

HLL BIOTECH LIMITED – REGULAR/FIXED TERM CONTRACT POSTS

Advertisement No: HBL/HR/AD/2025-2026/03

Date: 30.07.2025

On Regular/Fixed Term Contract basis:

1. Senior Manager – Utility & Operations
 2. Deputy Manager/ Manager – HVAC & Mechanical
 3. Consultant – HR & Administration
 4. Officer - HR
 5. Executive Assistant to CEO
 6. Executive – Corporate Governance & Government Relations
 7. Assistant Manager – Validation
 8. Officer - Validation
 9. Office Attendant
- Qualification, Skills, Experience required and other details are attached in Annexure.
 - Interested Candidates may send the Biodata or Resume with the application form attached in the website to the following address by Hard Copy or soft copy to hr@hllbiotech.com on or before 05th August 2025 @ 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 / 9363767183.

1. Name of the post: Senior Manager - Utility & Operations

Qualification and Experience

- Diploma / Master's degree with 9 - 12 years of experience in Mechanical/ Electrical/ Industrial Engineering.
- Should have working experience in a Pharma/ vaccine company that is under operational and functional incurring revenue.

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.

No. of Positions: 1

2. Name of the post: Deputy Manager / Manager (HVAC & Mechanical)

Qualification

- Bachelor degree in Mechanical Engineering with 5-7 years of experience in HVAC system design, installation, operation, and maintenance.

Experience:

- At least 5 years of relevant experience in handling industrial HVAC projects are eligible to apply.
- Should have working experience in a Pharma/ vaccine company that is under operational and functional incurring revenue.

Roles and responsibilities

- HVAC validation in cleanroom.
- Execution & Commissioning of Process & Utility equipment's like Reactors, Centrifuge, RCVD, ANFD, Filtration equipment's, all types of pumps, cooling towers, Chillers, Etc. Within time schedule as per cGMP, Good engineering practices and Safety.
- P & ID and layouts preparation.
- New equipment's designing and inspection as per User requirements.
- Cost estimation and BOQ preparation as per approved layouts and P&ID.
- Preparation of DSR (Design standard requirement) for the new process equipment in coordination with user department by considering the user requirement specifications and manufacturing design standards.

- Coordinating with vendors and clearing technical specification and following the dispatch schedules.
- Preparation of project schedule and execution of projects as per schedule.
- Coordinating and execution of factory acceptance test of the equipment's at vendor site prior to dispatch.
- Preparation qualification documents (URS, DQ, IQ, OQ, PQ) of Process Equipment's, Utility equipment's and HVAC systems as per cGMP norms and good engineering practices.
- Trouble shooting of problems and ensure that no impact on process.
- Execution and Validation of HVAC Systems.
- AMC's with all equipment & timely renewal of AMC's
- Preparing Annual review reports for HVAC System.
- Preparing the Schematic drawing for the project HVAC System Ducting.
- Calculating the Duct Sizing according to the CFM following, air distribution duct design, selection of diffusers, grilles, G.I sheet etc.

Essential skills required

- Knowledge of Auto CAD

No. of positions: 2

3. Name of the post: **Consultant – HR & Administration**

Qualification

- Post Graduate in Personnel Management / HRM
- Certification in Industrial Relations and Labour Welfare is desirable.
- Should be a retired person with active health who can guide the team.
- Should be able to speak English and local language.
- Knowledge of Hindi is an added advantage.

Experience:

- Minimum **25-30 years** of relevant experience in handling HR & administrative matters in reputed organizations.
- Should have worked in minimum of three vaccine / pharma companies.
- Experience in recruitment, policy drafting, grievance handling, legal compliance, contract staff management, and general administration.

Roles and responsibilities

1. Human Resource Management

- Develop and update HR policies, manuals, and standard operating procedures (SOPs) in line with organizational goals and labour laws.
- Oversee end-to-end recruitment processes including job postings, candidate screening, interviews, on boarding, and documentation.

- Manage employee records, contracts, leave management, and performance evaluation systems.
- Facilitate staff training, capacity-building programs, and employee development initiatives.
- Advise on manpower planning, succession planning, and organizational restructuring.
- Address employee grievances, handle disciplinary actions, and promote a healthy workplace culture.

2. Policy Advisory & Strategic HR Support

- Provide expert advice to management on HR strategies, employee retention, and change management.
- Draft and implement HR strategies in alignment with organizational objectives.
- Evaluate existing HR practices and recommend improvements for greater efficiency and compliance.
- Assist in preparing reports, HR dashboards, and performance metrics for senior management.

3. Administrative Functions

- Manage general administration activities such as office management, housekeeping, logistics, facility services, and asset management.
- Coordinate procurement and inventory management for administrative supplies and services.
- Ensure effective record-keeping, file management, and confidentiality of sensitive documents.
- Supervise vendor and service provider performance related to office operations.

4. Statutory Compliance & Legal Matters

- Ensure adherence to statutory and regulatory requirements under labour laws (e.g., PF, ESI, gratuity, contract labour, etc.).
- Liaise with government departments and legal advisors for labour compliance, inspections, and dispute resolution.
- Prepare compliance reports and documentation for audits or regulatory reviews.

5. Contractual and Outsourced Staff Management

- Oversee engagement and monitoring of outsourced/contractual manpower.
- Vet contracts, service agreements, and ensure service-level agreements (SLAs) are enforced.
- Monitor attendance, payment processing, and performance of third-party staff/vendors.

No. of Positions: 1

4. Name of the post: Officer – HR

Qualification

Bachelor's degree / Master's degree preferably in Human Resource Management.

Post Qualification Experience:

0-3 Years

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.

Skills:

- Strong knowledge of HR processes, policies, and best practices.
- In-depth understanding of 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.

No. of positions: 2

5. Name of the post: **Executive Assistant to CEO**

Qualification

Any Bachelor's degree / Master's degree.

Post Qualification Experience:

0-3 Years

Roles and Responsibilities:

- Maintain CEO's agenda and assist in planning appointments, board meetings, conferences etc
- Prepare reports and presentations
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements (Air ticketing, Visa and Hotel Bookings)
- Handle confidential documents ensuring they remain secure.
- Handled correspondence
- Examine correspondence and reply as instructed
- Maintain schedules and follow ups.
- Daily record keeping and filing of documents.
- Professionally greet and receive guests and clients.

- Ensure efficient and effective administrative information and assistance.

SECRETARIAL SKILLS

- Calendar maintenance
- Drafting Letters
- Recording minutes
- Meeting coordination
- Files maintenance
- Record keeping
- Reports preparation
- Handling phone calls
- Travel Management
- Financial records
- Administrative support

PERSONALITY TRAITS

- Accuracy
- Excellent Organizational Skills | Confidentiality
- Planning & Time Management
- Initiative | Reliability | Stress Tolerance.
- Proactive.

LINGUISTIC SKILLS

English
Hindi - desirable

No. of Positions – 1

6. Name of the post: Executive - Corporate Governance & Government relations.

At HLL Biotech Limited, we thrive when our people thrive. We're currently looking for an executive assistant to be a supportive force who empowers our senior leadership. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention for details. This person should have experience working in an office environment, performing administrative duties, and providing support to senior leadership. We rely on executive assistants to be flexible and consistent while maintaining the confidentiality of high-level systems and operations.

Qualification

- Any Bachelor's degree / Master's degree.
- Knowledge of Applied Microbiology and biotechnology will be an added advantage.

Post Qualification Experience:

0-2 Years

Objectives of this role

- Support the CEO primarily and provide additional support to executive team members, as directed, to ensure that company goals and objectives are accomplished and that operations run efficiently
- Maintain and refine internal processes that support high-ranking executives companywide, and coordinate internal and external resources to expedite workflows
- Manage communication with employees by liaising with internal and external executives on various projects and tasks
- Plan and orchestrate work to ensure that senior executives' priorities are met, organizational goals are achieved, and best practices are upheld

Roles and Responsibilities

- Manage professional and personal scheduling for CEO, including agendas, mail, email, phone calls, client management, and other company logistics
- Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives
- Provide administrative and office support, such as typing, dictation, spreadsheet creation, making presentations and maintenance of filing system and contacts database.
- Maintain professionalism and strict confidentiality with all materials
- Organize team communications and plan events, both internal and off-site
- Monitor and analyse legislative and regulatory developments
- Develop and maintain relationships with government officials and agencies
- Advocate for the organization's interests in public policy discussions like COPU
- Prepare policy briefs, reports, and position papers

- Coordinate with internal departments on compliance and policy alignment
- Represent the organization at public hearings, meetings, and events
- Track and report on government initiatives affecting the organization
- Organize and participate in lobbying efforts
- Ensure timely communication of government actions to stakeholders

Required skills

- Proficiency in Hindi is an added advantage.
- Excellent written and verbal communication skills.
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects
- Proficiency with office productivity tools and an aptitude for learning new systems.
- Flexible team player, willing to adapt to changes and unafraid of challenges
- Ability to maintain confidentiality of information related to the company and its employees.

Number of Positions: 1

7. Name of the post: Assistant Manager – Validation

Qualification

Master's degree preferably in Microbiology / Biotechnology / Biochemistry, Pharmacy or related Life Sciences.

Experience

- 2 - 5 Years' experience in validation.
- Should have working experience in Pharma / Vaccine company.

Roles and Responsibilities:

- Conducting validation activities as per master schedule
- Preparation and execution of validation protocols like Thermal validations, Area & Equipment qualifications.
- Coordinating the Qualification & validation activities with the cross functional teams.
- Execute and review validation studies, ensuring compliance with cGMP and industry standards.
- Coordinate qualification and validation activities effectively with cross-functional teams including Engineering, Production, and Quality Control.
- Periodically update the Validation Master Plan (VMP) and prepare a monthly qualification activity schedule.

- Maintain accurate documentation and timely reporting of validation outcomes and deviations.
- Manage and support change controls related to validation and qualification.
- Ensure compliance with internal SOPs and regulatory requirements.
- Sound knowledge of validation life cycle and regulatory expectations.
- Strong documentation and coordination skills.

No. of positions: 1

8. Name of the post: Officer – Validation

Qualification

Bachelor's degree / Master's degree in Life Sciences.

Experience:

- 0-2 Years' experience in validation.

Roles and Responsibilities:

- Conducting validation activities as per master schedule
- Preparation and execution of validation protocols like Thermal validations, Area & Equipment qualifications.
- Coordinating the Qualification & validation activities with the cross functional teams.
- Execute and review validation studies, ensuring compliance with cGMP and industry standards.
- Coordinate qualification and validation activities effectively with cross-functional teams including Engineering, Production, and Quality Control.
- Periodically update the Validation Master Plan (VMP) and prepare a monthly qualification activity schedule.
- Maintain accurate documentation and timely reporting of validation outcomes and deviations.
- Manage and support change controls related to validation and qualification.
- Ensure compliance with internal SOPs and regulatory requirements.
- Sound knowledge of validation life cycle and regulatory expectations.
- Strong documentation and coordination skills.

No. of positions: 1

9. Name of the post: Office Attendant

Qualification

- Minimum 8th Pass.
- Should be a retired person with active health
- Should be able to understand and speak local language.
- Should have knowledge of company norms.

Experience:

- Prior experience in a similar role in a government/PSU/private organization is desirable.

Roles and Responsibilities:

- Carrying files, documents, registers, and official papers between departments or officers.
- Dispatching letters, files, and circulars internally.
- Making and serving tea/coffee/water to staff and visitors.
- Cleaning and dusting office furniture, equipment, and premises.
- Opening and closing office rooms as required.
- Assisting officers during meetings by providing necessary stationery or refreshments.
- Setting up rooms for meetings or office functions.
- Operating office equipment like photocopiers, shredders, or binding machines when needed.
- Helping in minor errands or outdoor duties (e.g., buying office supplies).

Nature of work:

- Mostly non-technical and routine.
- Requires punctuality, honesty, and basic discipline.

No. of positions: 1