

WANTED

The Company, a 'MINI RATNA', ISO 9001-2008 and GMP Certified Central PSU, requires bright and dynamic professionals for the following posts:

(A)

1. Name of Post : Manager (Materials)
2. Scale of Pay : 20600-46500 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/
Professional Qualification : Degree in Engineering or B. Pharma with diploma in Materials Management or MBA with experience in Material Management or Graduate in Science/Commerce with P.G Diploma in Materials Management.
5. Experience : Minimum of 6 years of experience for MBA/Engineering/B.Pharma degree holders and 12 years for others with a minimum of 3 years experience as an officer in Purchase Division in a commercial organization preferably in a Pharmaceutical industry and should be thoroughly conversant with purchase procedures.
6. Age : Below 45 years.

(B)

1. Name of Post : Manager (QC/QA and F&D)
2. Scale of Pay : 20600-46500 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/
Professional Qualification
and Experience : B. Pharma with 5 years experience
OR
M. Pharma with 3 yrs experience
OR
M.D. (Dravyaguna/Rasasashtra)/ Ph.D with 2 years experience.
5. Desirable : Ph.D in Applied/Pharmaceutical Chemistry/Medicinal Plants.
6. Age : Below 40 years. Age relaxation for internal candidate. (Internal candidate should have at least 2 years residual service in the company for superannuation).

(C)

1. Name of Post : Manager (HR & Admn)
2. Scale of Pay : 20600-46500 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/
Professional Qualification : MBA (HR)/PG Diploma in Personnel/HRM

5. Experience : 7 years experience in the field of Admn/HRD.
 6. Age : Below 40 years. Age releaxable for internal candidate (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(D)

1. Name of Post : Additional Manager (Packing)
 2. Scale of Pay : 16400-40500 (IDAP)
 3. No. of Post : One (1)
 4. Essential Educational/ Professional Qualification : Graduate in any discipline.
 5. Experience : 5 years experience in the field of Packing/Despatch deptt.
 6. Desirable : Diploma in Packing/Packaging.
 7. Age : Below 40 years. Age releaxable for Internal candidate (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(E)

1. Name of Post : Additional Manager (Materials)
 1. Scale of Pay : 16400-40500 (IDAP)
 2. No. of Post : One (1)
 3. Essential Educational/ Professional Qualification :
 1. B. Sc./B. Pharma
 2. P.G. Diploma in Materials Management.
 5. Experience : 5 years working experience of procurement of Pharmaceutical Machinery, equipment, furniture & fixtures etc. of a Pharma. Industries. Should have thorough knowledge of purchase procedures & materials management under public sector undertaking.
 6. Desirable : MBA
 7. Age : Below 40 years, releaxable for internal candidates. (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(F)

1. Name of Post : Assistant Company Secretary
 2. Scale of Pay : 11000-28500 (IDAP)
 3. No. of Post : One (1)
 4. Essential Educational Professional Qualification : ACS or One of the prescribed qualifications for Company Secretary as per Company Secretaries Rules.
 5. Age : Below 35 years, releaxable for internal candidates. (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(G)

1. Name of Post : Asstt. Manager (Production) – (For two years, the

incumbent will be appointed as Management Trainee (Prodn) and after satisfactory performance of two years, the post of Asstt. Manager (Production).

2. Scale of Pay : Rs.11000-28500 (IDAP) – (For the First year, the incumbent will be paid consolidated pay i.e. initial basic pay of the pay scale of the post +IDA as on date of interview and for second year, initial basic pay of the pay scale of the post +IDA as on date of completion of first year. After satisfactory performance of two years, pay scale Rs.11000-28500 (IDAP).
3. No. of Post : Two (2)
4. Essential Educational Professional Qualification : B. Pharma.
5. Age : Below 35 years. Age releasable for internal candidates (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(H)

1. Name of Post : Asstt. Manager (Marketing) – (For the two years, the incumbent will be appointed as Management Trainee (Mktg.) and after satisfactory performance of two years, the post of Asstt. Manager (Marketing).
2. Scale of Pay : Rs.11000-28500 (IDAP) – (For the First year, the incumbent will be paid consolidated pay i.e. initial basic pay of the pay scale of the post +IDA as on date of interview and for second year, initial basic pay of the pay scale of the post +IDA as on date of completion of first year. After satisfactory performance of two years, pay scale Rs.11000-28500 (IDAP).
3. No. of Post : One (1)
4. Essential Educational Professional Qualification : M.B.A. (Marketing)/P.G. Diploma in Marketing Management.
5. Age : Below 35 years. Age releasable for internal candidates (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(I)

1. Name of Post : Jr Engineer (Mechanical)
2. Scale of Pay : 11000-28500 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/ Professional Qualification : ITI (Elect./Mech.)
5. Experience : 5 Yrs working experience in maintenance of Pharmaceutical Machinery/ Equipment/ Motors, Generator etc.
6. Desirable :
7. Age : Below 35 years. Age releasable for internal candidate (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(J)

- 1 Name of Post : Junior Engineer (Electrical)
- 2 Scale of Pay : 11000-28500 (IDAP)
- 3 No. of Post : One (1)
- 4 Essential Educational Professional Qualification : Diploma/Degree in Electrical Engineering.
5. Experience : 3 years working experience in a Manufacturing Industry of repute/Public Sector Undertaking.
6. Age : Below 35 years. Age releaxable for internal candidates (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(K)

1. Name of Post : Asstt Manager (Materials)
2. Scale of Pay : 11000-28500 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/ Professional Qualification : (i) Graduate in any discipline.
(ii) Competency in Computer application.
5. Experience : Minimum 3 years working experience in a reputed Organisation/PSU. Preference will be given to those having Working experience in Ayurvedic/Unani pharmaceutical Industry.
6. Desirable : Diploma in Material Management.
7. Age : Below 35 years. Age releaxable for internal candidate (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(L)

1. Name of Post : Asstt Manager (Stores)
2. Scale of Pay : 11000-28500 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/ Professional Qualification : (i) Graduate in any discipline.
(ii) Competency in computer application.
5. Experience : Minimum 3 years working experience in a reputed Organisation/PSU. Preference will be given to those having Working experience in Ayurvedic/Unani pharmaceutical Industry.
6. Desirable : Diploma in Material Management
7. Age : Below 35 years, releaxable for internal candidates. (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(M)

1. Name of Post : Asstt Manager (Commercial)
2. Scale of Pay : 11000-28500 (IDAP)
3. No. of Post : Two (2)
4. Essential Educational/
Professional Qualification : (i) Graduate in any discipline
(ii) Competency in computer application.
5. Desirable : Diploma in Marketing.
6. Experience : Minimum 3 years working experience in a
reputed Organisation/PSU. Preference will be given to
those having working experience in Ayurvedic/Unani
pharmaceutical industry.
7. Age : Below 35 years. Age relexable for internal
candidates. (Internal candidate should have atleast 2 years
residual service in the company for superannuation).

(N)

- 1 Name of Post : Asstt Manager (Inventory Control)
- Reserved for Scheduled Caste
- 2 Scale of Pay : 11000-28500 (IDAP)
- 3 No. of Post : One (1)
- 4 Essential Educational
Professional Qualification : i) Graduate in Science / Commerce
ii) Diploma/P.G. Diploma in Materials
Management.
5. Experience : 3 years working experience in Production
Planning Control Deptt in a Pharmaceutical
manufacturing company in Pvt. / Public Sector
Undertaking.
6. Age : Below 35 years. Age relexable for internal
candidates (Internal candidate should have atleast 2 years
residual service in the company for superannuation).

(O)

1. Name of Post : Asstt Manager (Admin.)
- Reserved for O.B.C.
2. Scale of Pay : 11000-28500 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/
Professional Qualification : Graduate in any discipline.
5. Experience : Minimum 3 years experience in HRD/ Admn./
Personnel
Deptt. of a PSU/Manufacturing unit.
6. Desirable : Diploma in Office/Personnel Management.
- 7 Age : Below 35 years, relexable for internal candidates.
(Internal candidate should have atleast 2 years residual
service in the company for superannuation)

(P)

1. Name of Post : Office Superintendent (Materials)
2. Scale of Pay : 10000-26000 (IDAP)

3. No. of Post : One (1)
4. Essential Educational/ Professional Qualification : Intermediate or equivalent.
Competency in computer application.
5. Experience : At least 5 years experience of maintaining stock register/records etc of a Pharmaceutical Industries.
6. Desirable : Diploma in Materials Management.
7. Age : Below 35 years, releasable for internal candidate
(Internal candidates should have atleast 2 years residual service in the company for superannuation).

(Q)

1. Name of Post : Packing Supervisor
2. Scale of Pay : 10000-24000 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/ Professional Qualification : (i) Intermediate or equivalent.
(ii) Competency in computer application.
5. Experience : 5 years working experience in a pharmaceutical industry.
6. Age : Below 35 years. Age releasable for internal candidate
(Internal candidate should have atleast 2 years residual service in the company for superannuation).

(R)

1. Name of Post : Personal Assistant to Managing Director
2. Scale of Pay : 10000-26000 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/ Professional Qualification : Intermediate or equivalent. Capable of taking English dictation & typing speed not below 100 w.p.m. & 45 w.p.m. respectively and in Hindi not below 85 w.p.m. & 35 w.p.m. respectively.
5. Experience : Atleast 3 years working experience with an officer in Govt/Semi Govt or Public Undertaking or firm of repute.
6. Age : Below 35 years, releasable for internal candidates
(Internal candidate should have atleast 2 years residual service in the company for superannuation).

(S)

1. Name of Post : Medical Representative
2. Scale of Pay : 10000-26000 (IDAP)
3. No. of Post : One (1)
4. Essential Educational/ Professional Qualification : Graduate

5. Experience : 2 years experience in related field in reputed company.
 6. Desirable : Diploma in Marketing or B. Pharma/B.Sc.
 7. Age : Below 30 years, relexable for internal candidate.
 (Internal candidate should have atleast 2 years residual service in the company for superannuation).

(T)

1. Name of Post : Sr Assistant (Admn)
 2. Scale of Pay : Rs. 9000-24000 (IDAP)
 3. No. of Post : One (1)
 4. Essential Educational/ Professional Qualification : Graduate in any discipline from a recognized university.
 5. Experience : 3 years working experience in Administration / Personnel department of a manufacturing organisation with competency in computer operation.
 6. Age : Maximum 30 years, relexable for internal candidates.
 (Internal candidate should have atleast 2 years service in the company for superannuation)

General Information:

- The Management reserves the right to reject any or all the applications without assigning any reason thereof.
- In case of over-whelming response, the applications will be sorted out.
- Persons employed in Govt./Quasi Govt./Public Sector Undertakings must apply through Proper Channel.
- Outstation candidates called for interview will be reimbursed to and fro actual bus fare/second-class rail fare by shortest route on production of ticket. No local/taxi fare will be paid.
- Computation of age limit and experience will be as on **31.12.2011**.

Relaxation in Age limit: Age limit for SCs/STs/OBCs/PHs etc. will be relaxable as per rules/Government rules.

Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

Candidates should send their application, preferably typed on plain paper, (giving details as: - (1) Post applied for, (2) Name of Candidate, (3) Mother's name, (4) Father's/Husband's name, (5) Date of Birth, (6) Whether SC/ST/OBC etc. (Attach true copy of certificate), (7) Permanent Address, (8) Address for correspondence, (9) Nationality, (10) Educational & Professional Qualifications with name of institution (attach true copy of certificates), (11) Detail of Working Experience (attach true copy of certificates), and (12) Last pay drawn) accompanied by recent passport size photograph along with the declaration:-

“ I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or suppressed, my candidature, at any stage, is liable to be cancelled.”

Date: _____

Signature of Applicant

Application should reach within 15 days from the date of advertisement in the newspaper to **‘General Manager, Indian Medicines Pharmaceutical Corporation Ltd., Mohan, Dist. Almora (Via Ramnagar- 244 715), Uttarakhand.’**