



HLL BIOTECH LIMITED – FIXED TERM CONTRACT POSTS

Advertisement No: HBL/HR/AD/2024-25/06

Date : 04.01.2025

On Fixed Term Contract basis:

1. Assistant Manager (Corporate Governance and Govt. Relations)
 2. Executive (Corporate Governance and Govt. Relations)
 3. Engineer (Instrumentation)
- Qualification, Skills, Experience required and other details are attached in Annexure.
 - Candidates can apply only one position.
 - Interested Candidates 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 on or before **10th January 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 – Assistant Manager (Corporate Governance and Govt. Relations)

Age limit

Upto 35 years.

Qualification

Essential: Masters in Life Sciences (Essential)

Degree / Diploma in Public Relations / HR will be an added advantage.

Experience : 2 – 4 Years

ROLES AND RESPONSIBILITIES

- 1) Manages corporate processes and documentation for activities overseen by CEO and with MOHFW, playing a catalyst role between MOHFW and Company.
- 2) Assists leadership of the company in the initiatives designed to expand collaborations for technology and improve profitability.
- 3) Monitors and reports to senior management on all government related activities affecting the company's business interests.
- 4) Co-ordinates with company secretary to ensure all government related activities conducted by company meet all regulatory requirements.

Skills

- 1) Excellent communication skills including written and oral communication and listening skills.
- 2) Strong project management skills to attend and organize the events.
- 3) Strategic management which includes balancing priorities.
- 4) Excellent interpersonal relations.
- 5) Multi-tasking abilities.

Languages Known:

English and Hindi (Essential)

No. of Position – 1 (One)

Posting Location – Chengalpattu.



Job Title – Executive (Corporate Governance and Govt. Relations)

Age limit

Upto 30 years.

Qualification

Essential: Any Bachelor Degree

Degree / Diploma in Public Relations / HR will be an added advantage.

Experience: 0 – 2 Years

ROLES AND RESPONSIBILITIES

1. Manages corporate processes and documentation for activities overseen by CEO and with MOHFW, playing a catalyst role between MOHFW and Company.
2. Assists leadership of the company in the initiatives designed to expand collaborations for technology and improve profitability.
3. Monitors and reports to senior management on all government related activities affecting the company's business interests.
4. Co-ordinates with company secretary to ensure all government related activities conducted by company meet all regulatory requirements.

Skills

1. Excellent communication skills including written and oral communication and listening skills.
2. Strong project management skills to attend and organize the events.
3. Strategic management which includes balancing priorities.
4. Excellent interpersonal relations.
5. Multi-tasking abilities.

Languages known:

English and Hindi (Essential)

No. of Position – 1 (One)

Posting Location – Chengalpattu.

Job Title – Engineer (Instrumentation)

Age limit

Upto 45 years.

Qualification 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.