



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

Advertisement No: HBL/HR/AD/2024-25/05

Date : 29.10.2024

On Regular role:

1. Assistant CFO / Senior Manager (Finance)

On Fixed Term Contract basis:

2. Manager (Liaisoning)
3. Officer – Finance
4. Senior Executive (HR) / Assistant Manager (HR)
5. Executive (HR) / Senior Officer (HR)
6. Officer – HR
7. HR Consultant
8. Deputy Manager / Manager (Mechanical)
9. Deputy Manager / Manager (Water System)
10. Deputy Manager / Manager (Electrical)
11. Officer (Fire & Safety)
12. Officer (Electrical)
13. Senior Executive (Purchase) / Assistant Manager (Purchase)
14. Officer (Purchase) / Senior Officer (Purchase)

- Qualification, Skills, Experience required and other details are attached in Annexures.
- HR Consultant position shall be available subject to the approval from HBL Board.
- Candidates can apply only one position.
- Interested Candidate may fill the application form attached and send it along with Biodata to the following address by Hard Copy or soft copy to [hr@hllbiotech.com](mailto:hr@hllbiotech.com) on or before **10th November 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** – Assistant CFO / Senior Manager (Finance)

### **Age limit**

below 50 years.

### **Qualifications and skills**

Any degree with Professional Qualification CA with minimum 4-6 years or ICWA with 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** – Officer (Finance)

**Age limit**

Below 50 Years.

**Qualifications and skills**

Any degree with Professional Qualification CA/ CMA semi qualified with minimum 4-6 years relevant experience.

**Roles and Responsibilities**

1. Maintaining financial records.
2. Handling accounts payable and receivable.
3. Checking invoices.
4. Posting Journal Entries.
5. Resolving accounts to the general ledger.
6. Contacting clients about transactions and invoices.
7. Handling queries related to accounts.
8. Assist in the Audits.
9. Statutory Filings Such as TDS&GST.

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Manager (Liaisoning)

**Age limit**

Below 50 Years.

**Qualification and Experience**

Bachelor degree in Biotechnology with 8-10 years of experience or Master degree in Biotechnology with 3-5 years of experience.

**Roles and Responsibilities**

- Maintaining communication records with Ministry of Health & Family Welfare on representing the company.
- Identifying and solving communication issues and developing healthy professional relationships.

**Skills required:**

Skills include the ability to express clearly, listen actively, to establish rapport with diverse peoples and cultures, to negotiate and compromise when needed and to analyse, evaluate problems and propose solutions, as well as plan and prioritize tasks.

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Senior Executive (HR) / Assistant Manager (HR)

**Age limit** Below 50 Years.

**Qualifications and skills**

Master degree in HR or PGD in HRM with minimum 7 years relevant post-qualification experience.

**Roles and Responsibilities**

1. Manage end-to-end recruitment processes, including job posting, sourcing, screening, and interviewing candidates.
2. Payroll Processing: To calculate salaries including components like Basic, HRA, allowances, deductions (PF, ESI, PT), and taxes. Ensure timely salary disbursement to employees. Handle payroll queries and resolve any discrepancies.
3. Provident Fund (PF): Filing monthly PF returns and submitting relevant forms to the Employee Provident Fund Organization (EPFO). Maintain accurate PF records and ensure compliance with PF regulations.
4. Employee State Insurance (ESI): Filing monthly ESI returns and submitting required documents to the Employee State Insurance Corporation (ESIC).
5. Statutory Compliance: Ensure adherence to various labour laws, such as PF Act, ESI Act, Minimum Wages Act, Payment of Gratuity Act, and other relevant regulations.
6. SAP Handling (HR Module): Manage HR-related data in SAP, including employee records, attendance, payroll data, and leave management. Process payroll and other HR transactions within the SAP system.
7. Time Office Management: Monitor and manage attendance, leave, and overtime of employees. Generate reports on employee attendance, absenteeism, and leave balances.
8. Professional Tax (PT) Payments: Deduct professional tax (PT) from employee salaries as per state regulations. File PT returns and maintain records for future reference.
9. Annual Performance Appraisal Reports (APAR): Coordinate for the APAR process for employees, ensuring timely completion. Ensure feedback and ratings are collected from both employees and their supervisors. Maintain records of the APAR outcomes for reference
10. Factories Act Compliance: Ensure compliance with the Factories Act, 1948 and Factory license renewal on time. File statutory returns with the relevant authorities as required by the Factories Act.
11. Employee Insurance: Oversee employee health insurance schemes, ensuring timely enrolment and coverage updates. Manage insurance claims and coordinate with insurance providers.
12. Exit Formalities: Manage the entire exit process, including resignation, retirement, and termination procedures. Conduct exit interviews and gather feedback for organizational improvement. Ensure timely settlement of final dues, PF transfers, and insurance claim processing.

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Executive (HR) / Senior Officer (HR)

**Age limit** Below 50 Years.

**Qualifications and skills**

Master degree in HR or PGD in HRM with minimum 6 years relevant post-qualification experience.

**Roles and Responsibilities**

1. Manage end-to-end recruitment processes, including job posting, sourcing, screening, and interviewing candidates.
2. Payroll Processing: To calculate salaries including components like Basic, HRA, allowances, deductions (PF, ESI, PT), and taxes. Ensure timely salary disbursement to employees. Handle payroll queries and resolve any discrepancies.
3. Provident Fund (PF): Filing monthly PF returns and submitting relevant forms to the Employee Provident Fund Organization (EPFO). Maintain accurate PF records and ensure compliance with PF regulations.
4. Employee State Insurance (ESI): Filing monthly ESI returns and submitting required documents to the Employee State Insurance Corporation (ESIC).
5. Statutory Compliance: Ensure adherence to various labour laws, such as PF Act, ESI Act, Minimum Wages Act, Payment of Gratuity Act, and other relevant regulations.
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No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Officer (HR)

**Age limit** Below 50 Years.

**Qualifications and skills**

Master degree in HR or PGD in HRM with minimum 1-2 years relevant post-qualification experience.

**Roles and Responsibilities**

1. Manage end-to-end recruitment processes, including job posting, sourcing, screening, and interviewing candidates.
2. Payroll Processing: To calculate salaries including components like Basic, HRA, allowances, deductions (PF, ESI, PT), and taxes. Ensure timely salary disbursement to employees. Handle payroll queries and resolve any discrepancies.
3. Provident Fund (PF): Filing monthly PF returns and submitting relevant forms to the Employee Provident Fund Organization (EPFO). Maintain accurate PF records and ensure compliance with PF regulations.
4. Employee State Insurance (ESI): Filing monthly ESI returns and submitting required documents to the Employee State Insurance Corporation (ESIC).
5. Statutory Compliance: Ensure adherence to various labour laws, such as PF Act, ESI Act, Minimum Wages Act, Payment of Gratuity Act, and other relevant regulations.
6. SAP Handling (HR Module): Manage HR-related data in SAP, including employee records, attendance, payroll data, and leave management. Process payroll and other HR transactions within the SAP system.
7. Time Office Management: Monitor and manage attendance, leave, and overtime of employees. Generate reports on employee attendance, absenteeism, and leave balances.
8. Professional Tax (PT) Payments: Deduct professional tax (PT) from employee salaries as per state regulations. File PT returns and maintain records for future reference.
9. Annual Performance Appraisal Reports (APAR): Coordinate for the APAR process for employees, ensuring timely completion. Ensure feedback and ratings are collected from both employees and their supervisors. Maintain records of the APAR outcomes for reference.
10. Factories Act Compliance: Ensure compliance with the Factories Act, 1948 and Factory license renewal on time. File statutory returns with the relevant authorities as required by the Factories Act.
11. Employee Insurance: Oversee employee health insurance schemes, ensuring timely enrolment and coverage updates. Manage insurance claims and coordinate with insurance providers.
12. Exit Formalities: Manage the entire exit process, including resignation, retirement, and termination procedures. Conduct exit interviews and gather feedback for organizational improvement. Ensure timely settlement of final dues, PF transfers, and insurance claim processing.

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Deputy Manager / Manager (Mechanical)

**Age limit** Below 50 Years.

**Qualifications and skills**

Diploma in Mechanical with minimum 20 years or Bachelor of Engineering with minimum 15 years of relevant experience.

**Roles and Responsibilities**

- Operation, maintenance, validation, installation and commissioning of equipment's / operation system :
  - a) Air compressor and its distribution system
  - b) Boiler, high pressure and low pressure steam distribution system and condensate recovery system
  - c) Chiller and its distribution system (Primary pump, Secondary pump, Tertiary pump)
  - d) Brine Chiller and its distribution system
  - e) Cooling tower and its distribution system
  - f) Hydro pneumatic pumping system
  - g) Men and Material Lift
- Handle welding of all pipe lines and structural fabrication works .
- Statutory clearance of boilers and Lifts.
- Maintain the online stack emission monitoring system with in the PCB norms.
- Maintain the centralised tools and tackles room and mechanical workshop
- Preparation of annual O & M budget projections, evaluation of operation time vs repair and maintenance cost of each equipment /system for the year related to mechanical section
- Intra and Inter departmental coordination in handling shift activities, Preventive maintenance, break down maintenance, maintaining equipment history record, SOP preparation and training, calibration of MMI's, IOQ preparation and its execution, cGMP documentation related to mechanical section.
- Intra and Inter departmental coordination in execution of internal audits, preparation of Annual PM schedule, Incident report, Deviations, CAPA reports related to mechanical section
- Intra and Inter departmental coordination in raising Indent, procuring spares, raising service order, Finalising and renewal of AMC Agreement related to mechanical section.
- Vendor coordination for fabrication, erection, installation, testing and commissioning of equipment's and pipelines related to mechanical section and New Projects.

No of Position – 1 (One)

Posting Location – Chengalpattu





**Job Title** – Deputy Manager / Manager (Water System)

**Age limit**

Below 50 Years.

**Qualifications and skills**

Diploma in Mechanical with minimum 20 years or Bachelor of Engineering with minimum 15 years of relevant experience.

**Roles and Responsibilities**

- Operation, maintenance, validation, installation and commissioning of equipment's / operation system:
  - h) Sewage Treatment Plant
  - i) Effluent treatment plant (moving bed biological reactor, RO)
  - j) Zero liquid Discharge Plant (Evaporator, Filter press)
  - k) In activated liquid biological waste Collection tank and Kill tank
  - l) Packaging Equipment's in Secondary Package (vial inspection, Vial labelling, Carton coder and VVM Dot applicator)
  - m) Ware house Equipment's
- Erection and maintenance of ETP/ STP/ Rain water Pits, transfer lines, Intermediate Storage and plumbing.
- Maintenance of the testing lab at ETP
- Ensure the water quality at STP and ETP as per the PCB norms.
- ETP generated Solid Waste Management.
- Maintain the water and waste water pipelines and its fitting in all the block. Preparation of annual O & M budget projections, evaluation of operation time vs repair and maintenance cost of each equipment /system for the year.
- Intra and Inter departmental coordination in handling shift activities, Preventive maintenance, break down maintenance, maintaining equipment history record, SOP preparation and training, calibration of MMI's, IOQ preparation and its execution, cGMP documentation related to above listed equipment's.
- Intra and Inter departmental coordination in execution of internal audits, preparation of Annual PM schedule, Incident report, Deviations, CAPA reports related to above listed equipment's.
- Intra and Inter departmental coordination in raising Indent, procuring spares, raising service order, Finalising and renewal of AMC Agreement related to mechanical section.
- Vendor coordination for fabrication, erection, installation, testing and commissioning of equipment's and pipelines related to above listed equipment's and New Projects.

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Deputy Manager / Manager (Electrical)

**Age limit**

Below 50 Years.

**Qualifications and skills**

Diploma in Electrical with Minimum 20 Years or Bachelor of Engineering in Electrical with minimum 15 years relevant experience.

**Roles and Responsibilities**

- Operation, maintenance, Qualification, installation and commissioning of equipment's / operation system:
  - a) 110 kVa Switch yard and power distribution System
  - b) 11 KVa Supply and Distribution system
  - c) LT and HT DG
  - d) Transformer and its Distribution lines
  - e) HT and LT panel, UPS System and Battery Charger
  - f) Control panel of Utility and Process Equipment's
  - g) Solar power generation system
  - h) Lightening arrester
- Co-ordinate with TANGEDCO for quality power supply to IVC facility
- Obtaining / renewal of CEA certification and other electrical statutory approvals.
- Preparation of annual O & M budget projections, power and Diesels cost.
- Intra and Inter departmental coordination in handling shift activities, Preventive maintenance, break down maintenance and providing street and block lighting.
- Intra and Inter departmental coordination in raising Indent, procuring electrical spares, raising service order, Finalising and renewal of AMC Agreement related to Electrical section.
- Vendor coordination for erection, installation, testing and commissioning of equipment's related to Electrical section and New Projects
- Planning and execution of Annual Maintenance Contracts of Electrical equipment's like UPS system, DG set, Transformers, Circuit breakers etc.
- Ensure proper relay and energy meter calibration as per schedule
- Checking the efficient of Earth Pits (individual and combined value)

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Officer (Fire & Safety)

**Age limit**

Below 50 Years.

**Qualifications and skills**

Master degree in Fire & Safety Management or PGD in Fire & Safety Management with minimum 7 years relevant experience.

**Roles and Responsibilities**

- Checking and operation of fire pumps on regular basis and making the system under working condition at all the times.
- Inspection and maintenance of portable fire extinguishers at all the blocks periodically.
- Checking and maintenance of fire alarm devices and making it trouble free through regular inspection.
- Checking the operation of public address and two way talk back system on regular basis.
- To provide work permit wherever the critical activities going on.
- To coordinate and assist for training to the employees on fire protection system as and when required.

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Officer (Electrical)

**Age limit**

Below 50 Years.

**Qualifications and skills**

Bachelor of Engineering in Electrical with minimum 7 years relevant experience.

**Roles and Responsibilities**

- Operation of 11 KV substation, distribution transformer, HTDG sets, Main LT panel, ICOG panel, APFC panel, Battery charger, UPS system, Internal street lights, Gate office, lighting and power distribution.
- Log book maintenance for system operation.
- Carryout day to day maintenance and monitoring of LT DG set.
- Carryout changeover of EB to DG and DG TO EB during power shutdowns and restoration.
- Responsible for operation and maintenance of street light and lightning Arrestors inside IVC facility.

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Senior Executive (Purchase) / Assistant Manager (Purchase)

**Age limit**

Below 50 Years.

**Qualifications and skills**

Any degree / master degree with minimum 7 years relevant experience.

**Roles and Responsibilities**

- Preparation and Publication of Global, Domestic & Limited Tenders.
- Processing of indent request from the user departments for the purchase of Raw Materials, Spares and other inventory items through closed quotation basis.
- Assistance in evaluation of commercial and Financial Tenders, RFPs & RFQs.
- Negotiation with L-1 vendors for ensuring effectiveness in cost and quality.
- Issue of Purchase Order, Service Order & Work Orders and subsequent amendment for Open Tenders and Limited Tenders.
- Preparation & Issuance of Annual Rate Contracts for Chemicals, Reagents, IT Consumables & Office Stationery.
- Execution of import documentation activities including operating of LC.
- Preparation of documents for customs clearance of imported items.
- Vendor management/ Contract Management to ensure Timely Delivery
- Reviewing and processing of Running Bills and Payment Notes for release of payment to the vendor.
- Control and manage inventory
- Manage customer service requests promptly and resolve issues quickly
- Preparation of Goods Receipt Note (GRN) & Oversee the receipt and disposal of materials entering or leaving warehouse.
- Handling of Gate Pass and Oversee the movement of Returnable gate pass (RGP) & Non-Returnable gate pass (NRGP) materials.
- Post Contract Management including like agreement with vendor for execution of AMC, Supply of Spares

No of Position – 1 (One)

Posting Location – Chengalpattu



**Job Title** – Officer (Purchase) / Senior Officer (Purchase)

**Age limit**

Below 50 Years.

**Qualifications and skills**

Any degree / Master degree with minimum 6 years relevant experience.

**Roles and Responsibilities**

- Preparation and Publication of Global, Domestic & Limited Tenders.
- Processing of indent request from the user departments for the purchase of Raw Materials, Spares and other inventory items through closed quotation basis.
- Assistance in evaluation of commercial and Financial Tenders, RFPs & RFQs.
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No of Position – 1 (One)

Posting Location – Chengalpattu