



RAJASTHAN DRUGS & PHARMACEUTICALS LTD.

(A Govt. of India Enterprise)
Road No.12 V.K.I. Area, Jaipur-302013
Tel: 4107105 Fax: 0141-4107101

www.rdpl-india.in

Date of Advertisement: 23.04.2014: The Times of India

REQUIRES

01. Manager (Secretarial & Legal): One Post

(Pay Scale Rs. 20600-46500) - Age limit 40 years

CTC at lowest basic pay would be Rs. 56500/-per month (Approx)

Candidate should be member of Institute of Company Secretary of India with minimum 10 years of post qualification experience out of which 05 years experience in senior position in a reputed company and a Law Graduate should be conversant with the Board Procedure/Legal matter and drafting agendas, minutes and statutory applications knowledge of computer essential. He shall be required to deal with other Economic and Business Laws.

02. Private Secretary for MD- One Post

(Pay Scale Rs. 12000-31000) (IDA) - Age limit 30 years

CTC at lowest basic pay would be Rs. 33200/- per month (Approx)

The Candidate should be Graduate with 08 years experience of working with Chief Executive and having speed 120/50 w.p.m. in Shorthand & Typing conversant with computer operation and capable of independent correspondence. Should have good command in English language. Any extra qualification like degree or diploma in Office Management/Secretarial Practice shall be an added advantage.

In addition, other benefits viz. Gratuity, Leave Encashment etc. are admissible as per Company Rules apart from CTC mentioned above. Higher Start in Basic Pay and Relaxation in Age, Experience can be considered in exceptionally deserving candidates.

Applicant working in Public Sector Undertaking should apply through proper channel. Interested candidates should apply within 15 days in the application format as posted in our Company Website (in career column) giving full particulars and a recent passport size photograph to the **Chief Manager (HRD)** at the above address.