GFR FRSR Procedure preferably in CPSU. Candidate have good Knowledge of Noting & Drafting. FR&SR/GFR. | 45 | 18,000 - 20,000 | 02.09.2016 11.30 AM Corporate Office, Gurgaon |
| 03 | Assistant. Manager (Stores & Purchase) -01 | Gurgaon Plant | B.Com/ M.Com | Candidate should have minimum 08 years experience in relevant field and thorough Preferably in CPSU. Knowledge of computer. | 60 | 25,000 - 30,000 | 02.09.2016 01.30 PM Corporate office, Gurgaon |
| 04 | Assistant Manager (Production) -01 | Gurgaon Plant | B. Pharma/ M. Pharma/ | Candidate should have Minimum 08 years experience in Manufacturing Tablet, Liquid Dry-Syrup etc Preferably in GMP/WHO unit. | 60 | 25,000 - 30,000 | 02.09.2016 3.30 AM Corporate Office, Gurgaon |
| 05 | Executive (Production) Gr-I 01 | Gurgaon Plant | B. Pharma/ M. Pharma | Candidate should have Minimum 5 years experience in Manufacturing Tablet, Liquid Dry-Syrup etc Preferably in GMP/WHO unit. | 40 | 18,000 - 20,000 | 03.09.2016 10. 00 AM Corporate Office, Gurgaon |
| 06 | Executive (Purchase) Gr—I 01 | Gurgaon Plant | Graduate with MBA in Material Management | Candidate should have 03-05 experience in relevant field in Purchase in a Pharmaceuticals industry and thorough knowledge of computer. | 40 | 18,000 - 20,000 | 03.09.2016 11.30 AM Corporate Office, Gurgaon |
| 07 | Coater for Accela Cota/Neo Cota automatic coating machine 01 | Gurgaon Plant | High School | Candidate should have experience in film/enteric coating & knowledge of sugar coating, aqueous & non aqueous coating in a Pharma industry. | 40 | 12,000 - 15,000 | 03.09.2016 01.30 PM Corporate Office, Gurgaon |
| 08 | Marketing Executive - 01 | Regional Sales Office, Luck now(U.P) | B. Pharma /Science Graduate/Post Graduate | Candidate should have 03-05 Years. Experience as Medical Representative in reputed Pharmaceuticals industry. Good communication skill written and verbal. | 40 | 18,000 - 22,000 | 05.09.2016 11.30 AM 10/1 Sarojini Naidu Marg Havlok Road, Lucknow |

Term and Conditions:-

Date of Interview:- As mentioned above.

Venue of the Interview:

For Post at S.No1 to 07:-IDPL Corporate Office: - IDPL Complex, Old Delhi Gurgaon Road, Dundaheera, Gurgaon – 122016, 011-24364340.

For post at S.No 08 :- IDPL, Regional Sales Office, 10/01, Sarojini Naidu Marg, Havlok Road, Lucknow(U.P),Pin-226001, Phone 0522 4046478

Place of Work: As mentioned above. 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 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 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 and deserving candidates only.
7. The above posts purely on contract basis initially for period of one year further extension subject to review of performance.

Note - 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 slip, experience certificate, NOC from the present employer. 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.

Application Form

Passport Size
Photograph

Post Code _____

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 _____

Mobile No: _____

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

Marital Status: _____

Academic Background

Academic Background (Please starts 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. |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Experience (In Years) | | | | | | |
| *Total Experience in relevant field* (In Years) | | | | | | |

(Please attach additional sheets, if required).

Nature of present employment i.e. Contractual/Ad-hoc/Temporary.

Date _____

Place _____

Signature of the Applicant

For Office use only

Application Received Date _____ **Register No** _____

Name and Signature of Officer _____

Application Status (√/X)

Educational Documents

Experience Document

Age Proof

ID Proof