

## **GENERAL INSTRUCTIONS:**

### **Please read the following instructions thoroughly:**

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 28/06/2017.
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 at the time of interview.
4. Candidates employed in Govt. Departments/PSUs/Autonomous bodies must produce No Objection Certificate (NOC) at the time of interview from their employer. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
5. 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.
6. Selected candidates are liable to be posted anywhere in India.
7. 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.
8. 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.
9. Before starting online application be ready with all the relevant data such as proof of age, caste, experience, salary etc.
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.

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12. Candidates should bring copy of printout of online filled application form and interview call letter along with photograph/s as prescribed 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.
13. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the company.
14. 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.
15. 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.
16. Selected candidates will have to mandatory produce the medical fitness certificate for employment as per company norms.
17. 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.
18. All queries / issues regarding application submission etc. are to be addressed to HBL only through e-mail:  
19. info@hllbiotech.com / Phone No: 044-27421449.
20. Please do visit your account regularly for further updates, if any.
21. Candidates who applied in the last one year for any post and not shortlisted for the post, should not apply.