HLL Biotech Limited
(A Government of India Enterprise)
(Ministry of Health & Family Welfare)

**HLL BIOTECH LIMITED**
**INTEGRATED VACCINE COMPLEX**
**S.NO. 192 & 195, MELERIPAKKAM POST**
**THIRUKALUKUNDRAM (TALUK)**
**CHENGALPATTU, TAMILNADU – 603003.**

**Advertisement No.** HBL/HR/AD/2025-26/04 Date: 02-12-2025

## 1. CHIEF EXECUTIVE OFFICER (CEO)

**Job Title : CHIEF EXECUTIVE OFFICER (CEO)**

**Start Date: 02-12-2025**

**End Date : 31-12-2025**

**Company**

HLL Biotech Limited is established for the manufacture of lifesaving and cost-effective vaccines for the Universal Immunization Program (UIP) of the Government of India.

In order to head this company, we are looking for an experienced Chief Executive Officer (CEO), a dynamic and result oriented leader with experience in driving organizational growth, operational excellence, and long-term strategic vision across [industry/domain]. He should have Proven track record of scaling businesses, building high-performance leadership team, have experience in vaccine / Biopharmaceutical industry, specializing in large-scale operations, regulatory compliance, and public health–driven mission outcomes.

He will be engaging with government agencies, global health bodies, and strategic partners to support long-term organizational sustainability. Skilled in developing global partnerships, leading digital transformation, and fostering a culture of accountability, customer focus, and continuous improvement.

**Tasks**

**Job Responsibilities**

The Chief Executive Officer will be responsible for:

- Organization building, Business development and operations including research, Quality assurance, Manufacturing and marketing.
- Develop a strategic plan to advance the company's mission and to promote revenue, profitability and growth as an organization.
- Oversee company operations to ensure production efficiency, quality, and cost-effective management.
- Co-ordination with the Consultants / Agencies to operationalise the project, ensuring high quality standards.
- Technology sourcing/finalisation.
- Building a Management Team, culture and drive Value System.
- Efficient functioning of HLL Biotech Limited for achieving its corporate objectives and performance parameters.
- Oversee company operations to ensure production efficiency, quality, service, and cost-effective management and Providing leadership and direction for the business.
- Establish basic priorities, ethical values, policies etc within the company.
- Develop business strategies and operation plans that reflect the long-term corporate objectives.
- Develop and maintain an effective and innovative organizational structure based on achieving performance objectives that reflect the industry and market requirements.
- Set operational / performance goals for each function and to monitor department performance against performance targets to ensure required progress is made. Develop, motivate and sustain a high performing workforce
- To conduct regular meetings with all stakeholders to ensure priorities are clear and co-ordination is smooth.

**Competencies**

- Leadership capabilities to translate the vision into flawless execution to deliver results.
- Ability to coordinate and interact effectively with various other institutions and agencies.
- Conceptual ability and strong leadership and entrepreneurial skills.
- Ability to effectively negotiate MOUs/Contracts.
- Ability to train, develop and motivate people
- Excellent communication and people management skills.

**Requirements:**

Maximum Age : 55 Years as on 01-12-2025.

Scale of Pay (For Regular Appointment): 43200 – 66000/- (Vice President)

Grade : E7

Annual CTC : 25 Lakhs (Approx.) at the minimum of the scale.

**Qualification:**

A) Essential
Degree in Engineering / Medicine / Veterinary
Or
Post-Graduation in Microbiology / Pharmacology / Biochemistry/ Virology / Biomedical science

B) Desirable
Management qualification will be an added advantage.

**Post Qualification Experience:**

Over 17 years of post-qualification experience in Manufacturing and production of Vaccine/ Biologicals /Bio Technological products with hands on experience in project commissioning. The candidate should have at least 10 years senior managerial experience. Working knowledge of SAP / ERP desirable.

IN CASE THE SELECTED CANDIDATE WISHES TO JOIN ON DEPUTATION BASIS, THE SAME WILL BE CONSIDERED FOR CANDIDATES WORKING IN GOVERNMENT / PSUs.

**No. of Positions:** 01

**Contract Type:** Executive – Permanent

**Employment Fraction:** Full Time

**Location**: Chengalpattu (Tamilnadu)

## 2. CHIEF FINANCIAL OFFICER (CFO)

**Job Title : CHIEF FINANCIAL OFFICER (CFO)**

**Start Date : 02-12-2025**

**End Date : 31-12-2025**

In order to set the finance and accounts functions of the company, we are looking for an experienced Chief Financial Officer with extensive experience in leading financial operations, driving organizational growth, and strengthening fiscal governance. Demonstrated expertise in corporate finance, budgeting, risk management, compliance, and enterprise-wide financial planning and to establish robust financial frameworks, optimizing resource utilization, and enabling data-driven decision-making across complex business environments.

Proven track record in:

- Financial strategy formulation and execution
- Budgeting, forecasting, and variance analysis
- Cost optimization and efficiency enhancement-
- Statutory compliance, taxation, and audit coordination
- Stakeholder management, board reporting, and investor relations
- Risk assessment, internal controls, and corporate governance

**Job Responsibilities:**

CFO will head and be responsible for the Finance and Accounts functions of the Company and responsible for overall management of finance function including:

- Preparation of Annual Budget, Strategic financial planning and Budgeting control.
- Efficient fund management. Ensure that all finances are properly administered and monitored, including credit control.
- Maintaining a cash management system for financial control and allocation.
- Analyzing financial results of business operations and introduce effective MIS.
- Ensuring cost effectiveness of all operations of the Company.
- Accounting and Finance including costing, budgeting, controlling, taxation and overall profitability of the company.
- Effective implementation of all direct / indirect and other laws with respect to company's operations.
- Liaison with various external agencies such as Banks, C&AG, Internal & Statutory auditors, cost auditor and Ministry for MOU target achievements & review.
- Prepare and close month/quarterly and annual accounts through SAP in time and ensure financial statements as per applicable accounting standards Govt regulations and policies of the company.
- Maintain Internal Financial controls and Corporate Governance.
- Plan and arrange financing for capital projects and operations; liaise with government agencies, banks, and financial institutions for loans, grants, and funding.
- Ensure compliance with Companies Act, DPE guidelines, CVC instructions, and tax regulations.

**Requirements**

Maximum Age : 50 Years as on 01-12-2025

Contract Type: Executive – Permanent

Scale of Pay : Rs. 36600-62000/- (Pre-Revised)

Grade : E6

Annual CTC : Rs. 21 lakhs (approx..) at minimum of scale

**Qualification**: CA / ICWA

**Experience**

Essential Experience: 15 years of post-qualification experience, preferably in dealing with corporate financial management including cost and budgetary control, institutional/ multilateral finance, working capital management in an organizational of repute. Should also have experience in dealing with Financial Planning, Project Structuring and Modelling of Projects, contract management, procurement and related area.

**No. of Positions: 01**

**Employment Fraction:** Full Time

**Location**: Chengalpattu (Tamilnadu)

**General Conditions:**

1. Before applying, candidates should ensure that they fulfil all the eligibility criteria mentioned in the advertisement.

2. Applications not in the prescribed format will not be considered for selection process and no further communication will be sent separately.

3. Application Format can be downloaded from the website.

4. Email the duly filled application form in PDF format along with the following documents:

- Curriculum Vitae (CV)
- Community Certificate (if applicable)
- Copies of all Educational and Experience Certificates
- Latest Salary Slip

to hr@hllbiotech.com on or before the deadline.

Candidates submitting their applications via email must mention the name of the post applied for in the subject line of the email.

A Hard Copy of the application may be sent by courier or post to the HBL address, addressed to the HR Department, on or before the deadline, clearly mentioning the post applied for and advertisement number on the envelope.

4. Job title and advertisement number should be clearly mentioned in the Application form.

5. All information submitted in the application will be verified with original documents at the time of the interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.

6. Only Indian Nationals are eligible to apply.

7. SC/ST/OBC/PwD candidates will be eligible for relaxation as per Government of India directives.

8. SC/ST candidates are required to submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.

9. OBC candidates are required to submit Other Backward Class Certificate ('Non Creamy Layer) (Certificate should be in the format as applicable for appointment to posts under Government of India).

10.The crucial date for determining the age limit shall be same as the cut of date for calculating Qualification & Post Qualification Experience of the candidates.

11. HBL reserves the right to cancel, restrict, or modify the selection process, or to not fill any or all of the posts notified, at its discretion.

12. Candidates working in Government, Semi-Government Organizations, Public Sector Undertakings, or Autonomous Bodies must provide a No Objection Certificate (NOC) at the time of the interview.

13.The decision of Management regarding selection will be final.

14.Canvassing in any form will be a disqualification.