

HLL BIOTECH LIMITED – REGULAR/FIXED TERM CONTRACT POSTS

Advertisement No: HBL/HR/AD/2025-2026/02

Date: 06.06.2025

On Regular basis:

1. Deputy Vice President / Deputy General Manager (Technical & Administration)

On Fixed Term Contract basis:

2. Senior Manager – Utility & Operations
3. Manager – HVAC
4. Manager – Projects and Mechanical
5. Consultant – HR & Administration
6. Officer - HR
7. Officer – Cell Culture
8. Scientist – Downstream Process

- Qualification, Skills, Experience required and other details are attached in Annexures.
- 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 15th June 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

Annexure

1. Name of the post: **Deputy Vice President (DVP) / Deputy General Manager (DGM) - Technical and Administration**

Age limit

40 - 50 years.

Qualifications and skills

- Post-graduation in Life sciences /Biotechnology/ Biochemistry / Pharmacy.
- Desirable: Master Degree in Business administration

Post Qualification Experience:

Minimum 15 years post qualification experience in Manufacturing Industry preferably in Vaccine / BioSimilars/ Bio-Pharma Industries with hands on experience in Operations / Administration out of which minimum 12 years should be in a senior managerial position.

Duties & Responsibilities:

The Deputy Vice President (DVP) / Deputy General Manager (DGM) - Technical and Administration for the factory is responsible for overseeing the technical and administrative functions within the manufacturing environment. This position plays a crucial leadership role in ensuring the smooth operation of technical systems, manufacturing processes, and administrative functions. The DVP / DGM will lead both technical and administrative teams, drive operational excellence, enforce compliance, and ensure efficient use of resources to meet production goals. The position requires strategic thinking, strong problem-solving abilities, and a focus on improving productivity and cost-effectiveness.

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

Administrative Responsibilities:

- Leadership: Assist in the management of administrative functions, including human resources, finance, procurement, and supply chain management.
- Budget Management: Work with the finance team to create and manage the factory's annual budget, monitor expenses, and identify cost-saving opportunities.
- Compliance: Ensure compliance with industry regulations and internal policies related to safety, health, and environmental standards.
- Team Management: Supervise and mentor department heads in technical and administrative areas, fostering a culture of continuous improvement and collaboration.
- Strategic Planning: Development and execution of short and long-term strategic plans for the factory, focusing on both technical advancements and administrative efficiency.
- Collaboration: Collaborate with the Head of the Operations, production, and other departments to ensure the factory runs efficiently and effectively.
- Problem-Solving: Address operational challenges and provide innovative solutions that enhance overall factory performance.
- Staff Development: Lead and support the professional development of technical and administrative staff through training, skill development, and performance evaluations.

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.

2. Name of the post: Senior Manager (Utility and Operations)

Qualification and Experience

- Master's degree with 10 - 15 years of experience in Mechanical/ Electrical/ Industrial Engineering.

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.

3. Name of the post: Manager (HVAC)

Qualification

- Master's degree with 10 - 12 years of experience in Mechanical Engineering.

Experience:

- At least 10 years of relevant experience in HVAC system design, installation, operation, and maintenance.
- Experience in handling large commercial or industrial HVAC projects preferred.
- Familiarity with national and international HVAC codes and standards.
- Should have working experience in a Pharma/ vaccine company which is operational.

Roles and responsibilities

- Oversee the planning, implementation, and supervision of HVAC system installation, operation, and maintenance activities.
- Ensure timely maintenance and servicing of HVAC equipment, including chillers, AHUs, VRV/VRF systems, ducting, pumps, and cooling towers.
- Monitor the functioning of HVAC systems to ensure optimal performance and energy efficiency.
- Manage a team of HVAC technicians, engineers, and subcontractors.
- Assign tasks, monitor performance, and ensure adherence to maintenance schedules and safety standards.
- Conduct regular team briefings and technical training to enhance staff capabilities.
- Lead HVAC-related components in construction and retrofit projects, ensuring project timelines, budget constraints, and quality standards are met.
- Coordinate with architects, consultants, electrical/plumbing teams, and vendors during project planning and execution.
- Ensure all HVAC activities comply with relevant building codes, environmental regulations, ASHRAE standards, OSHA norms, and local laws.
- Maintain documentation for inspections, permits, and compliance audits.
- Implement workplace safety measures and emergency protocols for HVAC operations.
- Prepare and manage HVAC department budgets, including cost estimation for new installations and repairs.
- Approve requisitions for equipment, tools, spare parts, and consumables.
- Negotiate with vendors and service providers for contracts and maintenance agreements.
- Diagnose and resolve complex HVAC issues, including airflow imbalances, refrigerant leaks, compressor failures, etc.
- Maintain comprehensive records of equipment performance, service history, and operational KPIs.
- Generate reports for senior management on energy consumption, system uptime, maintenance activities, and cost savings.
- Monitor HVAC systems for energy usage and environmental impact.
- Implement initiatives to reduce carbon footprint, including use of smart HVAC controls and automation.

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.

4. Name of the post: Manager (Projects & Mechanical)

Qualification

- Master's degree with 10 - 12 years of experience in Mechanical Engineering.

Experience:

- Minimum **10 years** of experience in mechanical engineering project execution, preferably in large infrastructure, industrial, or utility-based projects.
- Proven track record of handling end-to-end project life cycles, including planning, procurement, execution, commissioning, and handover.
- Strong understanding of mechanical systems, piping, HVAC, fabrication, quality control and safety standards.

Roles and responsibilities

- Lead end-to-end execution of mechanical engineering projects, including planning, scheduling, budgeting, and commissioning.
- Develop detailed project plans, resource allocation schedules, and milestone tracking systems.
- Monitor project progress to ensure timelines, cost targets, and quality standards are met.
- Provide technical oversight for all mechanical systems including HVAC, piping, equipment installation, fabrication, and utility systems.
- Review and approve engineering designs, drawings, and technical specifications.
- Ensure mechanical works comply with applicable codes, standards, and regulations (e.g., ASME, API, IS standards).
- Evaluate, select, and manage contractors, vendors, and suppliers for mechanical components and systems.
- Negotiate contracts and ensure timely delivery of materials and services.
- Conduct regular site meetings with contractors to monitor work quality and resolve issues.
- Prepare project budgets and forecasts for mechanical works.
- Monitor expenditures and implement cost-control measures without compromising project quality.
- Approve material procurement and ensure optimal use of resources.
- Lead and manage a team of mechanical engineers, site supervisors, and technicians.
- Assign responsibilities, review team performance, and conduct training as required.
- Foster a culture of accountability, safety, and continuous improvement.
- Implement quality control procedures and conduct inspections to ensure compliance with project specifications.
- Ensure that mechanical installations are tested, commissioned, and documented properly.

- Liaise with QA/QC teams and third-party inspectors during audits and handover phases.
- Identify potential risks in mechanical execution and take corrective actions promptly.
- Troubleshoot complex technical issues during project implementation and operation phases.
- Implement contingency plans to mitigate project delays and failures.
- Ensure adherence to safety regulations and procedures across all project activities.
- Promote and enforce safe working practices among project teams and contractors.
- Coordinate with HSE departments for periodic safety audits and risk assessments.
- Maintain accurate records of project progress, design changes, work completion, and commissioning reports.
- Submit regular progress reports and performance metrics to senior management.
- Ensure proper documentation for statutory approvals and project close-out.
- Act as a point of contact between clients, consultants, regulatory bodies, and internal departments.
- Provide technical inputs and updates during project review meetings.
- Ensure timely resolution of stakeholder concerns and maintain client satisfaction.

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.

5. Name of the post: Consultant – HR & Administration

Qualification

- Graduate in any discipline from a recognized university.
- Postgraduate Degree preferably in Human Resource Management / Personnel Management / Industrial Relations / MBA (HR).

Experience:

- Minimum **20 years** of relevant experience in handling HR & administrative matters in reputed organizations.
- Experience in recruitment, policy drafting, grievance handling, legal compliance, contract staff management, and general administration.
- Experience of working in a consultancy or advisory role is preferred.

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.

6. 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 labour laws, 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.

7. Name of the Post: Officer – Cell Culture

Qualifications and Skills:

- Bachelor's degree / Master's degree in life sciences/ Microbiology/ Biotechnology.

Experience:

- 0-2 Years of experience in biopharmaceutical manufacturing.

Roles and Responsibilities:

- Assist in the preparation of media and buffer solutions, ensuring accuracy, sterility, and proper documentation of all activities.
- Support sterile filtration operations, adhering strictly to aseptic techniques and safety protocols.
- Aid in cell culture and virus culture operations, including preparation, monitoring, and maintenance of culture environments.
- Perform sterilization and decontamination of process materials and equipment using standard procedures such as autoclaving and chemical disinfection.
- Assist with online documentation, including batch records, logbooks, and deviation reports, in accordance with good documentation practices (GDP).
- Support qualification and validation activities for manufacturing equipment, cleanrooms, and utility systems (IQ, OQ, PQ).
- Comply with current Good Manufacturing Practices (cGMP) and Standard Operating Procedures (SOPs) at all times.

8. Name of the post: Scientist (Downstream Process)

Job Description:

A Scientist (Downstream Process) with a specialization in Viral Vaccines would have responsibilities and skillsets that combine the core elements of downstream processing in bio manufacturing with the specific demands of vaccine production. The ideal candidate will have extensive experience in the purification of vaccine antigens, specifically in the areas of Rabies and Japanese Encephalitis. This role requires a deep understanding of various purification and filtration techniques, as well as a strong background in Good Manufacturing Practice (GMP) documentation.

Essential Qualification:

Master of science in Microbiology / Biotechnology / Biochemistry or Master of Pharmacy or MSc in Microbiology/ Biotechnology.

Post Qualification Experience:

3-5 Years of experience in biopharmaceutical manufacturing, specifically in downstream processing of biologics or vaccines.

Experience with viral vaccine production, including cell culture, viral propagation, viral inactivation, purification methods (like chromatography, TFF) and formulation.

Key Responsibilities:

- Perform vaccine antigen purification with a focus on Rabies and Japanese Encephalitis.
- Operate and maintain column chromatography and zonal centrifuge systems for antigen purification.
- Utilize Tangential Flow Filtration (TFF) and other filtration techniques for the purification process.
- Prepare media and solutions required for the purification process.
- Ensure all sterilization techniques are properly applied and maintained.
- Adhere to and maintain GMP documentation throughout the purification process.
- Troubleshoot and resolve any issues related to the purification process.
- Maintain and calibrate process equipment.
- Collaborate with cross-functional teams to ensure the successful development and production of vaccines.

Regulatory Compliance & Documentation:

- Ensure that all downstream processing steps meet regulatory guidelines for vaccine production.

- Prepare and maintain detailed documentation of all processes, procedures, and results to support regulatory filings and inspections.
- Prepare reports for internal stakeholders, regulatory authorities, and quality assurance teams.

Technology Transfer & Scale-Up:

- Lead the technology transfer of viral vaccine production processes from research and development (R&D) to large-scale manufacturing.
- Coordinate the scale-up of viral vaccine purification processes, ensuring that procedures can be replicated at a larger scale with consistent results.
- Work with manufacturing teams to ensure that large batches meet the required specifications for clinical trials and commercial release.