



INDIAN MEDICINES PHARMACEUTICAL CORPORATION LIMITED

(A Govt. of India Enterprise)

Corp Off: B-261, Okhla Phase-1, New Delhi-110020

Plant & Regd. Off: Mohan (Via-Ramnagar), Distt: Almora, Uttarakhand-244715

Advt. No. 001/IMPCL-R12022 **APPOINTMENTS**

IMPCL Invites applications for the following posts on direct recruitment basis:

1. Chief Manager (Engineering & Maintenance) - 01 Post (UR) at E3 level in the scale of pay Rs. 60,000-1,80,000 (Industrial DA pattern) to be posted at Mohan Plant.

2. Zonal Manager (Marketing) - 01 Post (OBC) at E3 level in the scale of pay Rs.60,000-1,80,000 (Industrial DA pattern) to be posted at Corporate Office, New Delhi.

3. Manager (Finance & Accounts) and Manager (Costing) - 02 Posts (UR-01, OBC-01) at E2 level in the scale of pay Rs. 50,000-1,60,000 (Industrial DA pattern) to be posted at Corporate Office, New Delhi.

4. Deputy Manager (Finance & Accounts) - 02 Posts (UR-01, SC-01) at E2 level in the scale of pay Rs. 40,000-1,40,000 (Industrial DA pattern) to be posted at Corporate Office, New Delhi.

The last date for receipt of application is 29.04.2022. For detailed advertisement, please visit our website www.impclmohan.nic.in (Recruitment).



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Corp: B-261, Okhla Phase 1, New Delhi – 110 020

Regd Off. & Plant: Mohan, Distt. Almora (Via Ramnagar), Uttarakhand – 244715

Advertisement No. 01/IMPCL-R/2022

APPOINTMENTS

Indian Medicines Pharmaceutical Corporation Limited (IMPCL) is a Mini Ratna, profit making Central Public Sector Enterprise under the administrative control of Ministry of Ayush, Government of India. IMPCL is engaged in manufacturing & marketing of Ayurvedic & Unani medicines. We are slated towards business development and diversification. During the Covid-19 pandemic the contributions of IMPCL is acknowledged by the Govt. institutions across the country.

IMPCL invites applications for the following posts:

(1)

1. Name of Post : Chief Manager (Engineering & Maintenance)
2. Number of Post & Category : 01 (UR)
3. Scale of Pay : Rs. 60,000-1,80,000 (Industrial DA Pattern)
4. Level of Post : E3
5. Minimum Essential Qualification : BE/B.Tech (Mechanical)/ (Electrical) or equivalent qualification from recognized University/Institution with 60% marks.
6. Experience : 15 years' post qualification relevant experience
7. Age Limit : 45 years
8. Job responsibility :
 - Inspecting equipment and conducting routine maintenance.
 - Checking, repairing and servicing machinery, equipment, systems and infrastructures/building.
 - Servicing and replacing old or faulty equipment.
 - Undertake scheduled and breakdown maintenance of engineering equipment.



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Job Profile :

- Troubleshooting equipment malfunctions.
- Installing new machines.
- Management, maintenance of water plant
- Pharmaceutical machinery maintenance and management
- Candidates with Engineering & Maintenance experience at Pharma/Ayurvedic/Unani medicines manufacturing unit will be preferred.

The incumbent will be Head of Engineering & Maintenance department of the Company and shall be posted at Mohan and will report to Plant Head.

(2)

1. Name of Post : Zonal Manager (Marketing)
2. Number of Post & Category : 01 (OBC)
3. Scale of Pay : Rs. 60,000-1,80,000 (Industrial DA Pattern)
4. Level of Post : E3
5. Minimum Essential Qualification : MBA/PGDBM or equivalent qualification with specialization in Marketing with minimum 60% marks.
Post-Graduation in Pharmacy will be an added advantage. Preference will be given to Science graduates with adequate experience in Pharma/Ayurvedic/Unani marketing.
6. Experience : 15 years' post qualification relevant experience.
7. Age Limit : 50 years (3 Years relaxation for OBC Candidates).
8. Job Responsibility : Candidates having experience in Government/Institutional business and management skill as well as open trade/market exposure will be preferred.
-Candidate must be aware of Tendering



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process

-Experience on GeM would be preferred

- Candidate with experience in export business will be preferred.

- 9 Job Profile : The incumbent will oversee the Marketing activities of the Company and shall be posted at Corporate Office, Delhi and will report to Marketing Head.

(3)

1. Name of Post : (i) Manager (Costing)
(ii) Manager (Finance & Accounts)
2. Number of Post & Category : 02 (UR-1, OBC-1)
3. Scale of Pay : Rs. 50,000-1,60,000 (Industrial DA Pattern)
4. Level of Post : E2
5. Minimum Essential Qualification : Chartered Accountant or Cost & Management Accountant

OR

MBA/PGDBM or equivalent qualification with specialization in Finance with minimum 60% marks.

6. Experience : 10 years' post qualification relevant experience in Finance & Accounts.
7. Age Limit : 35 years (3 Years relaxation for OBC Candidates)

8. Job Responsibility

Manager(Costing)

- Developing cost standards for materials, labour and product.
- Designing and implementing cost accounting systems.
- Analyzing production costs and recommending changes.
- Overseeing annual physical inventory and Inventory Valuation periodically.
- Preparation of Cost Audit Data as per applicable Cost Accounting Standard for Cost Audit purpose and Product Price vetting.
- Working experience of Different accounting software(s) like Tally, ERP, etc.
- Product Pricing.



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Manager (Finance &Accounts):

- Presentation of financial results and insights to the management.
- Managing and overseeing the taxation affairs of the organization.
- Well versed with Internal, Statutory and Government Audit.
- Well versed with the existing Accounting Standards.
- Managing and overseeing the company's financial systems
- Overseeing commercial decision making from tender analysis, margin analysis, pricing analysis etc
- Advising and implementing best practice methods to increase revenue and reduce costs
- Overseeing the budgets and MIS.
- Working experience of Different accounting software(s) like Tally, ERP, etc.
- Candidate with experience in Ind-AS and Govt Audit will be preferred.

9. Job Profile

The incumbent shall be posted at Corporate Office, Delhi and will report to Finance & Accounts Head.

1. (5)

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|------------------------------------|---|
| 1. Name of Post | : Deputy Manager (Finance & Accounts) |
| 2. Number of Post & Category | : 02 (UR-1, SC-1) |
| 3. Scale of Pay | : Rs. 40,000-1,40,000 (Industrial DA Pattern) |
| 4. Level of Post | : E1 |
| 5. Minimum Essential Qualification | : Chartered Accountant or Cost & Management Accountant
OR
MBA/PGDBM or equivalent qualification with specialization in Finance with minimum 60% marks |
| 6. Experience | : 5 years post qualification experience in Finance & Accounts. |
| 7. Age Limit | : 35 years, 5 years relaxation for SC Candidates |



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8. Job Responsibility : • Maintain Book Keeping.
• Well versed with the existing Accounting Standards.
• Exposure to accounting software like Tally & ERP is a must.
• Should be well versed with work of accounts payable/receivables and Bank Reconciliation.
• Well versed in Taxation matters like GST, Income Tax, and TDS.
9. Job Profile : The incumbent shall be posted at Corporate Office, Delhi and will report to Finance & Accounts Head.

General Information:

1. IMPCL reserves the right to accept or reject any or all applications without assigning any reason.
2. Computation of age and experience will be as on 01.01.2022.
3. For applicants from Private Sector CTC of equivalent level in IMPCL will be considered to determine the eligibility for the post.
4. Only Indian nationals need apply.
5. The relevant qualification should have been obtained from a recognized University/ Institute.
6. Calculation of percentage of marks in the qualifying degree is as per respective University/Institution rules.
7. Selection of candidates for the above posts will be based on Interviews.
8. Written test may be conducted, if required, to select candidates followed by interview. Number of candidates to be called for interview will be as per IMPCL's policy. It is essential to obtain minimum qualifying marks both in written test as well interview separately. Merit list will be prepared on aggregate of marks obtained in the written test, if conducted and interview. Alternatively, selection will be done based on interview only.
9. If the number of candidates who apply for any post and fulfill the prescribed criteria are more, the criteria for shortlisting of candidates to be called for written test and /or interview may be revised/enhanced.
10. The posts at Sl. No. 1 is for Mohan (Uttarakhand) while incumbent for post at Sl no. 2,3,4,&5 shall be posted at Corporate Office, New Delhi. The job is transferrable.



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11. Candidates seeking reservation as OBC & SC will have to submit Caste Certificate in the prescribed proforma issued from the designated authority at the time of interview.
12. Age relaxation will be extended to departmental candidates to the extent of their services rendered in IMPCL.
13. Mere eligibility of a candidate for any post does not entitle him/her to be called for interview/written test. IMPCL reserves the right to further scrutinize the applications to limit the number of candidates called as per DPE guidelines and company's policy.
14. Candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not in conformity with the eligibility criteria.
15. Appointment of selected candidates will be subject to medical fitness.
16. Applications from candidates employed in the Central/State Governments and Public Sector Undertakings, will have to be forwarded through proper channel. However, application not submitted through proper channel may be processed on the basis of advance copy.
17. Candidates called for interview will be reimbursed travel expenses as per rules of IMPCL.
18. VERIFICATION OF CHARACTER AND ANTECEDENTS:
Appointment of any person in the service of the Company or his continuance in service, shall be subject to his/her character and antecedents being verified and found satisfactory, in the prescribed manner.
19. RELAXATION FOR SC AND OBC CANDIDATES:
The upper age limit will be enhanced by 5 years for SC and 3 years for OBC candidates provided application is made against reserved post.
20. Interested and eligible applicants may submit their application in the prescribed format, complete in all respect, with a set of photocopies of certificates in support of their qualifications and experience etc. to the Corporate office at the following address:
Chief Manager (HR & Admin), Indian Medicines Pharmaceutical Corporation Limited, B-261, Okhla Phase-I, New Delhi-110020.
21. The last date for receipt of applications is **29th April, 2022**, after which no application will be entertained for the posts advertised.

Encl: Application Format.

Chief Manager (HR & Admin)



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APPLICATION FORMAT

(Please paste recent
photograph)

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.

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	<u>EDUCATIONAL & PROFESSIONAL QUALIFICATIONS</u> (from 10 th onwards) (Attach self-attested copies of certificates).				
	Name of Board/ University/ Institution	Examination Passed	Subjects taken	Division with % of marks	Year

11	<u>DETAILS OF WORK EXPERIENCE (Attach true copies of certificates)</u>				
	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