



## INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A.Govt of India Undertaking)

CIN No. U24231HR1961GOI003418

IDPL Complex, Dundahera, Old Delhi Gurgaon Road, Gurugram (Haryana), [Telephone No.:- 0124-4143741](tel:0124-4143741)

IDPL is conducting walk-in interview on 28.12.2020 & 29.12.2020 for filling up the posts of Dy. Manager Finance, Executive (Company Secretary) & PS to CMD at Corporate Office Gurgaon and Dy.Manager (Accts/Admin) at IDPL(TN) Chennai purely on contractual basis. Details of Posts, Eligibility, Qualification & Experience are as mentioned below:-

S.N.	Post Name, Nos. & Location	Qualifications/Experience, Eligibility Criteria & Age	Total Monthly Emoluments (Rs)	Date & Time of Interview	Interview Venue
01	Dy. Manager (Finance)-01 IDPL, Corporate Office	<b>CA/ICWA/MBA(Finance)/M.Com/B.Com: –</b> Candidate should have minimum 05 years experience in Finance & Accounts preferably in a PSU. Having knowledge of Excel & Tally and other statutory requirements will have additional weightage. <b>Age: - Not more than 62 years.</b>	Rs. 25,000/- to 30,000/-	28th December, 2020 @11:00 am to 12:00 pm	IDPL Complex, Dundahera, Old Delhi Gurgaon Road, Gurgaon-122016
02	Executive (Company Secretary)- 01 IDPL, Corporate Office	<b>Membership with Institute of Company Secretaries of India –</b> Candidate should have minimum 03 years experience in relevant field preferably in CPSU. <b>Age: - Not more than 55 years.</b>	Rs. 20,000/- to 25,000/-	28th December, 2020 @12:30 pm to 01:30 pm	IDPL Complex, Dundahera, Old Delhi Gurgaon Road, Gurgaon-122016
03	PS to CMD - 01 Shastri Bhawan New Delhi/Corporate Office Gurgaon	<b>Any Graduate: -</b> Candidate should have minimum 5 years experience of working as PS/PA with a Senior Officer/Director/Chief Executive. Knowledge of Short-hand, typing, drafting and e-mail is must. <b>Age: - Not more than 62 years</b>	Rs. 25,000/- to 30,000/-	28 <sup>th</sup> December, 2020 02:00 pm to 03:00 pm	IDPL Complex, Dundahera, Old Delhi Gurgaon Road, Gurgaon-122016
04	Dy. Manager (Accts/Admin)-01 IDPL (TN) - Chennai	<b>MBA(Finance)/M.Com/B.Com:–</b> Candidate should have minimum 05 years experience in Finance & Accounts and administration preferably in a PSU. Having knowledge of Excel & Tally and other statutory requirements will have additional weightage. <b>Age: - Not more than 62 years.</b>	Rs. 25,000/- to 30,000/-	29 <sup>th</sup> December, 2020 @11:30am to 12:30pm	IDPL (TN), Chennai, Nandambakkam, Chennai-600089

## Terms and Conditions: -

**Place of Work:** The place of work for S.No. 01, 02 will be presently at IDPL Corporate Office Gurgaon Sr.No. 03 at Shashtri Bhawan, New Delhi and Sr. No. 04 at IDPL (TN), Chennai. 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. 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 are detected even after appointment, his/her services are liable to be terminated.
3. IDPL has the right to reject Candidature at any stage and the decision of IDPL will be Final
4. IDPL has the 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 qualifications/ experience/age in case of requirement.
7. 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 performance.
8. No TA/DA will be payable to the candidates for appearing in the walk-in interview.

## Candidates are required to bring with them:

Eligible/ Interested candidates are to 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 details, Original testimonials and copies of the testimonials in support of Educational Qualification, Age and Experience (**Appointment & Relieving certificates from last employers**) etc. If candidates fail to show their original certificates in support to their Educational Qualifications, Age and Experience then the candidature **shall be rejected**.

Application form:-



## Application Form

Passport Size  
Photograph

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 \_\_\_\_\_

Contact No. \_\_\_\_\_

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 start from your recent job and go in descending order)

Name of Organization/ Institution	Designation/ Position	Post held with Emoluments/ Salary (Per Month)	Job Profile (Nature of work)	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**

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

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

**Signature of Candidate**

**For Office Use only**

*Application No* \_\_\_\_\_ *Date* \_\_\_\_\_ *Signature of the Officer* \_\_\_\_\_

*Remarks* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature of Officer*