



HLL BIOTECH LIMITED – REGULAR/ FIXED TERM CONTRACT POSTS

Advertisement No: HBL/HR/AD/2023-2024/03

Date : 01.02.2024

1. Chief Financial Officer (CFO)/ DGM (Finance)
2. Deputy CFO / AGM (Finance)
3. Assistant CFO / Senior Manager (Finance)
4. Manager (Finance)
5. Company Secretary
6. Deputy CEO
7. Personal Secretary to CEO
8. Head – Engineering
9. Head – HR
10. Hindi Translator

- Qualification, Skills, Experience required and other details are attached in Annexures.
- Description of the vacant positions, Head – Engineering and Head – HR will be made available on next week.
- Interested Candidate may send the Biodata or Resume to the following address by Hard Copy or soft copy to hr@hllbiotech.com on or before 15th February 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 | Contact: 044 27421449



Annexure

Job Title – Chief Financial Officer (CFO)/ DGM (Finance)

Company Profile

HLL Biotech Limited (HBL) is a PSU under Ministry of Health and Family Welfare, Government of India (GOI) Enterprise. Government of India mandated to establish a State of Art vaccine manufacturing unit termed as “Integrated Vaccine Complex” (IVC) at Chengalpattu near Chennai to produce lifesaving and cost effective vaccines primarily to minimize the demand-supply gap and support GOI in the Universal Immunization program.

IVC came into existence further to the proposal by the Ministry of Health and Family Welfare (GOI) to the Cabinet Committee on Economic Affairs (CCEA) for establishment of a centralized vaccines manufacturing facility with international standards in government sector at an estimated cost of INR 594.00 crores and was declared as a “Project of National Importance”

The vaccine complex will be the nodal centre for research, manufacture and supply of vaccines at affordable prices for the Universal Immunisation Program. The annual capacity of IVC is expected to be above 400 million doses. The vaccines proposed to be produced in the complex are for immunization of infants and small children against various diseases throughout the country.

Job Overview

We are seeking an experienced finance professional for the position of Chief Financial Officer (CFO) to join our team. As the CFO, you will be responsible for overseeing all financial aspects of the company and ensuring the company’s financial stability and growth. This full-time position is based in Chengalpattu, Tamil Nadu, India, , and the ideal candidate should have 10 to 15 years of relevant experience. This is a senior leadership role responsible for overall management of finance function which will include;

- Preparation of Annual Budget.
- Monitoring day-to-day financial control of the Company
- Ensure that all finances are properly administered and monitored, including credit control
- Monitoring cash management system for financial control and allocation.
- Conversant with General Financial Rules (GFR), Supplementary Rules and other Rules and e-procurement process.
- Effective implementation of all direct / indirect and other laws with respect to company’s operations.
- Liaison with various external agencies such as, C&AG, Internal & Statutory auditors,

Age limit

Upto 50 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 CA/ICWA Qualification with minimum 10-15 years relevant post-qualification experience
- Proven experience in a similar financial leadership role.
- In depth knowledge of financial principles, regulations, and Accounting standards.
- Strong analytical and problem solving skills.
- Excellent leadership and communication abilities.
- Ability to work effectively in a fast paced, dynamic environment.
- Proficiency in SAP FICO or in similar ERP.

No of Position – 1 (One)

Posting Location – Chengalpattu



Job Title – Deputy CFO / AGM (Finance)

Job Overview

We are seeking an experienced finance professional for the position of Deputy CFO to join our team. As Deputy CFO, you will be responsible for overseeing all financial aspects of the company and ensuring the company's financial stability and growth. This is a senior role, and the ideal candidate should have 8-10 years of relevant experience.

Age limit

Upto 40- 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

Any degree with Professional Qualification CA/ICWA with minimum 8-10 years relevant post-qualification experience.

- In depth knowledge of financial principles, regulations, and Accounting standards.
- Strong analytical and problem solving skills.
- Excellent leadership and communication abilities.
- Ability to work effectively in a fast paced, dynamic environment.
- Proficiency in financial management software and MS Office.
- Auditing experience from a reputed organization is preferable.
- Filling of Income Tax Returns and TDS calculations.
- Knowledge of the HR consultancy industry would be advantageous.

Roles and Responsibilities

- Develop and implement financial strategies and plans to achieve the company's goals and objectives.
- Conversant with Govt. Financial Rules (GFR), Supplementary Rules and other Rules and e-procurement process.
- Oversee all financial operations, including budgeting, forecasting and financial reporting.
- Provide leadership and guidance to the finance team, ensuring effective financial management.
- Monitor and analyse financial performance, identifying areas of improvement and implementing corrective actions.
- Manage cash flow, liquidity and investment activities to optimize financial resources.
- Ensure compliance with financial regulations and standards, keeping abreast of changing of laws and regulations.
- Collaborate with other departments to support business decisions and drive financial growth.
- Prepare financial statements and reports for stakeholders, investors and regulatory authorities.



- Participate in strategic planning and decision making process to drive the company's success.
- Stay updated on industry trends and best practices, recommending new approaches and systems to enhance financial efficiency.

No of Position – 1 (One)

Posting Location – Chengalpattu



Job Title – Assistant CFO / Senior Manager (Finance)

Job Overview

We are seeking an experienced finance professional for the position of Assistant CFO to join our team. As Assistant CFO, you will be responsible for overseeing all financial aspects of the company and ensuring the company's financial stability and growth. This is a senior role, and the ideal candidate should have 5-8 years of relevant experience.

Age limit

Upto 35 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 CA/ICWA with minimum 5-8 years relevant post-qualification experience.

- In depth knowledge of financial principles, regulations, and Accounting standards.
- Strong analytical and problem solving skills.
- Excellent leadership and communication abilities.
- Ability to work effectively in a fast paced, dynamic environment.
- Proficiency in financial management software and MS Office.
- Knowledge of the HR consultancy industry would be advantageous.

Roles and Responsibilities

- Develop and implement financial strategies and plans to achieve the company's goals and objectives.
- Conversant with Govt. Financial Rules (GFR), Supplementary Rules and other Rules and e-procurement process.
- Oversee all financial operations, including budgeting, forecasting and financial reporting.
- Provide leadership and guidance to the finance team, ensuring effective financial management.
- Monitor and analyse financial performance, identifying areas of improvement and implementing corrective actions.
- Manage cash flow, liquidity and investment activities to optimize financial resources.
- Ensure compliance with financial regulations and standards, keeping abreast of changing of laws and regulations.
- Collaborate with other departments to support business decisions and drive financial growth.
- Prepare financial statements and reports for stakeholders, investors and regulatory authorities.
- Participate in strategic planning and decision making process to drive the company's success.



- Stay updated on industry trends and best practices, recommending new approaches and systems to enhance financial efficiency.

No of Position – 1 (One)

Posting Location – Chengalpattu



Job Title – Manager (Finance)

Job Overview

We are seeking an experienced finance professional for the position of Manager (Finance) to join our team. The ideal candidate should have 0-2 years of relevant experience.

Age limit

Upto 35 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 CA/ICWA with minimum 0-2 years relevant post-qualification experience.

- In depth knowledge of financial principles, regulations, and Accounting standards.
- Strong analytical and problem-solving skills.
- Excellent communication abilities.
- Ability to work effectively in a fast paced, dynamic environment.
- Proficiency in MS Office, MS Excel, etc.
- Preparation and maintenance of Books of Accounts and financial statements.
- Auditing experience from a reputed organization is preferable.
- Filling of Income Tax Returns and TDS calculations.

Roles and Responsibilities

- Oversee all the accounting process and maintain Books of Accounts.
- Calculation of TDS.
- Understand and follow tax laws.
- Monitor and analyse financial performance, identifying areas of improvement and implementing corrective actions.
- Monitor cash flow, liquidity and investment activities to optimize financial resources.
- Prepare financial statements and reports for stakeholders, investors and regulatory authorities.

No of Position – 1 (One)

Posting Location – Chengalpattu



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 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.
7. Filing of all E-Forms and Annual returns with the Ministry of Corporate Affairs, Gov.
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 – Deputy CEO

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.

Duties & Responsibilities:

The Deputy CEO will report to the Chief Executive Officer and is responsible for the efficient and profitable operation of the Unit.

As a member of the high performing team, Deputy CEO will be responsible for instituting systems that provide effective internal management & strategic direction, resulting in efficient operation of the Company.

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
- Assist & Co-ordinate with Chief Executive Officer for any other related matters.

Essential Years of Post Qualification Experience (Years) :

20 Years (AVP) / 15 Years (DVP)



Post Qualification Experience:

Minimum 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.

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.

Essential Educational Qualification :

Post Graduate in Engineering (Or) Post-graduation in Biotechnology
Biochemistry / Pharmacy

Desirable Educational Qualification : Ph.D in life science

No of Position – 1 (One)

Posting Location – Chengalpattu



Job Title – Personal Secretary

Age limit : Upto 25 years.

Qualifications and skills

Post Graduate degree preferably in HR with 0-1 Year experience and Typewriting is must.

1. Calendar Maintenance
2. Drafting Letters
3. Recording Minutes
4. Meeting arrangements and coordination
5. Files maintenance
6. Record keeping
7. Reports preparation
8. Handling phone calls
9. Travel Management
10. Administrative support
11. Should be familiar with Microsoft Word, PowerPoint, Excel, Outlook etc.
12. Having HR knowledge will be added advantage.

Roles and Responsibilities

- Maintain CEO's agenda and assist in planning of appointments, Board meetings, Conferences.
- Preparation of Reports and presentations.
- Attend meetings and keep minutes.
- Receive and screen phone calls and redirect them when appropriate.
- Handle and prioritise all out going or incoming correspondence (email, letters, etc).
- Making travel arrangements.
- Handle confidential documents ensuring they remain secured.
- Examine correspondence and reply as instructed
- Maintain schedules and follow ups
- Daily record keeping and filing of documents.
- Professionally receive the guests and clients.
- Ensure efficient and effective administrative information and assistance.

Personality Traits

- Accuracy
- Confidentiality
- Planning and Time management
- Reliability
- Proficiency in English and Hindi is must
- Proactive with pleasing personality

No of Position – 1 (One), Posting Location – Chengalpattu



Job Title – Hindi Translator

Age limit

Upto 35 years.

Qualifications and skills

1. Any Bachelor's degree and recognized Diploma or Certificate course in Hindi.
2. Minimum 3 years of professional translation experience.
3. Proficiency in Hindi and English, with exceptional grammar and writing skills in both languages.
4. Strong knowledge of for accurate, contextually relevant translations.
5. Ability to meet deadlines and manage multiple projects simultaneously.
6. Proficiency with translation software and tools.
7. Excellent attention to detail and a passion for linguistic excellence.
8. Effective communication skills for collaboration within a diverse team.
9. Strong work ethic and a commitment to delivering high-quality translations.

Roles and Responsibilities

1. Translate written content from English to Hindi and vice versa, maintaining the original meaning, format, and tone.
2. Collaborate with cross-functional teams, including content creators and designers, to ensure translations align with our company standards.
3. Edit and proofread translated content for accuracy, consistency, and adherence to linguistic.

No of Position – 1 (One)

Posting Location – Chengalpattu