



**HLL BIOTECH LIMITED,  
INTEGRATED VACCINE COMPLEX,  
S.NO. 192 & 195, MELERIPAKKAM (POST),  
THIRUKALUKUNDRAM (TALUK),  
CHENGALPATTU, TAMILNADU – 603003.**

Advertisement No: HBL/HR/AD/2025-2026/01

Date: 09.04.2025

HLL Biotech Limited (HBL) is a Public Sector Undertaking (PSU) under the Ministry of Health and Family Welfare, Government of India (GOI). The company has been mandated by the Government of India to establish a state-of-the-art vaccine manufacturing unit, the Integrated Vaccine Complex (IVC), in Chengalpattu. This facility is dedicated to producing life-saving and cost-effective vaccines to minimize the demand-supply gap and support the GOI's Universal Immunization Program.

**On Deputation Basis:**

Applications are invited from willing officers of Central Government / Public Sector Undertakings or Autonomous bodies for the following posts on Deputation basis possessing the prescribed qualification / experience mentioned under each of the post.

1. Name of the post: **Deputy Vice President (DVP) / Deputy General Manager (DGM) -**

**Technical and Administration**

Number of vacancy: 1

Grade: E5 / E4

Scale of pay: 32900-58000/- / 29100-54500/-

**Qualifications and skills**

- Post Graduate in Engineering (Or) Post-graduation in Biotechnology/ Biochemistry / Pharmacy.
- Desirable: Master Degree in Business administration

**Post Qualification Experience:**

Minimum 12 - 15 years post qualification experience in Manufacturing Industry preferably in Vaccine / BioSimilar/ / Bio-Pharma Industries with hands on experience in Operations / Administration out of which minimum 10 years should be in a senior managerial position.



### **Duties & Responsibilities:**

The Deputy Vice President (DVP) / Deputy General Manager (DGM) - Technical and Administration for the factory is responsible for overseeing the technical and administrative functions within the manufacturing environment. This position plays a crucial leadership role in ensuring the smooth operation of technical systems, manufacturing processes, and administrative functions. The DVP / DGM will lead both technical and administrative teams, drive operational excellence, enforce compliance, and ensure efficient use of resources to meet production goals. The position requires strategic thinking, strong problem-solving abilities, and a focus on improving productivity and cost-effectiveness.

### **Core responsibilities:**

- Oversee the technical / operational management of internal and external resources for the accurate and timely creation, dissemination & completion of project milestones.
- Design and implement business strategies, plans and procedures. Set comprehensive goals for performance and growth of the company.
- Project Management: Negotiations, Finalization & Award of Tenders & contracts, Management of Consultants and Contractors, Management of Inter-disciplinary project issues, Co-ordination between key project stake holders, Progress Monitoring etc.  
Drug regulatory and laboratory activities with regards state & Central (CDSCO) statutory approvals and Statutory Audits. Coordinate and participate in the completion of validations, pre-clinical and clinical studies, and subsequent assistance with the submission of successful clinical trial applications to Regulatory bodies to get Manufacturing and other Licenses Schedule the manufacturing timelines with senior team and oversee the timely implementation.
- Collaborate with the management team to develop and implement, plan for the growth objectives of the organization. Participate in the development and preparation of short-term and long-term plans and budgets based upon broad organization goals and objectives.
- Evaluate performance by analysing and interpreting data and metrics.
- Co-ordinate with Chief Executive Officer for any other related matters.

### **Administrative Responsibilities:**

- Leadership: Assist in the management of administrative functions, including human resources, finance, procurement, and supply chain management.
- Budget Management: Work with the finance team to create and manage the factory's annual budget, monitor expenses, and identify cost-saving opportunities.
- Compliance: Ensure compliance with industry regulations and internal policies related to safety, health, and environmental standards.
- Team Management: Supervise and mentor department heads in technical and administrative areas, fostering a culture of continuous improvement and collaboration.



- **Strategic Planning:** Development and execution of short and long-term strategic plans for the factory, focusing on both technical advancements and administrative efficiency.
- **Collaboration:** Collaborate with the Head of the Operations, production, and other departments to ensure the factory runs efficiently and effectively.
- **Problem-Solving:** Address operational challenges and provide innovative solutions that enhance overall factory performance.
- **Staff Development:** Lead and support the professional development of technical and administrative staff through training, skill development, and performance evaluations.

**Skillset required:**

- Demonstrated experience in managing multiple projects simultaneously with aggressive timelines. Ability to function well in a cohesive management team environment; strong goals and results oriented. Demonstrated experience in implementing processes and systems is a strong plus.
- Experience in dealing with regulatory bodies State & Central.
- Solid working knowledge of budgeting, sales, business development, HR and strategic planning.
- Ability to generate respect and trust from staff and external customers. Self-motivated and able to work independently under pressure.
- Ability to lead and motivate high performing workforce.
- Go-getting attitude with high personal and professional values.
- Ability to hold staff rigorously accountable for achieving their objectives.
- Ability to design and deliver an agile organizational structure that enables the movement of people and resources quickly to capture new market opportunities.
- Ability to anticipate and plan for changes to current organizational policies, practices, systems, etc. needed to move in new strategic directions and to ensure long-term business viability.

**Eligibility:** officers under Central Government / Public Sector Undertakings or Autonomous bodies.

- Holding analogous posts on regular basis in the parent cadre / department (or)
- For DVP (Technical and Administration): With 5 years' service in the grade rendered after appointment thereto on regular basis in E4 Grade or equivalent.
- For DGM (Technical and Administration): With 5 years' service in the grade rendered after appointment thereto on regular basis in E3 Grade or equivalent.
- Possessing the educational qualification and experience prescribed above.

**Method of Recruitment:** On deputation basis

**Term of Engagement:** The period of deputation shall ordinarily not exceed 3 years



## 2. Name of the post: **Deputy General Manager (DGM) – (Engineering – Utility & Operations)**

Number of vacancy: 1

Grade: E4

Scale of pay: 29100-54500/-

The Deputy General Manager (Engineering) is responsible for overseeing all engineering-related operations and activities within the factory, ensuring the implementation and maintenance of engineering processes and systems to maximize efficiency, productivity, and safety. The role includes managing the engineering team, ensuring compliance with safety standards, driving continuous improvements, and supporting the overall strategic goals of the factory.

### **Qualification**

- Bachelor's degree in Mechanical/ Electrical/ Civil/ Industrial Engineering (In full time regular course)
- Desirable: A Master's degree or advanced certifications in Engineering Management is preferred.

### **Experience:**

- At least 12-15 years of experience in engineering, with a minimum of 5 years in a managerial or leadership role, preferably within a manufacturing industry related to vaccines / Bio Pharma Industries.
- Proven track record of managing large-scale engineering projects and leading teams.

### **Roles and responsibilities**

- Lead, mentor, and develop the engineering team, including engineers, technicians, and support staff.
- Coordinate and manage engineering personnel to ensure timely and effective project completion.
- Provide technical guidance and solve engineering-related problems.
- Oversee day-to-day engineering operations to ensure smooth and efficient functioning of factory machinery and equipment.
- Ensure that all engineering processes meet production targets, quality standards, and safety regulations.
- Develop and implement preventive maintenance schedules to minimize downtime and maintain equipment reliability.
- Lead and manage engineering projects, from conception to implementation, ensuring timelines, costs, and quality standards are adhered to.
- Collaborate with other departments to plan, design, and upgrade factory systems and machinery.



- Monitor progress and resolve issues or delays promptly to keep projects on track.
- Identify opportunities for process optimization, cost reduction, and efficiency improvements.
- Promote a culture of continuous improvement by implementing best practices, new technologies, and innovative solutions.
- Monitor industry trends and technological advancements to ensure the factory stays competitive.
- Ensure all engineering activities comply with relevant industry standards, local regulations, and company policies.
- Enforce strict adherence to safety protocols, ensuring a safe working environment for all engineering staff and the factory as a whole.
- Oversee risk assessments and ensure that corrective actions are taken where necessary.
- Assist in the preparation and management of the engineering department's budget.
- Optimize the use of resources, including personnel, tools, and materials, to minimize costs and enhance productivity.
- Manage relationships with suppliers and vendors, ensuring cost-effective procurement and timely delivery of equipment and parts.
- Provide regular updates to senior management regarding engineering performance, project status, and key metrics.
- Analyze data related to production and equipment performance to recommend improvements and resolve issues.
- Prepare detailed reports on project outcomes, engineering activities, and department performance.

### **Essential skills required**

- Strong leadership and team management skills with the ability to motivate, train, and develop staff.
- Excellent knowledge of manufacturing processes, machinery, and plant operations.
- Sound understanding of engineering principles, maintenance management, and project management.
- Strong problem-solving, analytical, and decision-making abilities.
- In-depth knowledge of safety regulations and quality control standards.
- Proficiency in using engineering software, project management tools, and MS Office Suite.

Eligibility: officers under Central Government / Public Sector Undertakings or Autonomous bodies.

- Holding analogous posts on regular basis in the parent cadre / department (or)
- With 5 years' service in the grade rendered after appointment thereto on regular basis in E3 Grade or equivalent.
- Possessing the educational qualification and experience prescribed above.

Method of Recruitment: On deputation basis

Term of Engagement: The period of deputation shall ordinarily not exceed 3 years



**General Conditions:**

1. The maximum age limit for appointment by deputation shall not exceed 56 years on the closing date of receipt of application.
2. The terms and conditions of deputation will be governed by the DOP&T's OM No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
3. Applications in the prescribed format attached below, from the officers fulfilling eligibility criteria, duly completed in all respects and supported by all relevant documents along with Cadre clearance, Vigilance clearance, photocopies of APARs for the last 5 years (each page duly attested by the officers not below the rank of Under Secretary to Govt. of India) and statement giving details of major/minor penalties imposed on the officers, if any, during the last 10 years, may be sent to "HR Department, HLL Biotech Limited, Integrated Vaccine Complex, S.No. 192 & 195, Meleripakkam (Post), Thirukalukundram (Taluk), Chengalpattu – 603 003" through proper channel on or before **23.05.2025**. The envelope should be superscribed as "**Application for the posts of ..... on deputation basis**". Soft copy of the application may be sent to [hr@hllbiotech.com](mailto:hr@hllbiotech.com).
4. The applicants will not be allowed to withdraw their applications at any later stage of the selection process. Application received after the prescribed date or not accompanied by the required certificates / documents will not be entertained.
5. Deputationist shall not be eligible for consideration for appointment by promotion.
6. The Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoP&T O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
7. The applications of the suitable officers who are willing and eligible for the post and who can be spared immediately in the event of selection may only be forwarded by the employer / cadre controlling authority.
8. The last date of receipt of application is **23.05.2025**.



**APPLICATION PROFORMA / CURRICULAM VITAE**

**Application for the post of .....  
 to be filled on Deputation basis at HLL Biotech Limited, Chengalpattu.**

1. Name and Address (in Block Letters)			
2. Date of Birth			
3. (i) Date of entry into service			
(ii) Date of retirement under Central/State Government Rules			
4. Educational Qualifications			
(i) Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)			
(ii) Qualifications/Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/experience possessed by the officer	
(iii) Essential			
A) Qualification		A) Qualification	
B) Experience		B) Experience	
(iv) Desirable		(iv) Desirable	
A) Qualification		A) Qualification	
B) Experience		B) Experience	
<p>Note: (a) This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>(b) In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate</p>			
5. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.			
5.1. Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.			



6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, in the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail)

7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

8. In case the present employment is held on deputation/contract basis, please state-

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

8.1. Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

8.2. Note: Information under Column 9 (c) & 9 (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization



9. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
10. Total emoluments per month now drawn:			
Pay Level and Basic Pay	Total Emoluments		
11.A. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			
12. Achievements if any:			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:

(Signature of the Candidate)

Address:



**On Regular / Fixed Term Contract Basis:**

1) Name of the post: **Deputy Manager / Manager - HR**

Number of vacancy: 1

The Deputy Manager/ Manager – HR will oversee and manage the day-to-day human resources functions, ensuring the smooth operation of HR processes, employee relations, and office administration activities. The role will involve managing recruitment, performance management, employee development, and ensuring legal compliance to ensure a productive work environment.

**Qualification**

A Master's degree in Business Administration with specialization of Human Resource Management.

**Post Qualification Experience:**

3-5 Years (Deputy Manager) / 5 - 8 Years (Manager)

**Roles and Responsibilities:**

Human Resources (HR) Management:

**Recruitment and Staffing:** Lead the recruitment process, from job posting and screening to interviewing and on boarding of new employees. Ensure staffing needs are met efficiently and that new hires align with company culture and values.

**Employee Relations:** Foster a positive work environment by addressing employee grievances, managing conflict, and implementing employee engagement initiatives. Act as a liaison between management and employees to improve communication and resolve issues.

**Performance Management:** Administer performance appraisal processes, provide guidance on setting performance goals, and support managers in addressing performance issues. Help develop career development plans for employees.

**Training and Development:** Identify training needs and organize internal or external training sessions to enhance employee skills, productivity, and engagement. Manage leadership and talent development programs.

**Compensation and Benefits:** Administer payroll, compensation structures, and employee benefits programs. Ensure alignment with industry standards and company policies while maintaining employee satisfaction.

**Compliance and Legal:** Ensure that all HR activities comply with labour laws, regulations, and company policies. Maintain employee records and ensure confidentiality and compliance with data protection laws.



**HR Policies and Procedures:** Develop, implement, and maintain HR policies, procedures, and guidelines to ensure consistency and fairness in HR practices across the organization.

**Employee Engagement:** Design and execute employee engagement programs to improve workplace culture, morale, and productivity. Measure employee satisfaction and implement changes based on feedback.

**Talent Management:** Collaborate with leadership to identify talent gaps and succession planning. Support leadership in the development of talent pipelines and workforce planning.

**Team Leadership:** Supervise and mentor junior HR and admin staff, provide training, and support their professional development.

**Reporting:** Provide regular reports on HR and administration metrics, such as turnover rates, recruitment status, training initiatives, and administrative efficiencies. Offer insights and recommendations for improvements.

**Skills:**

- Strong knowledge of HR processes, policies, and best practices.
- In-depth understanding of labour laws, compliance, and employee benefits.
- Excellent communication, interpersonal, and negotiation skills.
- Strong organizational and multitasking abilities with attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and HR software or ERP systems.
- Conflict resolution, problem-solving, and decision-making skills.

**General Instructions:**

- Interested Candidate may fill the application form attached in the website and send it along with Biodata to the office address by Hard Copy or soft copy to [hr@hllbiotech.com](mailto:hr@hllbiotech.com) on or before 15th April 2025 @ 5:00PM.



2) Name of the post: **Scientist (Downstream Process)**

Number of vacancy: 1

**Job Description:**

A Scientist (Downstream Process) with a specialization in Viral Vaccines would have responsibilities and skillsets that combine the core elements of downstream processing in bio manufacturing with the specific demands of vaccine production. The ideal candidate will have extensive experience in the purification of vaccine antigens, specifically in the areas of Rabies and Japanese Encephalitis. This role requires a deep understanding of various purification and filtration techniques, as well as a strong background in Good Manufacturing Practice (GMP) documentation.

**Essential Qualification:**

Master of science in Microbiology / Biotechnology / Biochemistry or Master of Pharmacy or MVSc in Microbiology/ Biotechnology.

**Post Qualification Experience:**

3-5 Years of experience in biopharmaceutical manufacturing, specifically in downstream processing of biologics or vaccines.

Experience with viral vaccine production, including cell culture, viral propagation, viral inactivation, purification methods (like chromatography, TFF) and formulation.

**Key Responsibilities:**

- Perform vaccine antigen purification with a focus on Rabies and Japanese Encephalitis.
- Operate and maintain column chromatography and zonal centrifuge systems for antigen purification.
- Utilize Tangential Flow Filtration (TFF) and other filtration techniques for the purification process.
- Prepare media and solutions required for the purification process.
- Ensure all sterilization techniques are properly applied and maintained.
- Adhere to and maintain GMP documentation throughout the purification process.
- Troubleshoot and resolve any issues related to the purification process.
- Maintain and calibrate process equipment.
- Collaborate with cross-functional teams to ensure the successful development and production of vaccines.



### **Regulatory Compliance & Documentation:**

- Ensure that all downstream processing steps meet regulatory guidelines for vaccine production.
- Prepare and maintain detailed documentation of all processes, procedures, and results to support regulatory filings and inspections.
- Prepare reports for internal stakeholders, regulatory authorities, and quality assurance teams.

### **Technology Transfer & Scale-Up:**

- Lead the technology transfer of viral vaccine production processes from research and development (R&D) to large-scale manufacturing.
- Coordinate the scale-up of viral vaccine purification processes, ensuring that procedures can be replicated at a larger scale with consistent results.
- Work with manufacturing teams to ensure that large batches meet the required specifications for clinical trials and commercial release.

### **General Instructions:**

- Interested Candidate may fill the application form attached in the website and send it along with Biodata to the office address by Hard Copy or soft copy to [hr@hllbiotech.com](mailto:hr@hllbiotech.com) on or before 15th April 2025 @ 5:00PM.

CHIEF EXECUTIVE OFFICER