



Ref No. HBL/HR/AD/2024-25/03-03

Date : 16.08.2024

**Corrigendum of Advertisement No: HBL/HR/AD/2024-25/03**

Last date of receiving applications for the below mentioned posts called as per advertisement no. HBL/HR/AD/2024-25/03 Dt. 03.06.2024 is extended as per below:

1. Administration – Head : 15-09-2024
2. Engineering – Head (Instrumentation) : 15-09-2024
3. Executive - Banking & Legal : 15-09-2024

All other details of the advertisement are remains same.



## **HLL BIOTECH LIMITED – REGULAR/ FIXED TERM CONTRACT POSTS**

Advertisement No: HBL/HR/AD/2024-25/03

Date : 03.06.2024

1. Company Secretary
2. Associate Company Secretary
3. Administration – Head
4. Engineering – Head (Instrumentation)
5. Officer – HR
6. Executive - Banking & Legal

- Qualification, Skills, Experience required and other details are attached in Annexures.
- Deputy CEO position shall be advertised in the website shortly.
- Executive – Banking & Legal job description shall be uploaded later.
- Interested Candidates may send filled application (available at website) and resume to the to the following address by Hard Copy or soft copy to [hr@hllbiotech.com](mailto:hr@hllbiotech.com) on or before 09th June 2024 @ 5:00PM

HLL Biotech Limited - Integrated Vaccine Complex, Survey no: 192&195, Meleripakkam (post), Thirumani Village, Thirukazhukundram, Chengalpattu, Kanchipuram DT, Tamilnadu, Pincode : 603003. Email : [hr@hllbiotech.com](mailto:hr@hllbiotech.com) | Contact: 044 27421449



## Annexure

**Job Title** – Company Secretary

### Age limit

Upto 40 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines.

### Qualifications and skills

Any degree with Professional Qualification CS with minimum 4-8 years relevant post-qualification experience.

### ROLES AND RESPONSIBILITIES

1. As compliance officer of the company you need to draft the Notices, Agenda and Minutes of Board Meeting, Annual General Meeting, Extra Ordinary General Meeting.
2. Convening Board Meeting, Audit Meeting, Annual General Meeting.
3. Preparation of Annual reports.
4. Maintenance of Statutory books/ registers prescribed under companies Act 2013 and other legislations.
5. Communicating with Government Agencies for acquiring important sanctions and ensuring compliances with various statutory obligations.
6. Preparation of detailed compliance checklist periodical and event based and was in regular track of the same.
7. Filing of all E-Forms and Annual returns with the Ministry of Corporate Affairs, Govt.
8. Liaison with Statutory Auditors, Cost Auditors, CAG Auditors and Legal team.
9. Drafting and wetting of agreements under the supervision of Legal team.
10. Coordination with Legal team for vetting of Tender documents, invitation for EOIs, RFPs – overview of Procurement, Services, Project Consultancy.
11. Preparing, verifying and confirming Legal notices, replies, petitions, affidavits, statement of objection, counter statements, claims statements, comments.
12. Monitor changes in regulatory environment and take appropriate action.
13. Advise the company management on variety of contractual and legal matters.
14. Interaction/ coordination with external legal counsel & follow-up of legal cases.
15. Any other work assigned by CEO and or the Board.

### ESSENTIAL SKILLS REQUIRED

1. Excellent inter personal relations.
2. Good drafting skills.
3. Dedication and commitment towards work.
4. Systematization of work.

No of Position – 1 (One)

Posting Location – Chengalpattu.



**Job Title** – Associate Company Secretary

**Age limit**

Upto 40 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt.guidelines.

**Qualifications and skills**

Any degree with Professional Qualification CS with minimum 2-5 years relevant post-qualification experience.

**ROLES AND RESPONSIBILITIES**

1. As compliance officer of the company you need to draft the Notices, Agenda and Minutes of Board Meeting, Annual General Meeting, Extra Ordinary General Meeting.
2. Convening Board Meeting, Audit Meeting, Annual General Meeting.
3. Preparation of Annual reports.
4. Maintenance of Statutory books/ registers prescribed under companies Act 2013 and other legislations.
5. Communicating with Government Agencies for acquiring important sanctions and ensuring compliances with various statutory obligations.
6. Preparation of detailed compliance checklist periodical and event based and was in regular track of the same.
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**ESSENTIAL SKILLS REQUIRED**

1. Excellent inter personal relations.
2. Good drafting skills.
3. Dedication and commitment towards work.
4. Systematization of work.

No of Position – 1 (One)

Posting Location – Chengalpattu.



**Job Title** – Administration - Head

**Age limit**

Upto 45 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines.

**Qualifications and skills**

Master of Business Administration in HR and certification in Industrial relations & Labour Laws is desirable.

**Experience :** 10 – 15 Years

**ROLES AND RESPONSIBILITIES**

The role comes out with following responsibilities:

1. Project manage, Supervise and Coordinate the works of contractors.
2. Calculate and compare costs for the required goods or services to achieve maximum value for the money.
3. Plan for future development inline with strategic business objectives.
4. Direct, coordinate and plan essential services such as reception, security, maintenance, archiving, cleaning, catering, waste disposal and recycling.
5. Ensure buildings meet health and safety measures and that facilitates comply with legislation.
6. To ensure health, safety and welfare of staff.
7. Check the agreed work by contractors has been completed satisfactory and follow up on any deficiencies.
8. Respond appropriately to emergency or urgent issues as they arise and deal with the consequences.
9. Contract labour management.
10. Disciplinary actions as per HR Guidelines.
11. Statutory Compliances.

Desirable:

Legal and compliance management. Strong organizational ability in handling wide range of tasks and detail oriented.

No of Position – 1 (One)

Posting Location – Chengalpattu.



**Job Title** – Engineering Head (Instrumentation)

**Age limit**

Upto 45 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt.guidelines.

**Qualifications and skills**

Essential: BE / B.Tech (Instrumentation Engineering / Electronics & Communication Engineering / Electronics & Instrumentation Engineering)

Desirable: ME/ M.Tech (Instrumentation Engineering / Electronics & Communication Engineering / Electronics Engineering)

Experience : 5 – 10 Years

**ROLES AND RESPONSIBILITIES**

1. The candidate would be an In charge for Instrumentation / Automation Engineering vertical of the Company should possess hands on experience in handling similar large instrumentation /automation Projects.
2. Responsible for all breakdowns related to instrumentation, Preventive Maintenance, Predictive Standards, cGMP Techniques.
3. Preparation / review of PFD, P&ID's, project specific specifications, design calculation / analysis, procurement specification.
4. Ensure the availability of the plant control system and equipment throughout the yearly production schedule
5. Adhere to current technologies, cGMP to facilitate the instrument audits. Responsible for QMS compliance related to Engineering.
6. To ensure the smooth functioning of PLC & HMI. Implementation of cost reduction methods.
7. Coordinate with electrical and instrumentation equipment vendors, to ensure compliance with project specifications. Selection of electrical / Instrumentation equipment types, cable sizes and protection type and review drawings, calculations, design reports, etc. by vendors
8. Review technical quotes, recommend the selection of suitable electrical equipment and instrumentation, cables and other system components based on process/project requirements to assist procurement/commercial team.
9. Carrying out Electrical Integrity and statutory requirement's for compliance
10. Conduct inspection for panels, instruments and electrical equipment, cabling system installations on skids, interface connections, witness FAT/SAT, and supervise installation and power turn-on at site
11. Responsible for Calibration of MMI's and Building Management System of all blocks
12. Lead site implementation of utilities services continuous improvement process



13. Installation and Calibration of analytical process Equipment's
14. Installation and commissioning of Industrial electrical systems- Power distributions, Motor control, VFD
15. Installation and operation of PLC hardware – AB Micro Logix, SLC, compact logix, Compact logix
16. Erection and commissioning of UPS, 24V DC system, Field instruments, MOV/Dampers, PLCs, VFDs, Networking system, programming etc.

No of Position – 1 (One)

Posting Location – Chengalpattu.



**Job Title** – Officer ( HR )

**Age limit**

Upto 30 years. Relaxable in case of SC/ST/OBC and such other Category of Persons entitled for such age relaxation under the law / Central Govt. guidelines.

**Qualifications and skills**

Master degree in HR or PGD in HRM with minimum 0-2 years relevant post-qualification experience.

**ROLES AND RESPONSIBILITIES**

1. Assist in HR functions including recruitment, onboarding, employee relations, and performance management
2. Coordinate with different departments to ensure smooth communication and workflow.
3. Handle administrative tasks related to HR operations.
4. Contribute to the development and implementation of HR policies and procedures.
5. To ensure the compliance of all statutory requirements as per Factories Act.
6. Payroll processing, time office management and EPF & ESI processing.
7. Maintaining employee master data and updation.
8. Grievance handling and RTI matters.
9. Employee engagement and retention.
10. Any other additional responsibility as directed by Head of the organization time to time.

No of Position – 1 (One)

Posting Location – Chengalpattu.