



**Rajasthan Drugs & Pharmaceuticals Limited
(A Govt. Of India Enterprise)**

Road No.12, V.K.I. Area, Jaipur-302013

www.rdpl-india.in, Tel: 0141-4107105, Fax:0141-4107101

Rajasthan Drugs & Pharmaceuticals Limited is a Pharma Central Public Sector Enterprise functioning under the administrative control of Ministry of Chemicals & Fertilizers, Department of Pharmaceuticals having its manufacturing unit and corporate office at Road No. 12 V.K.I Area, Jaipur and wishes to appoint Officers on following posts purely on contract basis.

Requires

1. Dy. Chief Manager (Production):- One Post

The incumbent should be B. Pharma with 20 years experience or M. Pharma with 15 years experience out of which 05 years as Head of Deptt. managing the production activities and/or formulation development in reputed pharmaceutical unit and preferably approved in all sections of formulations and have ability to coordinate with all concerned departments to lead the team. Incumbent should have thorough knowledge of WHO-GMP/ Schedule-M and other regulatory norms. Application are invited preferably from retired persons with age not exceeding 62 years as on 01.09.2015. The Consolidated pay shall be Rs. 40,000 /- per month plus conveyance reimbursement of Rs.2000/- per month.

2. Private Secretary to MD :- One Post

The incumbent should be Graduate with 08 years experience of working with Chief Executive and having proficiency in english language with speed of 120/50 w.p.m in English shorthand and typing, conversant with Computer operation and capable of independent correspondence . Should have good command on English language and drafting. Any extra degree or diploma in office Management / Secretarial Practice shall be added advantage. Applications are invited preferably from retired persons with age not exceeding 62 years as on 01.09.2015. The Consolidated pay shall be Rs. 20,000 /- per month plus conveyance reimbursement of Rs.500/- per month.

Note: Higher pay may be considered for exceptionally deserving candidate only.

Selection Procedure:

The selection would be made by way of initial screening of applications and interview thereafter of the short-listed candidates only.

Place of Work:

The place of work will be at RDPL, Road No.12 V.K.I Area, Jaipur, (Rajasthan) – 302013.

General Conditions:

1. The Candidates must ensure that they possess the required qualification and experience in the relevant field for the post applied.
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 person is detected so even after appointment, his/her services are liable to be terminated.
3. RDPL has right to reject Candidature at any stage and the decision of RDPL will be Final.
4. RDPL has right to reject entire selection/advertisement at any stage and the decision of RDPL shall be final in this regard.
5. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of Managing Director, RDPL Jaipur Rajasthan.
6. RDPL reserves the right to raise / modify the Eligibility Criteria in educational qualification/ experience/age or the post under consideration in case of any special circumstances with the Company .
7. No other perquisites/ benefits shall be admissible.
8. The appointment shall be on one year contract on adhoc basis and can be renewed with the approval of Competent Authority on mutual basis.

How to apply:

Eligible candidates may send their applications in the prescribed format (as given in Company website) along with two passport size Photographs and present salary detail and the copies of the testimonials in support of Educational Qualification, age, Experience, Category etc. through post/courier/speed post to the Managing Director, Rajasthan Drugs & Pharmaceuticals Limited, Road No.12, V.K.I. Area, Jaipur-302013 in a closed cover clearly super scribing the APPLICATION FOR THE POST OF “ _____” so as to reach within 15 days from the date of advertisement. No other means / mode of application will be acceptable. Incomplete Application in any respect will not be entertained and will be rejected. Only the short-listed candidates shall be called for the Interview.