

INDIAN DRUGS & PHARMACEUTICALS LIMITED

(A Govt of India Undertaking)

CIN No: - U24231961GOI003418

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

IDPL is inviting applications to filling up the positions of Dy. Manager (Finance) and Executive (Legal) at Corporate Office-Gurugram purely on contractual basis. Details of Posts, Eligibility, Qualification and Experience are as mentioned below: -

S.No.	Post Name, Nos. & Location	Qualifications/Experience and Eligibility Criteria	Total Monthly Emoluments (Rs)
01	Deputy Manager (Finance) 01 Corporate Office, Gurugram	<p>Qualification: - CA(Inter)/CMA(Inter)</p> <p>Experience: - Candidate should have minimum 07-year post qualification experience in reputed organization having sound knowledge of Accounts and Taxation.</p> <p>Candidate should be well conversant in Accounts including Closure of Accounts, Accounting Standards, Financial Concurrence, Taxation and Budget etc.</p> <p>Candidate should have Strong interpersonal, communication and presentation skills, knowledge of all statutory legislation and regulations and demonstrated use of computer i.e., Excel, Word and accounting software.</p> <p>Candidate should have sound knowledge of accounting software i.e., Tally and strong interpersonal, communication and presentation skills, knowledge of all statutory legislation and regulations and demonstrated use of computer i.e., Excel & Word etc.</p> <p>Candidate having experience in PSU/CPSEs will be given preference.</p> <p>Age: - Not exceeding 45 years.</p>	Rs. 35,000/- To Rs. 40,000/-
02	Executive (Legal) 01 Corporate Office - Gurugram	<p>Qualification: -LLB/LLM</p> <p>Experience: - Candidate should have possessed minimum 03 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.</p> <p>Candidate having experience in PSU/CPSEs will be given preference.</p> <p>Age: -Note exceeding 35 years</p>	Rs.20,000/- To Rs. 22,000/-

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
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 31st January 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.) through Speed post/Courier addressed to **i/c Personnel and Administration, IDPL Corporate Office, IDPL Complex, Dundahera, 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 of receipt of application is **5th February, 2024.**
- 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.**

(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	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: - _____

