

### Detailed Advertisement

**Advertisement No. HBL/HR/AD/2025-26/05**

**Date: 01-06-2026**

HLL Biotech Limited (HBL) is established for the manufacture of lifesaving and cost-effective vaccines for the Universal Immunization Program (UIP) of the Government of India. Applications are invited from the candidates for the following post on **Regular Basis** at HLL Biotech Limited, located at **Chengalpattu**.

| <b>Sl No.</b>                | <b>Designation</b>   | <b>Department</b>   | <b>No. of posts</b> |
|------------------------------|--|---------------------|---------------------|
| 1                            | Junior Officer-I (Rabies Vaccine)                                    | Production          | 1                   |
| 2                            | Junior Officer-I   | BCG                 | 5                   |
| 3                            | Junior Officer-I   | Animal House        | 1                   |
| 4                            | Junior Officer-I   | Secondary Packaging | 1                   |
| 5                            | Junior Officer-I (Product Testing - Cell Culture)                    | Quality Control     | 1                   |
| 6                            | Junior Officer-I (Microbiology)                                      | Quality Control     | 6                   |
| 7                            | Junior Officer-I (Chemistry)   | Quality Control     | 2                   |
| 8                            | Junior Officer-I (Product testing – Molecular Microbiology)          | Quality Control     | 1                   |
| 9                            | Junior Officer-I (Qualifications)                                    | Quality Assurance   | 2                   |
| 10                           | Junior Officer-I (Validation/ Documentation)                         | Quality Assurance   | 1                   |
| 11                           | Junior Officer-I   | Regulatory Affairs  | 1                   |
| 12                           | Junior Officer-I   | Finance             | 1                   |
| 13                           | Junior Officer-I   | HR & Admin          | 1                   |
| 14                           | Junior Officer-I   | Warehouse           | 2                   |
| 15                           | Junior Officer-I   | Procurement         | 2                   |
| 16                           | Junior Officer-I   | IT                  | 1                   |
| 17                           | Junior Supervisor -I (Process Engineering- Electrical & Electronics) | Engineering         | 1                   |
|                              | Junior Supervisor -I (Process Engineering- Mechanical)               |                     | 1                   |
|                              | Junior Supervisor -I (Process Engineering- Instrumentation)          |                     | 2                   |
| 18                           | Junior Supervisor -I (Electrical)                                    | Engineering         | 2                   |
| 19                           | Junior Supervisor -I (Water System)                                  | Engineering         | 1                   |
| 20                           | Junior Supervisor -I (Boiler)  | Engineering         | 1                   |
| 21                           | Junior Supervisor-I (HVAC)   | Engineering         | 1                   |
| 22                           | Junior Supervisor -I   | Fire & Safety       | 1                   |
| <b>Total Number of Posts</b> |  |                     | <b>39</b>           |

## **1. Job Title: Junior Officer I (Rabies Vaccine)**

### **Job Responsibilities**

- Assist in preparation of formulations, filtration, aseptic filling, sealing, and related activities under sterile conditions operations in accordance with approved Batch Manufacturing Records (BMR) and Standard Operating Procedures (SOPs).
- Ensure strict compliance with cGMP, GDP, and applicable regulatory guidelines (e.g., WHO, Schedule M).
- Maintain proper cleanroom behavior, ensure adherence to safety, hygiene, and contamination control practices in the manufacturing area.
- Operate and monitor equipment used in formulation and fill-finish processes, ensuring proper cleaning, calibration, and maintenance status.
- Record all processing activities accurately and contemporaneously in BMRs, logbooks, and other relevant documents.
- Report any deviations, incidents, or abnormalities observed during operations and assist in investigation and corrective actions.
- Coordinate with Quality Assurance (QA) and Quality Control (QC) teams for in-process checks, line clearance, and batch release activities.
- Participate in qualification/validation activities such as media fills, process validation, and equipment qualification as required.
- Support inventory management of raw materials, primary packing material, consumables, and ensure proper storage conditions.
- Maintain discipline, housekeeping, and 5S standards in the production area.
- Work in shifts and extend support during critical production schedules or audits.

### **Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

### **Qualification:**

Essential: Bachelor of Science in Microbiology/Biotechnology/ Industrial Biotechnology / Biochemistry / D. Pharmacy

### **Post Qualification Experience:**

Essential: Minimum 3 years of experience in the pharmaceutical, biopharmaceutical, or vaccine industry, specifically in formulation or fill-finish operations.

## **2. Job Title : Junior Officer I (BCG)**

### **Job Responsibilities**

- To assist qualification and validation of equipment & facility.
- To assist Media preparation and sterile filtration.
- To assist culture, propagation and harvest processes.
- To assist Vial washing, Vial dehydrogenation, scaling and visual inspection of vials.
- To assist and sterilization and decontamination of processed material.
- To assist online documentation.

### **Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

### **Qualification:**

Essential: B.Sc in Microbiology/ Biochemistry/ Biotechnology/ Chemistry

Desirable: M.Sc./ B.Tech in Biotechnology/ Chemistry/ Microbiology/ Life Sciences.

### **Post Qualification Experience:**

Essential: Minimum 3 years of experience in laboratory and aseptic operation like vial washing, vial filling & sealing equipment and Lyophilizer vaccine/ pharmaceutical/ any manufacturing industry.

Desirable: Knowledge in GMP & Revised Schedule M, Hands on Experience in the simulation of media fill and experience to handling deviation like CAPA and Change control.

## **3. Job Title: Junior Officer I (Animal House)**

### **Job Responsibilities**

- Supervision of housekeeping and skilled manpower for daily cleaning and maintenance of the animal house facility.
- Execution of routine laboratory animal husbandry activities as per SOPs.
- Maintenance of records and assistance pertaining to procurement of laboratory animals and feed.
- Assistance in animal breeding and testing activities.

- Assistance in biomedical waste disposal as per SOPs.
- Support in operation and maintenance of laboratory and all other equipment at animal house.

**Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

**Qualification:**

Essential: B.Sc. in life sciences

Desirable: M.Sc. in life sciences

**Post Qualification Experience:**

Essential: Minimum of 3 years' experience in Animal House activity.

Desirable: Rendered service in any reputed pharma / bio-tech companies.

**4. Job Title : Junior Officer I (Secondary Packaging)**

**Job Responsibilities**

- Handling secondary packaging operations of vaccine/pharmaceutical products in compliance with GMP, SOPs, and regulatory requirements.
- Operating and monitoring secondary packaging equipment including labelling machines, cartons, vial inspection/monitoring systems, coding, serialization, and packing line equipment.
- Ensuring proper packaging, labelling, batch coding, reconciliation, and documentation of finished products as per approved Batch Packaging Records (BPR).
- Coordinating with Production, Quality Assurance, Warehouse, and Engineering departments for smooth packaging operations and line clearance activities.
- Monitoring packing material usage, minimizing wastage, and maintaining inventory records related to packaging materials and finished goods.
- Maintaining cleanliness, equipment calibration status, and adherence to safety, GMP, and data integrity requirements in the packaging area.
- Knowledge of cold room activities, temperature-sensitive material handling, storage practices, and maintenance of cold chain requirements for vaccine products.
- Assisting in troubleshooting of packaging equipment, preventive maintenance coordination, deviation handling, and audit compliance activities.

- Maintaining production logs, packaging records, shift reports, and other documentation related to secondary packaging operations.

**Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

**Qualification:**

Essential: Diploma in Pharmacy / Engineering / Packaging Technology or equivalent / Bachelor's Degree in Pharmacy, Science, Engineering, Biotechnology, Microbiology, or any relevant discipline from a recognized University or Institution.

Desirable: Any additional qualification, certification, or training in Packaging Technology, GMP, Cold Chain Management, SAP/ERP, Industrial Safety, or Pharmaceutical/Vaccine Manufacturing Operations will be an added advantage.

**Post Qualification Experience:**

Essential: Minimum 3 years of post-qualification experience in secondary packaging operations in a Human Vaccine, Pharmaceutical, or GMP-compliant manufacturing industry.

Desirable: Preference will be given to candidates having Knowledge of packaging equipment, vial inspection/monitoring systems, cold room activities, batch documentation, and GMP procedures.

**5. Job Title: Junior Officer I (QC Product Testing - Cell Culture)**

**Job Responsibilities**

- Handling of cell culture (Animal Origin) using aseptic techniques.
- Execute cell passaging, counting, and cryopreservation.
- Testing of Vaccine samples for Identification, Virus Titration assays (Plaque, CCID50 etc.,)
- Maintenance of Cell Banks.
- Support in Method development and validation study design, execution and data documentation.
- Prepare laboratory reagents, media, and buffers following established SOPs.
- Ensure strict compliance with cGMP, GLP, safety, and quality standards in a dynamic lab environment.

- Operation, maintenance and calibration of laboratory equipment and managing lab inventory.

**Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

**Qualification:**

Essential: B.Sc or B.Tech in Biotechnology / Life Sciences

Desirable: Post-Graduation Degree

**Post Qualification Experience:**

Essential: 3 years in Pharma/Biotech/Vaccine Testing

Desirable: Exposure in Cell culture based Virus Titration assays, knowledge of cleanroom behavior and contamination control.

**6. Job Title: Junior Officer I (Microbiology)**

**Job Responsibilities**

- Perform Environmental Monitoring (air, surface, personnel) in classified areas
- Conduct microbial limit tests, sterility testing, BET and culture handling
- Water sampling and Testing
- Media preparation, sterilization, and growth promotion testing
- Operate microbiology lab equipment (autoclave, incubators, air samplers etc.)
- Maintain aseptic conditions and support cleanroom activities.
- Ensure proper documentation as per GMP/GLP guidelines

**Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

**Qualification:**

Essential: B.Sc in Microbiology / Biotechnology / Life Sciences

Desirable: Post-Graduation degree

**Post Qualification Experience:**

Essential: 3 years in QC testing in Pharma / Vaccine industry.

Desirable: Working experience in Microbiology testing in Parenteral formulation units, basic understanding of pharmaceutical / vaccine manufacturing processes, knowledge of cleanroom behavior and contamination control.

**7. Job Title: Junior Officer I (Chemistry)**

**Job Responsibilities**

- Perform routine sampling and analysis of raw materials, in-process, finished products and Water samples.
- Perform Packing material testing.
- Handle instruments such as UV spectrophotometer, TOC analyser, HPLC, Ion-Chromatography, FTIR, KF Autotitrator etc.,
- Prepare and standardize reagents and volumetric solutions.
- Maintain documentation as per cGMP guidelines.
- Support calibration and maintenance of laboratory equipment.

**Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

**Qualification:**

Essential: B.Sc in Chemistry / Analytical Chemistry / Biochemistry

Desirable: Post-Graduation degree

**Post Qualification Experience:**

Essential: 3 years in QC testing in Pharma / Vaccine industry.

Desirable: Work Experience in QC chemical testing of Pharmaceuticals / Vaccine industry, exposure in handling and calibration of Analytical Instruments.

## 8. Job Title : Junior Officer I (Product testing – Molecular Microbiology)

### Job Responsibilities

- Perform molecular biology techniques including: PCR, DNA / RNA extraction, Gel electrophoresis techniques, ELISA, DOT Blot Technique.
- Support in Method development and validation study design, execution and data documentation.
- Performing stability studies of Vaccine products.
- Prepare laboratory reagents, media, and buffers following established SOPs.
- Ensure strict compliance with GLP, safety, and quality standards in a dynamic lab environment.
- Operation, Maintenance and calibration of laboratory equipment and lab managing inventory.

### Requirements:

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

### Qualification:

Essential: B.Sc / B.Tech in Molecular Biology / Biotechnology / Life Sciences

Desirable: Post-Graduation degree

### Post Qualification Experience:

Essential: 3 years in Pharma/Biotech/Vaccine Testing

Desirable: Exposure in Molecular Biological Instrumentations.

## 9. Job Title : Junior Officer I (Quality Assurance - Qualifications)

### Job Responsibilities

- Perform field execution by physically verifying equipment installations, including checking **Material of Construction (MOC)** against certificates and confirming **physical dimensions** of new machinery.
- Execute **Performance Qualification (PQ)** by monitoring equipment operations and recording data to ensure systems consistently produce results within defined acceptance criteria.

- Compile comprehensive qualification reports by gathering and analysing raw data, such as PLC printouts and temperature charts, for senior management review.
- Coordinate calibration activities to ensure all instruments, sensors, and gauges used during testing have valid, traceable certification.
- Identify and report technical deviations when equipment fails to meet testing criteria and participate in the initial root cause investigation.
- Organize and maintain qualification documentation to ensure the site remains in a constant state of **Audit Readiness** for regulatory inspections by bodies such as **CDSCO or WHO**.

**Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

**Qualification:**

Essential: Diploma in mechanical engineering/ Graduate degree in Science (B.Sc.)

Desirable: Trained in Validation/Qualification principles, familiarity with regulatory guidelines such as Schedule M & WHO TRS.

**Post Qualification Experience:**

Essential: Minimum of 3 years of hands-on experience in handling Equipment Qualification (IQ/OQ/PQ).

Desirable; Specific experience in qualifying critical utilities like HVAC/AHUs, Water Systems (WFI/PW), and sterilization equipment (Autoclaves).

**10. Job Title : Junior Officer I (Quality Assurance – Validation/ Documentation)**

**Job Responsibilities**

- Assist in the preparation and drafting of **User Requirement Specifications (URS)**, **Design Qualification (DQ)**, and **Installation Qualification (IQ)** protocols for facility equipment and systems.
- Perform field execution by physically verifying equipment installations, including checking **Material of Construction (MOC)** against certificates and confirming **physical dimensions** of new machinery.

- Execute **Performance Qualification (PQ)** by monitoring equipment operations and recording data to ensure systems consistently produce results within defined acceptance criteria.
- Maintain all qualification-related logbooks with real-time entries to ensure strict adherence to **Data Integrity** standards.
- Compile comprehensive qualification reports by gathering and analysing raw data, such as PLC printouts and temperature charts, for senior management review.
- Draft and revise **Standard Operating Procedures (SOPs)** regarding the operation, maintenance, and cleaning of qualified equipment.
- Coordinate calibration activities to ensure all instruments, sensors, and gauges used during testing have valid, traceable certification.
- Monitor and track the **Re-qualification schedule** for critical utilities and equipment to prevent any lapses in compliance.
- Identify and report technical deviations when equipment fails to meet testing criteria and participate in the initial root cause investigation.
- Organize and maintain qualification documentation to ensure the site remains in a constant state of **Audit Readiness** for regulatory inspections by bodies such as **CDSCO or WHO**.

**Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 – 20670/-

Grade: O1

**Qualification:**

Essential: Graduate degree in Science (B.Sc.)

Desirable: Trained in Validation/Qualification principles, familiarity with regulatory guidelines such as Schedule M & WHO TRS.

**Post Qualification Experience:**

Essential: Minimum of 3 years of hands-on experience in handling Equipment Qualification (IQ/OQ/PQ) and documentation.

Desirable: Specific experience in qualifying critical utilities like HVAC/AHUs, Water Systems (WFI/PW), and sterilization equipment (Autoclaves).

## **11. Job Title : Junior Officer I (Regulatory Affairs)**

### **Job Responsibilities**

- To collect documents from various departments for compilation of regulatory dossiers.
- To assist in submission of various dossiers to State Regulatory Authorities, Zonal CDSCO, and DCGI.
- To assist in preparation and compilation of various regulatory dossier files.
- To prepare and maintain the required number of dossier copies for regulatory submissions and records.
- To assist in coordination of various regulatory audits and inspections.
- To arrange notarization of required regulatory documents.
- To maintain tracking and status records of applications submitted to regulatory authorities.
- To ensure proper archival, storage, and retrieval of regulatory dossiers and related documents.
- To coordinate with internal departments for timely collection and review of regulatory documents and data.
- To maintain updated records of regulatory correspondence, approvals, licenses, and submissions.
- To support compliance with applicable regulatory requirements, guidelines, and documentation practices.
- To facilitate timely responses to regulatory queries, observations, and deficiency letters received from authorities.

### **Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : O1

### **Qualification:**

Essential: Diploma in Pharmacy

Desirable: Bachelor Degree in Pharmacy

### **Post Qualification Experience:**

Essential: 3 years' experience in regulatory/ clinical trials /Pharmacovigilance

Desirable: Regulatory and Clinical Trial Experience

## **12. Job Title: Junior Officer I (Finance)**

### **Job Responsibilities**

- Basic Understanding of Accounting.
- Knowledge of Journal Entries
- Statutory Compliances regarding with GST, Income Tax
- Basic knowledge of MS Excel, MS Word
- Basic knowledge about ERP'S.

### **Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : O1

### **Qualification:**

Essential: B.com.

Desirable: M.Com / MBA (Finance)

### **Post Qualification Experience:**

Essential: 3 years of experience in Finance and Accounts.

Desirable: Knowledge of SAP, Tally

## **13. Job Title : Junior Officer I (HR & Admin)**

### **Job Responsibilities**

Junior Officer I (HR & Admin) will be responsible for:

- Processing Payroll for Every month
- Time Office and Updating Attendance Records.
- Processing and payment of Professional Tax on a half-yearly basis.
- Calculation of EPF and ESI contributions and filing statutory returns
- Renewal of factory license on a yearly basis.
- Filing of half-yearly and yearly returns under the Factories Act.
- Assisting in Performance Appraisal Process.

- Execution of employee exit formalities in accordance with company policy.
- Monitoring of Housekeeping and Security Activities
- Handling of housekeeping materials and Stationary Items
- Canteen Management

**Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : O1

**Qualification:**

Essential: Bachelor's Degree in any discipline from a recognized University/Institution.

Desirable: Master of Business Administration in Human Resource Management.

**Post Qualification Experience:**

Essential: 3 Years' experience in HR/Admin/relevant function

Desirable: Nil

**14. Job Title : Junior Officer I (Warehouse)**

**Job Responsibilities**

- Handling warehouse and stores operations including receipt, storage, issuance, preservation, and inventory control of raw materials, consumables, packing materials, and finished goods in compliance with GMP and PSU procedures.
- Maintaining stock registers, bin cards, inventory records, material movement documents, and ERP/store-related documentation with proper audit compliance.
- Ensuring adherence to government procurement procedures, store accounting practices, safety standards, and statutory requirements.
- Coordinating with procurement, production, quality control, and finance departments for material availability, inspection, reconciliation, and dispatch activities.
- Monitoring inventory levels, conducting physical stock verification, and ensuring FIFO/FEFO practices in vaccine or pharmaceutical manufacturing environments.
- Assisting in preparation of MIS reports, warehouse documentation, audit support activities, and vendor/material follow-up for smooth warehouse operations.

**Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : O1

**Qualification:**

Essential: Diploma /Bachelor's Degree/Bachelor's Degree in Engineering from a recognized University or Institution.

Desirable: Diploma in Material Management, Warehousing, Logistics & MBA / PG Diploma in Materials Management or Supply Chain Management will be an added advantage.

**Post Qualification Experience:**

Essential: Minimum 3 years of post-qualification experience in Warehouse/Stores operations in a large Vaccine, Pharmaceutical, Chemical, or Manufacturing Industry.

Desirable: Preference will be given to candidates having knowledge of inventory management systems, ERP/SAP, government procurement procedures, and GMP-compliant warehouse operations.

**15. Job Title: Junior Officer I (Procurement)**

**Job Responsibilities**

- Handling procurement and purchase activities in compliance with PSU procedures, GFR guidelines, and statutory regulations.
- Preparation and processing of tender documents, purchase orders, comparative statements, and CPPP/e-tender procurement activities.
- Coordinating with user departments, vendors, stores, and finance teams for procurement planning, material delivery, inspection, and payment processing.
- Assisting in bid opening, technical and commercial evaluation, vendor follow-up, and contract management activities.
- Working knowledge of GeM (Government e-Marketplace) portal operations, including bid processing, procurement procedures, vendor management, and contract management through GeM.
- Maintaining procurement records, tender files, inventory-related documents, MIS reports, and audit compliance documentation.
- Monitoring supply schedules, vendor performance, and ensuring timely completion of procurement activities with transparency and accountability.

**Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : O1

**Qualification:**

Essential: Diploma /Bachelor's Degree/Bachelor's Degree in Engineering from a recognized University or Institution.

Desirable: Diploma in Material Management, Warehousing, Logistics & MBA / PG Diploma in Materials Management or Supply Chain Management will be an added advantage.

**Post Qualification Experience:**

Essential: Minimum 3 years of experience in Warehouse, Stores, or Procurement functions in a large-scale Industry.

Desirable: Preference will be given to candidates having work experience in procurement, tendering, stores management, or contract management, preferably in a PSU environment.

**16. Job Title : Junior Officer I (IT)**

**Job Responsibilities**

- Manage the complete lifecycle of desktops and endpoints, including provisioning standard hardware builds, deploying operating systems, ensuring patch management, and resolving L1/L2 hardware and software issues.
- Provide basic SAP administration support, including user account management, SAP GUI configuration, and assistance in resolving local application errors.
- Assist in data centre operations, including physical server handling, cabling activities, and monitoring of environmental control systems such as HVAC and UPS.
- Handle printer and peripheral management, including installation and configuration of network printers, administration of print queues, and coordination with vendors for preventive maintenance and servicing.
- Support systems and network administration activities, including management of Active Directory users, shared folders, daily data backup monitoring for disaster recovery, and troubleshooting of basic LAN/WAN and Wi-Fi connectivity issues.
- Manage enterprise video conferencing platforms and A/V equipment to ensure seamless communication across the organization.
- Track, monitor, and resolve IT-related incidents through the IT Helpdesk ticketing system in compliance with established Service Level Agreements (SLAs).

## **Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : O1

## **Qualification:**

Essential: Any Degree/Diploma from Govt recognized institution/university

Desirable: **CCNA** (Cisco Certified Network Associate) - Active or recently completed/**Microsoft Server Certification** (e.g., Windows Server Hybrid Administrator Associate, MCSA, or equivalent)./ Citrix Certified Associate/ The VMware Certified Professional

## **Post Qualification Experience:**

Essential: 3 years of post-qualification experience in comprehensive IT infrastructure support and should demonstrate proven capabilities in desktop management, network and server administration, and hands-on IT operations.

Desirable: Network and server administration, and hands-on IT operations.

## **17. Job Title : Junior Supervisor I (Process Engineering)**

### **Job Responsibilities**

- Monitor performance and troubleshoot all process equipment including process vessels, fermenters, CIP/SIP systems, autoclaves, DHS, filling machines, lyophilizers, and tunnels.
- Support PLC and HMI operations by checking I/O signals, interlocks, alarms, and communication networks.
- Carry out preventive maintenance (PM) activities for process equipment and associated systems.
- Investigate equipment issues and utility interruptions affecting manufacturing operations.
- Coordinate and supervise breakdown maintenance and rectification of process equipment.
- Maintain documentation related to breakdown activities, preventive maintenance records, and process equipment logs.
- Support installation, commissioning, qualification, and validation activities including IQ/OQ/PQ and FAT/SAT.
- Coordinate with Engineering, Utilities, HVAC, Water Systems, and Production teams for smooth operation.

- Participate in deviation investigations and coordinate corrective and preventive actions (CAPA).
- Ensure process equipment operates in compliance with SOPs, GMP requirements, and safety standards.
- Assist in shutdown planning, maintenance scheduling, and equipment readiness activities.
- Provide technical engineering support in troubleshooting activities

**Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : SG1

**Qualification:**

Essential:

| S. No. | Qualification  | Post                          |
|--------|--|-------------------------------|
| 1      | Diploma in Electrical and Electronics  | JS-I Electrical & Electronics |
| 2      | Diploma in Mechanical  | JS-I Mechanical               |
| 3      | Diploma in Instrumentation and control/<br>Electronics and Communication Engineering | JS-I Instrumentation          |

**Post Qualification Experience:**

Essential: 3 Years' experience in operation and maintenance of process equipments in pharma/ vaccine industry/ biotech/GMP Facility.

**18. Job Title: Junior Supervisor I (Electrical Engineering)**

**Job Responsibilities**

HT Line Operation & Maintenance

- Supervise operation and maintenance of HT overhead lines, underground cables, transformers, RMUs, VCBs, and switchyards.
- Monitor HT power supply systems and ensure uninterrupted electrical distribution.
- Coordinate preventive and breakdown maintenance activities.
- Ensure proper earthing, insulation, and protection systems are maintained.

Supervision of Electrical Work

- Supervise Substation and HT maintenance activities
- Verify compliance with electrical drawings, SOPs, and safety procedures.
- Coordinate shutdowns and restoration activities with utility authorities such as Tamil Nadu Power Distribution Corporation Limited.

## Fault Identification & Troubleshooting

- Identify faults in HT panels, transformers, cables, relays, and protection systems.
- Coordinate fault rectification and emergency restoration.
- Monitor relay trips, overload conditions, and voltage fluctuations.

## Documentation & Reporting

1. Maintain:
  - HT maintenance logs
  - Shutdown records
  - Energy consumption reports
  - Transformer test reports
  - Cable testing records
2. Prepare daily/monthly maintenance reports.

## Compliance & Statutory Requirements

- Ensure compliance with:
  - a. Indian Electricity Rules
  - b. CEA safety regulations
  - c. Factory electrical safety standards
- Assist during electrical inspections and audits.

## Requirements:

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : SG1

## Qualification:

Essential: Diploma in Electrical Engineering/ Electrical and Electronics, C.License issued by TNELB

## Post Qualification Experience:

Essential: 3 Years' experience in operation and maintenance of electrical substations and HT Line.

## 19. Job Title: Junior Supervisor I (Water System)

### Job Responsibilities

System Operation: Supervise and ensure proper functioning of field instruments such as flow, pressure, level, temperature, conductivity, and TOC analyzers. Monitor system

performance through HMI PLC/SCADA and respond to alarms or deviations in real time for Purified Water (PW), Pure steam(PS) and Water for Injection (WFI) systems (RO, softeners, ultrafiltration).

Automation System Support: Support PLC, SCADA, and BMS operations—checking I/O signals, interlocks, alarms, and communication networks.

Regulatory Compliance: Ensure compliance with GMP (Good Manufacturing Practices) and ISO guidelines for pharmaceutical water systems.

Monitoring & Validation: Monitor water quality parameters (TOC, conductivity, microbial counts, etc) and manage validation/qualification. Assist in execution of IQ/OQ/PQ activities by ensuring instruments are calibrated and functioning correctly. Support documentation and testing during validation exercises

Sanitization: Perform and document routine sanitization of distribution loops.

Maintenance: Supervise for maintenance, troubleshooting, and chemical dosing

**Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : SG1

**Qualification:**

Essential: Diploma in Instrumentation/ Electrical and Electronics/ Mechatronics Engineering.

Desirable: Nil

**Post Qualification Experience:**

Essential: 3 Years' experience Pharma grade water systems PW, WFI & PS Systems.

Desirable: Nil

**20. Job Title: Junior Supervisor I (Boiler)**

**Job Responsibilities**

Supervision: Leading a team of boiler operators, assigning tasks, and managing shift schedules.

Compliance with IBR Standards: Ensure that all boiler operations, hydro testing, maintenance, and piping work are carried out as per IBR guidelines. No deviation in pressure, temperature, or safety norms should occur. Assist Boiler inspectors during

inspections by preparing systems, providing documents, and ensuring readiness of equipment for verification and testing.

Operations Monitoring: Monitoring boiler parameters, including pressure, temperature, water levels, fuel consumption, and emission levels.

Maintenance & Repairs: Planning preventive maintenance, supervising repairs, and managing shutdowns and overhauls.

Safety Compliance: Ensuring compliance with safety laws, regulatory codes (e.g., IBR), and conducting hazard analysis.

Record Keeping: Maintaining accurate records of logs, inspections, and maintenance work.

Troubleshooting: Diagnosing and resolving mechanical issues with boilers, burners, and feed water systems.

### **Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : SG1

### **Qualification:**

Essential: Diploma in Mechanical Engineering, valid state certified Boiler Attendant First/Second class certificate.

### **Post Qualification Experience:**

Essential: 3 Years

## **21. Job Title: Junior Supervisor I (HVAC)**

### **Job Responsibilities**

- Operation & Monitoring: Ensure continuous operation of HVAC systems including AHUs, chillers, ducting, and exhaust systems. Monitor critical parameters such as: Temperature, Relative Humidity, Differential Pressure Air Changes per Hour (ACH) Maintain pressure cascading in clean room areas as per design. Review BMS (Building Management System) data and logs regularly.
- Clean Room Compliance: Ensure HVAC systems comply with GMP (Good Manufacturing Practices) ISO Clean Room Standards. Maintain classified areas as per required cleanliness levels. Ensure proper functioning of HEPA filters.

- Maintenance & Troubleshooting: Plan and execute preventive maintenance schedules for HVAC equipment (AHU & Chiller). Supervise breakdown maintenance and ensure minimal downtime.
- Validation & Qualification: Support HVAC system validation activities: IQ (Installation Qualification), OQ (Operational Qualification) & PQ (Performance Qualification) Coordinate for, Air velocity tests Particle count tests, HEPA filter integrity (PAO/DOP) tests. Ensure timely requalification of clean room areas.
- Documentation & Reporting: Maintain accurate records of Daily logs, Maintenance activities, Calibration reports. Prepare SOPs and work instructions for HVAC operations. Generate reports for audits and inspections. Identify and troubleshoot system issues related to airflow, pressure imbalance, or equipment malfunction. Coordinate with vendors for major repairs and AMC activities.
- Team Supervision: Supervise HVAC technicians and operators. Allocate daily tasks and monitor performance. Ensure adherence to safety and operational procedures. Provide technical guidance and on-the-job training.

**Requirements:**

Maximum Age : 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade : SG1

**Qualification:**

Essential: Diploma in Mechanical Engineering/ Mech (Refrigeration & Air Conditioning)

**Post Qualification Experience:**

Essential:

- 3 years' experience in HVAC systems and clean room facilities

**22. Job Title: Junior Supervisor I (Fire & Safety)**

**Job Responsibilities**

- Installation and commissioning of Fire Hydrant system, Fire Pump room systems, Sprinkler Systems.
- Operation of Public Address System, Fire Alarm System and Two Way Talk Back System.
- Operation of Fire protection system like Hydrant system, sprinkler system and fire extinguishers.
- Responsible for proactive safety support.
- Maintenance of Fire & Safety equipment.
- Training on Fire & Safety.

**Requirements:**

Maximum Age: 40 Years

Scale of Pay (For Regular Appointment): 8075 - 20670

Grade: SG1

**Qualification:**

Essential: Any Degree / Diploma with PG Diploma/Certification in Fire & Safety

**Post Qualification Experience:**

Essential: 3 Years' experience in Fire & Safety.

**I. General Conditions:**

1. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong/false information will be a disqualification and HBL will not be responsible for any consequence of furnishing of such wrong/false information.
2. The eligibility of new applicants with respect to age, Educational qualification, experience etc. will be determined as on 01/06/2026.
3. Wherever CGPA/OGPA in a degree is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the University/Institute.
4. Mere fulfilling of the minimum qualifications and experience will not vest any right on candidates for being selected for the post. No interim correspondence will be entertained.
5. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.
6. Decision of HBL in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents that is to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Management reserves the right to fix the standard and specifications for screening and selection process adopted from time to time.
7. HBL reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises, without issuing any further notice or assigning /any reasons thereafter.

The decision of the Management will be final and no appeal will be entertained against this issue.

8. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely considered further for selection process. In case of overwhelming response, HBL reserves the right to shortlist the candidates by fixing revised eligibility criteria. In case of non-suitability of candidates for the post applied for HBL at its discretion can offer a suitable post in the lower level. Only shortlisted candidates will be intimated through email or by post for the proposed selection process.

9. Candidates should bring copy of filled application form and Originals plus attested copies of documents (a) all the academic certificates & Mark sheets (Secondary education to highest qualification) (b) proof of date of birth (c) proof of complete experience along with pay scales/salary break-up for each positions held (d) Caste Certificate issued by appropriate authority for certificate verification.

10. No. of vacancies mentioned above may increase or decrease depending upon the requirement of the company.

11. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail.

12. All queries / issues regarding application submission etc. are to be addressed to HBL only through e-mail: hr@hllbiotech.com.

13. Candidates who applied in the last six months for any post and not selected for the post, will not be considered for the current vacancies.

14. All selected candidates shall be required to serve minimum probationary period specified for the position in the Company to the satisfaction of the management prior to their confirmation.

15. Reservation / Relaxation Rules of Govt. of India will be followed for the persons belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) and persons with disabilities in line with provisions of PWD Act, 1995 i.e. Orthopedically Handicapped(OH), Visually Handicapped(VH) & Hearing Handicapped(HH) categories.

16. For permanent vacancies, besides the basic pay-scale mentioned above **other benefits like variable DA, PF, LTC, Gratuity, Leave & Leave encashment** etc are also admissible upon appointment in regular pay-scales, as per the regulations/amendments in force.

17. Employees of the Central/State Govt./Public Undertaking should get their applications routed through Proper Channel to reach the Company on or before the last date prescribed. Direct application shall not be entertained in such cases.

18. Selection will be made on the selection process adopted by the company.
19. All appointments will be subject to the Rules & Regulations of the Company in force from time to time.
20. Applicants are subject to verification of all credentials during selection process, even upon provisional appointment. Canvassing in any form, false declarations, detected at any stage shall result in outright rejection/termination, besides initiation of relevant criminal proceedings.
21. Application format is available only on Company's Website till 11.00 p.m. on 30/06/2026. Please visit our website regularly for updates and amendments. Any updates or amendments with regards to this advertisement will be uploaded only in the company website.
22. Interested Candidates shall apply only in the prescribed Format and affix a self-attested passport size photograph.
23. If selected, the candidates can be posted to any Unit / Project Site / location of the company, anywhere in India.
25. Selected candidates will have to mandatorily produce the medical fitness certificate as per company norms.
26. Incomplete or late applications will be summarily rejected and no communication will be entertained in this regard. Therefore, besides full particulars, candidates are to ensure correct Email id and Mobile Number accessed at all times till 30/06/2026.
27. The **approximate Gross salary** for the post with the starting basic salary of Rs. 8,075/- in the scale of pay of Rs. 8,075 – 20,670 **will be Rs. 30,102/-** with additional benefits like **Medical coverage and Personal Accident coverage** as per company policy.

## **II. How to Apply:**

1. All candidates must read the entire Advertisement and instructions/conditions carefully.
2. 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 Slipto [hr@hllbiotech.com](mailto:hr@hllbiotech.com) on or before 30-06-2026

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

In addition, a Hard Copy of the application shall be sent by courier or post to **HEAD-HR, HLL BIOTECH LIMITED, S,No. 192 & 195, Meleripakkam Post, Thirukalukundram Taluk, Chengalpattu, Tamilnadu – 600 003** within the last date of receipt i.e. 30/06/2026 in a sealed envelope, super-scribing the name of the post applied for and advertisement reference number.