

A. SUPERVISORY CADRE

SL.NO	Designation	Department	Nature of Employment	Grade	Scale of Pay	Relevant Minimum Post Qualification experience in relevant Fields (in years)	No.of Post	Max. Age
1	Junior Officer - II	MECHANICAL & WATER SYSTEMS (Boiler Operation)	Permanent / Fixed Term Contract	O2	8455 - 22090	5 Years	2	35
2	Junior Officer – I / II	Animal House	Permanent / Fixed Term Contract	O1 / O2	8075 - 20670 / 8455 – 22090	1 Years / 5 Years	1	35
3	Junior Officer - I / II (Product Testing)	Quality Control	Permanent / Fixed Term Contract	O1/O2	8075-20670 / 8455-22090	1 Years / 5 Years	1	35
4	Junior Officer – I / II	Quality Assurance	Permanent / Fixed Term Contract	O1/O2	8075-20670 / 8455-22090	1 Years / 5 Years	8	35
5	Junior Officer - I / II	HR & Admin	Permanent / Fixed Term Contract	O1 / O2	8075-20670 / 8455-22090	1 Years / 5 Years	2	35
6	Junior Officer – I	Bacterial Vaccine Formulation	Permanent / Fixed Term Contract	O1	8075 – 20670	3 Years	5	35
7	PS to CEO	General Admin	Permanent / Fixed Term Contract	--	Consolidated Pay	3 Years	1	40

B. WORKMEN CADRE

SL.NO	Designation	Department	Nature of Employment	Grade	Scale of Pay	Relevant Minimum Post Qualification experience in relevant Fields (in years)	No.of Post	Max. Age *
1	Jr.Operator - I	Bacterial Vaccine Formulation (BVF)	Permanent / Fixed Term Contract	WG 3	5165-10340	3 Years	1	35

C. Educational Qualifications/ Experience Details: “Supervisory Cadre”

SL.NO	Designation	Department	Essential Qualification	Essential Post Qualification Experience
1	Junior Officer - II	MECHANICAL & WATER SYSTEMS (Boiler Operation)	Any qualification with 1 st class / 2 nd class IBR certification	Minimum 5 years’ experience with thorough knowledge in Operation and maintenance of Boilers and it's mountings, Up keeping of boiler operation records, fuel and water usage & test records
2	Junior Officer – I / II	Animal House	Any Degree, preferably B.Sc	Minimum 1 year (O1 grade) / 5 years (O2 grade) experience in Animal House activity. Should have rendered service in any reputed pharma / bio-tech companies.

C. Educational Qualifications/ Experience Details: “Supervisory Cadre”

SL.NO	Designation	Department	Essential Qualification	Essential Post Qualification Experience
3	Junior Officer - I / II (Product Testing)	Quality Control	B.Sc (Microbiology / Biochemistry / Biotechnology)	Minimum 1 year (O1 grade) / 5 years (O2 grade) in cell culture.
4	Junior Officer – I / II	Quality Assurance	B.Sc (Lifesciences)	Minimum 1 year (O1 grade) / 5 years (O2 grade) in QA/QC function from Pharma / Biotech industry.
5	Junior Officer - I / II	HR & Admin	Any degree with Diploma in HR/Admin/relevant function	Minimum 1 year (O1 grade) / 5 years (O2 grade) in HR / Administrative function.
6	Junior Officer - I	Bacterial Vaccine Formulation	BSc Life science / Diploma in Pharmacy	Minimum 3 years’ experience in fill finish area of vaccines, sterile injectable manufacturing units.
7	PS to CEO	General Admin	Any Graduate	Minimum 3 years’ experience in assisting Senior management executive

D. Educational Qualifications/ Experience Details: “Workmen Cadre”

SL.NO	Designation	Department	Qualification	Essential Post Qualification Experience
1	Junior Operator – I	Bacterial Vaccine Formulation	ITI - Motor Mechanic / Fitter / Welder / Machinist	Minimum 3 years’ experience in fill finish area of vaccines, sterile injectable manufacturing units.

I. General Conditions (Please go through all the conditions before applying for the job):

- 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.
- The eligibility of new applicants with respect to age, Educational qualification, experience etc, will be determined as on 28/06/2017.
- Candidates should enclose self-attested copy 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 along with the duly filled application form while sending the application form.
- 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.
- 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.

6. 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.
7. 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.
8. 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.
9. 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.
10. Number 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 (or) by post.
12. Candidates who applied in the last one year for any post and not shortlisted for the post, should not apply.
13. 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.
14. 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.
15. 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.

16. Selection will be made as per the company approved guidelines.
17. All appointments will be subject to the Rules & Regulations of the Company in force from time to time.
18. 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.
19. Application format is available only on Company's Website till 12:00 a.m. on 10/07/2017 and last date of receipt of duly filled application will be on 13/07/2017 6.00 PM. Please visit our website regularly for updates and amendments.
20. Interested Candidates shall apply only in the prescribed Format and affix a self attested passport size photograph.
21. If selected, the candidates can be posted to any Unit / Project Site / location of the company, anywhere in India.
22. Selected candidates may be offered for posting at the grade lower to the position applied for on the basis of their actual experience and qualification commensurate with the post.
23. Selected candidates will have to mandatorily produce the medical fitness certificate for employment as per company norms.
24. 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.
25. All queries / issues regarding application submission etc. are to be addressed to HBL only through e-mail: info@hllbiotech.com.
26. HBL will not be responsible for any postal delay / delivery of the application beyond last date of receipt of application form.

II. How to Apply:

1. All candidates must read the entire Advertisement and instructions/conditions carefully.
2. Candidates are requested to send their filled Applications in prescribed format to DEPUTY VICE PRESIDENT (HR & Admin), HLL BIOTECH LIMITED, INTEGRATED VACCINE COMPLEX, SURVEY NO.193 & 195, MELARIPAKKAM (PO), THIRUKALLUKUNDRAM (TK), KANCHIPURAM (DT), CHENGALPATTU – 603003, Phone No: 044-27421449 / 27421460 within the last date of receipt i.e. 13/07/2017 in a sealed envelope, **SUPER-SCRIBING THE NAME OF THE POST APPLIED FOR AND ADVERTISEMENT REFERENCE NUMBER.**
3. Duly completed applications must be sent with recent self-attested colour photograph and proof of age, experience, qualification, cast certificate, passport copy etc., as applicable.