



INDIAN MEDICINES PHARMACEUTICAL CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISE)

Corporate Office: B-261, Okhla Phase-I, New Delhi-110020

Factory & Registered Office: Mohan, (Via-Ramnagar), Distt: Almora, Uttarakhand-244715

Unit-II: Khasra No. 673, Imlikhera, Distt: Haridwar, Uttrakhand-247667

VACANCY NOTIFICATION

Advertisement No. 001/IMPCL/R-TP/2023

IMPCL invites applications for appointment on 'THIRD PARTY BASIS' for following vacancies based at Corporate Office at New Delhi:

1. Executive in Materials Deptt: -- (01) One Vacancy.

Minimum Qualification: 1. Graduate from a recognized Central/State University. 2. Diploma in procurement would be given preference.

Minimum Experience: 05 (Five) Years of working in Pharmaceutical Corporate and handling of:


1. GeM Platform operations-overall (Buyer side)
2. E-Tender Platform (CPPP) operation (Buyer side)
3. Bid/BOQ creation
4. Overall operation of GeM, E-Tendering etc.
5. Complete tender publication process.

Remarks: Proficient in MS-Excel, Pivot, V-Look up, Advance formal, macros, MS PowerPoint presentation, MS Word, Good Typing speed, Hindi typing preferred, Filing, recording and Record Management.

Salary: Rs. 30-40 Thousand (on Consolidated pay basis), Negotiable.

Interested candidates are required to submit their duly filled-in applications, copies of academic & experience certificates alongwith last drawn salary slip/certificate before 20.04.2023. **Application format can be downloaded from our website www.impclmohan.nic.in (Recruitment).**

Please note the appointment of selected candidate will be purely on contractual basis through & on the rolls of third party employer/manpower service provider.


**Company Secretary
& I/c Corporate HRD**

APPLICATION FORMAT

1. To be filled in by the candidate in his/her own hand writing.
2. Ensure that the essential requirements are being fulfilled.
3. Separate applications must be submitted for each post applied for.

(Please paste recent photograph)

POST APPLIED FOR.....
 ADVERTISEMENT NO.....

1	NAME OF THE CANDIDATE (in Capital letters)	
2	MOTHER'S NAME	
3	FATHER'S/ HUSBAND'S NAME	
4	DATE OF BIRTH	
5	GENDER	
6	AADHAR NO.	
7	WHETHER SC/ST/OBC etc. (If yes, please attach self attested copy of certificate).	
8	MARITAL STATUS	
9	(i) ADDRESS FOR CORRESPONDENCE (in capital letters) (ii) CONTACT NUMBER: (iii) Email :	
10	PERMANENT ADDRESS	
9	NATIONALITY	
10	EDUCATIONAL & PROFESSIONAL QUALIFICATIONS (from 10th onwards) (Attach self-attested copies of certificates).	
	Name of Board/ University/ Institution	Examination Passed
	Subjects taken	Division with % of marks
		Year

11	DETAILS OF WORK EXPERIENCE (Attach true copies of certificates)				
	Name & Address of Organization	Designation & Scale of Pay/ Remuneration	Period of Service		Reason of leaving
			From	To	
13	LAST PAY DRAWN (Basic + D.A.) or CTC				
14	LIST OF DOCUMENTS ATTACHED		1.		
			2.		
			3.		
			4.		
			5.		
			6.		
			7.		
			8.		
			9.		
			10.		

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".

I also certify that I am not facing any charge nor has been convicted in any corruption/Criminal Case and also I have not been dismissed or removed or compulsorily retired from the services of my previous organisation(s).

Place: _____

Date: _____

Signature of Candidate