

INDIAN DRUGS & PHARMACEUTICALS LIMITED
(A Government of India Undertaking)
CIN No. U24231HR1961GOI003418
Head Office, SCOPE Complex, Core-6, 1st Floor,
7 Lodhi Road, New Delhi -110003

IDPL is Conducting Walk-in-Interview at IDPL Plant, Rishikesh for the following post Purely on Contract Basis on 18th November, 2017.

Name & No of the post and Location	Qualification & Experience Criteria & Age.	Monthly consolidated Remuneration (Rs.)	Date & Time	Place of Interview
<u>Rishikesh Plant</u> Dy. Personnel Manager - 1	Graduate/PG or MBA in Personnel Management. He/she should have minimum 5 years experience in Personnel/Service/Estate Matters. Knowledge of RTI Act, PF/ESI Rules, Labour Laws, GFR. Filing of e-return & good in noting and drafting. Ex-Serviceman will be Preferred. Age not more than 62 years.	30000 - 35000	<u>18.11.2017</u> 11:00 AM	<u>Administrative Building, IDPL Plant, Virbhadra, Rishikesh-249202 (Uttarakhand).</u>

Please see attached detailed terms & condition and application format.

Term and Conditions:-

Venue of the Interview:- IDPL Plant, Virbhadra, Rishikesh-249202 (Uttarakhand).

Place of Work: The place of work as stated above. However, the selected candidate may be posted 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 appearing for interview.
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 procedure at any stage and the decision of IDPL Management 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 for educational qualification/ experience /age as per requirement of the Company only for deserving candidates.
7. The above posts purely on contract basis initially for period of one year further extendable subject to review of performance at the time of renewal of contract period.

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 for Walk-In-Interview with two passport size Photographs, ID Proof, present proof of salary, all Original testimonials with a copy of the same. If candidate fails to show their original certificates pertaining to their Educational Qualification, age, Experience etc then their candidature will be rejected.

Application Form

Passport Size
Photograph

Name of the post _____

Location: _____

Personal Information

Name: _____

Father's Name _____

Gender - Male /Femle

Date of Birth: DD/MM/Year _____

Nationality: _____

Present Address: _____

Distt. _____ State _____ PIN _____

Permanent address: _____

Distt. _____ State _____ PIN _____

E-Mail address _____

Mobile No: _____

Marital Status: _____

Academic Background

Degree Passed	Passing Year	Subjects	University/ Board	Grade / Div

Academic Background (Please starts from highest qualification and go in descending order)

Employment History (Please starts from your recent job and go in descending order)

Name of Organization	Designation	Post held & 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