

**INDIAN DRUGS & PHARMACEUTICALS LIMITED****CIN No. U24231HR1961GOI003418****IDPL is conducting Walk-in-Interview on 14.02.2017 for the following posts at Corporate Office, Gurgaon purely on Contract Basis.**

<b>S. NO</b>	<b>Name &amp; No of post</b>	<b>Qualification</b>	<b>Experience Criteria</b>	<b>Relevant Exp (yrs)</b>	<b>Max age (Yrs)</b>	<b>Total Emoluments (Rs) PM</b>	<b>Date &amp; Time of Interview</b>
01	Marketing Manager -01	B. Pharma/ Science Graduate/ Post Graduate	Candidate should have experience in relevant field i.e. Institutional /Trade Sales & other statutory requirement.	8-10	50	45,000	10.00AM to 11.30 PM
02	Dy. Manager (Finance) -02	CA/ICWA/ MBA (Fin)	Candidate should have experience in Finance & Accounts.	5-7	45	30,000 - 35,000	11.30 AM to 01.30PM
03	Dy-Manager Commercial - 01	B.Com/M. Com	Candidate should have experience in Commercial Store and well versed with Statutory requirements like VAT/GST etc.	5-7	45	25,000 - 30,000	02.30.PM to 03.30 PM
04	Sr. Executive (Personnel) – 01	Graduate/ MBA (HR) / PG in Personnel Management & Industrial Relation	Candidate should have well versed in Personnel/Service matter/rules and knowledge of legal cases. Having Good knowledge in noting and drafting.	3-5	40	20,000-25,000	03.30 PM to 05.30 PM

Note: Relaxation in age/qualification will be given to the deserving candidate upon the discretion of the Selection Committee.

## **Term and Conditions:-**

**Venue of the Interview:** IDPL Corporate Office:-IDPL Complex, Old Delhi Gurgaon Road, Dundhahera, Gurgaon - 122016

**Place of Work:** The place of work will be presently at Corporate Office, Gurgaon 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 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 and deserving candidates.
7. The above posts purely on contract basis initially for period of one year further extension subject to performance.

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 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.

**Application Form**



**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.
<b>Total Experience (In Years)</b>						
<b>*Total Experience in relevant field* (In Years)</b>						

(Please attach additional sheets, if required).

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

**Date** \_\_\_\_\_

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

**Signature of the Applicant**

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**For Office use only**

**Application Received Date** \_\_\_\_\_ **Register No** \_\_\_\_\_

**Name and Signature of Officer** \_\_\_\_\_

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**Application Status (√/X)**

**Educational Documents**

**Experience Document**

**Age Proof**