



Advertisement No: HBL/HR/AD/2023-24/01

Date: 06.06.2023

REQUIREMENT OF COMMITTED, PROMISING & RESULT ORIENTED CANDIDATES

HLL Biotech Limited, a Miniratna Central PSU having its State of Art - Integrated Vaccine Complex, is going for further growth and development. The Corporate office & manufacturing facility is located in Chengalpattu, Tamilnadu. The Company believes in achieving organizational excellence through competent human resources and practices having "people centric" approach to achieve its vision to be a premier and integrated company in the Vaccine value chain with strategic presence in Biotech/Pharma both domestic & global sectors.

Company is looking for committed, promising and result oriented candidates for the following positions in **Fixed Term Contract Basis**:

S.No	Name of the post / Grade	Total No. of Posts	Employment Fraction
1	Assistant Engineer (HVAC)	01	Fixed Term Contract Basis
2	Assistant Engineer (Instrumentation)	01	
3	Assistant Engineer (Process Engineering)	01	
4	Administrative Officer	01	
5	Scientific Assistant	01	

HOW TO APPLY?

Interested Candidate may duly fill the application along with Biodata shall be send to following address (or) the scanned copy of the application and Biodata shall be send via Email to hr@hllbiotech.com on or before 16th June 2023 @ 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

S.No	Name of the Post	No. of Post	Degree	Qualification
1	Assistant Engineer (HVAC)	1	BE / B.Tech in Mechanical (or) Electrical Engineering Degree from recognized University or its equivalent.	01. Minimum 03 to 08 years of relevant experience in projects / maintenance of HVAC and allied engineering works in large manufacturing facilities. 02. Candidate should have Good knowledge and experience in HVAC works and should have experience in handling HVAC equipment's of Biotech / Pharma / life science industries preferably. 03. Candidate should have co-ordination experience with work contractors for establishing HVAC and allied project works.
2	Assistant Engineer (Instrumentation)	1	BE / B.Tech in Instrumentation Engineering (or) Electronics & Communication Engineering (or) Electrical & Electronics Engineering Degree from recognized University or its equivalent.	01. Minimum 03 to 08 years of relevant experience in projects / maintenance of Instrumentation and Automation works in large manufacturing facilities. 02. Candidate should have Good knowledge and experience in in handling PLC, HMI, SCADA, BMS and allied Instrumentation works. 03. Candidate should have co-ordination experience with all work contractors for establishing large scale instrumentation works in industry projects.
3	Assistant Engineer (Process Engineering)	1	BE / B.Tech in Bio Medical Engineering (or) Any Engineering Degree from recognized University or its equivalent with Industrial Experience in Handling Production and QC Equipments	01. Minimum 03 to 08 years of relevant experience in projects / maintenance of injectable manufacturing and QC equipments. 02. Candidate should have Good knowledge and experience in in handling Filling Machine, Lyophilizer, Fermenter and Fabricated Vessels etc., 03. Candidate should have co-ordination experience with suppliers in commissioning and qualification of equipments
4	Administrative Officer	1	Any Bachelors Degree Degree from recognized University or its equivalent with wide Administration Experience	01. Minimum 12 to 15 years of Experience in Administration of various industries preferably in some Healthcare associated companies. 02. Candidate should have experience in Handling General Administration, Staff Management, Facility Management, House Keeping, Security Management, CSR Activities in Industries. 03. Candidate should have experience in handling statutory clearances and approvals from Government Bodies
5	Scientific Assistant	1	B.Sc in Bio Chemistry / Bio Technology / Lifescience / Bio Medical Science from recognized University or its equivalent.	01. Minimum 01 to 03 years of Experience in Research & Scientific oriented assignments in Biotech / Pharma / Lifescience industries (or) recognized Research Institutes.

Important Dates:

a) Opening for submission of application: 06.06.2023 (10:00 AM)

b) Last date for Receipt of application: 16.06.2023 (05:00 PM)

Date of Interview & Venue will be intimated to Shortlisted Candidates only.

Instructions to the Candidates

- Candidates should be employed at the time of applying for the post.
- No enquiry asking for advice on eligibility criteria will be entertained.
- All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable).
- Wherever CGPA/OGPA or letter grade in a Degree/Diploma is awarded, equivalent marks must be indicated in the application as per norms adopted by concerned University/Institutes. Candidate shall be required to attach documentary proof/certificate to this effect from the Institute/University while applying for the Post.
- The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application or meeting the advertised specification does not entitle the candidates' eligibility for the post. In case it is detected at any stage of recruitment/ selection/even after appointment that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.
- The e-mail id mentioned in the application form must remain valid for one year. All future communication with the candidates will take place through e-mail only. HBL will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid/wrong id or due to any other reason.
- In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the application form.
- All computations of age/experience requirement /qualification shall be done w.r.t. Date of advertisement.

- Candidates will be not be entertained any reimbursement of TA/DA who are shortlisted for Personal Interview.
- The Management reserves the right to fill up or not to fill up any of the above positions without assigning any reason whatsoever. HBL also reserves the right to cancel/restrict/modify/alter the recruitment process and also reserves the right to increase/decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
- Canvassing by a candidate in any form shall disqualify his/her candidature.
- Any dispute with regard to the said recruitment will be settled within the jurisdiction of Chennai only.
- SC/ST/OBC/PwD candidates will be eligible for relaxation as per Government of India directives.
- Proposed place of posting shown in the detail may vary as per the business requirement, management keeps the right for the final place of posting as deemed fit.
- Essential Qualification other than Minimum experience will be relaxed in case of only Fixed Term Contract Posting.

General Conditions

- Only Indian Nationals are eligible to apply.
- Due to non-submission of correct / valid and legible complete documents, application submitted would be rejected summarily.
- A candidate shall be considered for one post only. However, candidates applying for more than one post will attract cancellation of the candidature.