

HLL BIOTECH LIMITED
(A Government of India Enterprises)
Integrated Vaccines Complex, Survey No.192 & 195,
Meleripakkam Village (PO), Chengalpattu, Kanchipuram - 603003.

Ref.No.HBL/HRM/03(M)/19-20

08.05.2019

HLL Biotech Limited (HBL) is a wholly owned subsidiary of HLL Lifecare Limited, a Government of India enterprise under the MoHFW. HBL has established WHO pre-qualified world class Integrated Vaccine Complex (IVC) at Chengalpattu, Tamilnadu for manufacturing and supplying high quality vaccines at affordable prices to ensure the vaccine security of the country.

HBL promotes dynamic, multicultural, multilingual and high performing environment that allows people to excel and reach their potential. The company is committed to employing and retaining the best-in-class talent. HBL is on the search for highly competent, well qualified and value driven professionals with hands on experience for the positions mentioned below:

Post Code	Position	No.of Vacancy	Grade & Scale of Pay [pre-revised 01.01.2007]	Maximum Age
01	Senior Manager (Finance & Accounts)	01	E3 - 24900-50500	40
02	Manager / Deputy Manager (Finance & Accounts)	01	E2/E1 - 20600-46500 / 16400 - 40500	40

Interested, eligible candidates are requested to download the application form from our website [www.hllbiotech.com] and submit the duly completed application & signed along with the self-attested copies of Certificates/ Testimonials, experience certificates in support of their eligibility.

Applications strictly in the prescribed format along with necessary enclosures should be sent by Registered/Speed post clearly superscribing "**Advt.Ref.No.HBL/HRM/03(M)/19-20 and name of the post applied**", on top of the application envelope to **Deputy Vice President (HR & Admin), HLL Biotech Limited, Survey no: 192 & 195, Meleripakkam (post), Thirumani Village, Thirukazhukundram (Taluk), Chengalpattu, Kanchipuram District, Tamilnadu, Pincode : 603003, on or before 22nd May, 2019.**

Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained.

The HBL Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

Last date for receipt of the application is on 22.05.2019.

ONLY HARDCOPY OF THE FILLED APPLICATION FORMS ARE ACCEPTED

Essential qualification & post-experience criteria:

Post Code	Position	Age	Grade & Scale of Pay [pre-revised w.e.f 01.01.2007]
01	Senior Manager (Finance & Accounts)	40 yrs	E3 - 24900 - 50500
Essential Qualification	<ul style="list-style-type: none"> Chartered Accountant (CA) / Cost Accountant (CMA) 		
Essential Experience	Minimum 5 years of post-qualification experience in the relevant field		
Desirable qualification & Experience	Experience in central public sector undertaking or Pharmaceuticals or Vaccine Industries		
Job Description	<p>The work profile, interalia, requires:</p> <ul style="list-style-type: none"> Sound knowledge and experience in <ul style="list-style-type: none"> Taxation - Direct & in-direct taxes. Tax compliances, tax planning and interpretations, appeals and proceedings etc. Treasury - Efficient cash flow management including forex, Bank finance, consortium banking arrangements, coordination and compliances, term loan syndication, debt servicing etc.. Costs, Pricing & Budgeting & budgetary controls Audit & assurances, including cost audit compliances MIS & Business Analytics Profitability projections, project economics, feasibility studies and sensitivity analysis Accounts finalisation - monthly / quarterly & annual. Statutory & CAG audits. Requires through knowledge and application of IndAs. Management of Accounts payable/receivable & payroll Financial controls, implementing systems & processes in F&A Board notes and related matters SAP proficiency Any other tasks assigned time to time 		

Post Code	Position	Age	Grade & Scale of Pay [pre-revised 01.01.2007]
02	Manager / Deputy Manager (Finance & Accounts)	40 yrs	E2/E1 - 20600-46500 / 16400 - 40500
Essential Qualification	<ul style="list-style-type: none"> Chartered Accountant (CA) / Cost Accountant (CMA) 		
Essential Experience	Minimum 3 years of post-qualification experience for Manager & Minimum 1 year of post-qualification experience for Deputy Manager in the relevant field		
Desirable qualification & Experience	Experience in central public sector undertaking or Pharmaceuticals or Vaccine Industries		
Job Description	<p>The work profile, interalia, requires:</p> <ul style="list-style-type: none"> Sound knowledge and experience in <ul style="list-style-type: none"> SAP proficiency Taxation - Direct & in-direct taxes and due compliances. 		

	<ul style="list-style-type: none">• Cash flow Management including cash flow forecast and monitoring, banking and banking coordination, MIS reports and Forms related to consortium banking etc.• Costs, Pricing & Budget• Month end closing of books• Accounts finalisation - monthly / quarterly & annual. Statutory & CAG audits. Requires through knowledge and application of IndAs.• Management of Accounts payable/receivable & payroll. Verification, reconciliation and statutory compliances.• Finance representative in Tendering & procurements• Any other tasks assigned time to time
--	---

Important Note:

1. The applicant should affix recent colour passport size photograph at top right side of the application form.
2. The applicant should attach self-attested copy of certificates/documents from HSC onwards towards proof of qualification, age, caste, experience, nativity certificate etc. along with the application form.
3. The Candidates already employed in Govt./Semi-Govt./Central PSU/State PSU shall submit ‘No Objection Certificate’ issued by their present employer at the time of Interview. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
4. Applications without supporting documents / incomplete / not fulfilling the prescribed criteria in any respect shall be rejected.
5. Candidates working in Government/ Public Sector Undertaking, should have minimum two years of experience in the immediate lower pay scale
6. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required.

Terms & Condition

1. The eligibility of applicants with respect to age, Educational qualification, experience etc. will be determined as on 01/05/2019.
2. Maximum age indicated is for General category candidates. The SC/ST, OBC, PWD and Ex-Servicemen applicants would be eligible for age relaxation as per the Government of India guidelines.
3. In case of a candidate who is eligible for relaxation under more than one of the above age relaxation categories, the age relaxation will be available on cumulative basis with only one of the remaining categories for which relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates.
4. **Educational Qualifications:** Degrees obtained from the recognised Universities or Institutes recognised by the Govt. of India only will be considered.

5. Before applying for the post, the candidate should ensure that he/she fulfils 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.
6. Mere fulfilling of the minimum qualifications and experience will not vest any right on candidates for being called for interview. No interim correspondence will be entertained.
7. Selected candidates are liable to be posted anywhere in India.
8. 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.
9. 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 calling the number of candidates for written test and / or interview.
10. 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.
11. 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 called for interview/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.
12. Candidates should bring originals 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.
13. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the company.
14. 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.
15. Selected candidates will have to mandatory produce the medical fitness certificate for employment as per company norms.
16. 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.

17. All queries / issues regarding application submission etc. are to be addressed to HBL only through e-mail: hr@hllbiotech.com / Phone No: 044-2742 1449 / 3800 8700.
18. Please do visit your account regularly for further updates, if any.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

Deputy Vice President (HR & Admin)
HLL Biotech Limited,
Integrated Vaccine Complex,
Chengalpattu, Kanchipuram.
Website: www.hllbiotech.com