


**INDIAN DRUGS & PHARMACEUTICALS LIMITED**

(A Govt of India Undertaking)

CIN:U24231HR1961GOI003418

IDPL Complex, Dundaheera, Old Delhi Gurgaon Road, Gurugram-122016 (Haryana)


**Advertisement Ref. No.11002(2)/2023-IDPL/2024-25 dated 20.09.2024**

INDIAN DRUGS & PHARMACEUTICALS LTD.(IDPL) A Govt. of India Undertaking under the aegis Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers **INVITE** applications from individuals to fill the various post in the Corporate Office, IDPL, at Old Delhi Gurgaon Road, Dundaheera, Gurugram-122016(HR) purely on contractual basis. Details of eligibility qualifications, experience, age & remuneration is as follow.

S.No.	Post Name	No. of Post	Upper Age Limit	Qualifications/Experience and Eligibility Criteria	Total Monthly Emoluments
1.	Chief Financial Officer/ General Manager(Finance)	1(one)	Not exceeding 61 years	Qualification: - CA/ICWA. Experience: - 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. Candidate having experience in PSU/CPSEs will be given preference.	Rs. 70,000/-
2.	Sr. Executive(Legal)	1(one)	Note exceeding 40 years	Qualification: -LLB/LLM. Experience: - Candidate should have possessed minimum 07 years post qualification professional experience in Legal aspects and should have handled Legal/Court cases. Candidate should have experience in dealing issues related to Service matters, NCLT, Arbitration, Negotiable Instruments, Writs, Public Interest Litigations and MSMEs etc. Candidate should have sound professional/legal skills in drafting submission and proficiency in language. Candidate should be well versed with computer knowledge and internet browsing. Candidate having experience in PSU/CPSEs will be given preference.	Rs.25,000-30,000/-
3.	Sr. Executive(Personnel)	1(one)	Note exceeding 40 years	Qualification: - Graduate with MBA / PG in Personnel Management Experience: - Candidate should have experience in Industries in Personnel Department, personnel matter, service matters, legal, and well versed with FR&S rules/GF/GFR rules/RTI Act, 2005/CPGRAMS. Having knowledge in noting and drafting preferably in CPSU.	Rs.25,000-30,000/-
4.	Executive(Finance)	1(one)	Note exceeding 35 years	Qualification:- B.Com/M.Com Experience: Candidate should have minimum 02 year post qualification experience in reputed organization having sound knowledge of Accounts, Taxation and GST. Candidate should have good communication skill both written and oral and must be well versed with Computer i.e MS Word and Excel. Knowledge of accounting software, Noting & drafting will be an added advantage.	Rs.22,000-25,000/-

Interested candidates may download the application and other criteria from the website [www.idplindia.in](http://www.idplindia.in). Hard copy of duly filled in application shall be submitted along with scanned self-attested copies of evidence of proof of age, qualification and experience, last drawn pay including level/grade or CTC as applicable etc. The application, complete in all respects together should be sent through Ordinary Post/ Speed Post/Register Post to In-charge Personnel and Administration, IDPL Corporate Office, IDPL Complex, Dundaheera, Old Delhi-Gurgaon Road, Gurugram (Haryana) – 122016. super-scribing the envelope with the Advertisement No & name of the post applied for. The last date for receipt of Application at IDPL Corporate Office, Gurugram will be 21 Days from the date of publication of this advertisement in the Employment News.

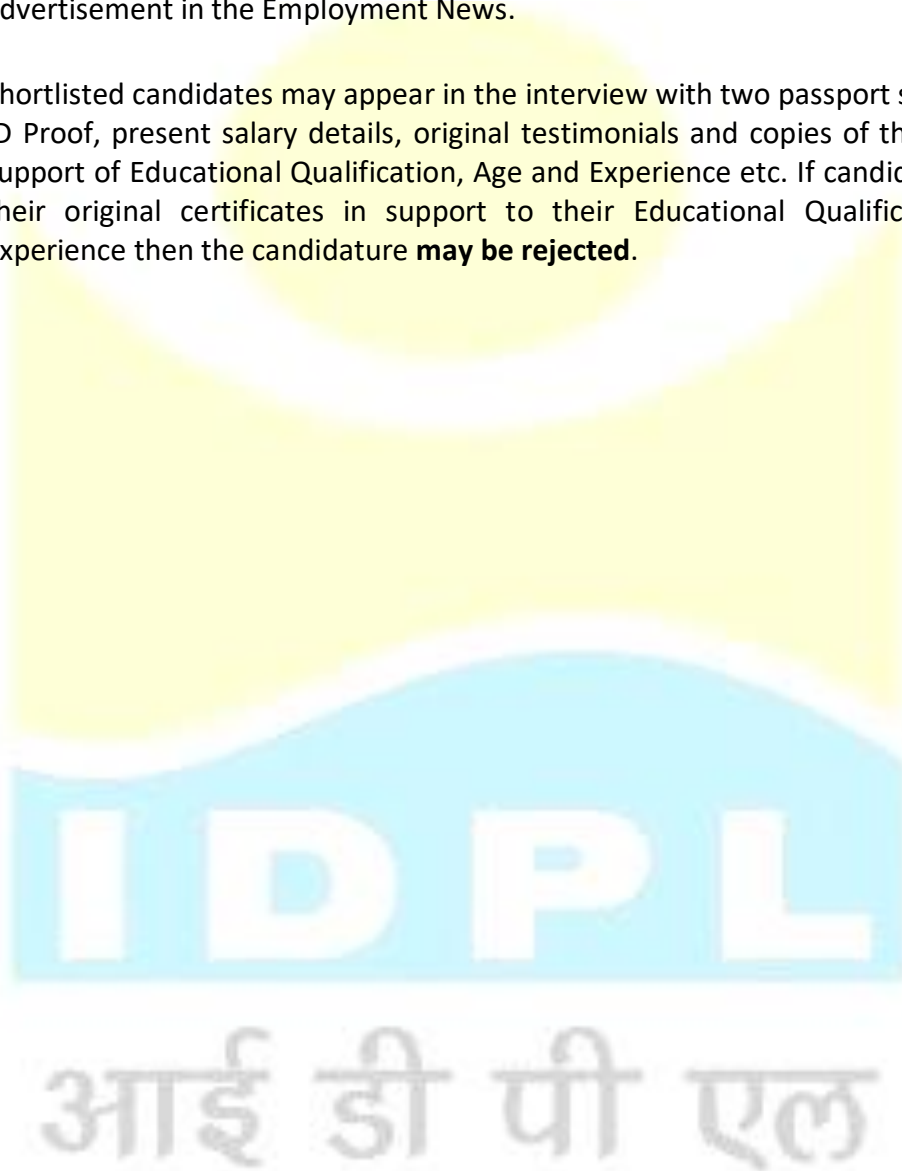
Incharge-Pers&Admin  
Tel No. 0124-4303747, 2456030

**General Conditions: -**

1. Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of the Company i.e., [www.idplindia.in](http://www.idplindia.in)
2. The Candidates must ensure that they possess the required qualifications and experience in the relevant field for the post applied.
3. Application received without required/supporting documents will not be consider.
4. 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.
5. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post.
6. Maximum age shall be considered as on 5<sup>th</sup> of October,2024.
7. IDPL has the right to reject candidature at any stage and the decision of IDPL will be final.
8. Number of post(s) is/are tentative and may increase or decrease. IDPL reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process without assigning any reason. The decision of the Company shall be final and no appeal in this regard shall be entertained.
9. Mere eligibility will not entitle any candidate for being called for Interview. Only short-listed candidates will be called for Interview. IDPL reserves its right to place reasonable limit on the total number of candidates to be called for interview. The number of such candidates will be decided by the **Screening Committee** constituted by Competent Authority of IDPL for the purpose. The decision of the screening committee shall be final.
10. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Court situated at Gurugram, Haryana.
11. The above posts are purely on contractual basis for an initial period of one year which may be extended as per requirement of the company subject to review of performance.
12. The place of work will be presently at IDPL, Corporate Office, Gurugram. However, the selected candidate may be placed anywhere in India depending on the requirement of the Company
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, IDPL reserves the right to modify / withdraw / cancel any communication made to the candidates.
14. No TA / DA will be paid for attending interview/Skill test.

**Candidates are required to: -**

- i) Eligible/Interested candidates are to fill applications in prescribed format given below and submit their applications along-with self-attested copies of all testimonials (Educational & Experience etc.) and send it through Ordinary Post/ Speed Post/Register Post address to In-charge Personnel and Administration, IDPL Corporate Office, IDPL Complex, Dundaheera, Old Delhi-Gurgaon Road, Gurugram (Haryana) – 122016.
- ii) The envelope containing application should be superscribed as **“Application for the post of \_\_\_\_\_ (Name of the position) \_\_\_\_\_**. The last date for receipt of Application at IDPL Corporate Office, Gurugram will be 21 Days from the date of publication of this advertisement in the Employment News.
- iii) Shortlisted candidates may appear in the 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 etc. If candidates fail to show their original certificates in support to their Educational Qualifications, Age and Experience then the candidature **may be rejected**.



**APPLICATION FORM**Passport Size  
Photograph

Name of the post \_\_\_\_\_

**Personal Information**

Name of applicant: \_\_\_\_\_

Father's/Husband's/Mother'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/ Percentage

**(b) 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. (in Years)

**(Pls attach additional sheets with above given format, if required).**

**Nature of present employment - (Contractual/Ad-hoc/Permanent/Temporary).**

List of documents attached	Y/N	Nos of docs
1. Application in format	<input type="checkbox"/>	<input type="checkbox"/>
2. Educational Qualification	<input type="checkbox"/>	<input type="checkbox"/>
3. Experience	<input type="checkbox"/>	<input type="checkbox"/>
4. ID (Aadhar/PAN/Passport/Voter)	<input type="checkbox"/>	<input type="checkbox"/>

**Signature of Applicant**  
Date \_\_\_\_\_

-----**For Office Use only**-----

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

**Remarks, if any:** - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_