

HLL Lifecare Limited is a Mini Ratna Company of Govt. of India under the Ministry of Health & Family Welfare. HLL, a Schedule-B Public Sector Enterprise is today a multi product, multi unit organization addressing various public health challenges. The Company with eight manufacturing units and marketing offices throughout the country is engaged in the manufacturing and marketing of a wide range of contraceptives and healthcare products. The company has also ventured into Infrastructure Development, Procurement & Consultancy Services, setting up of Life Spring Hospitals, Women's Health Pharma Division and setting up of Diagnostic Centres.

HLL offers a challenging work environment with ample opportunity for advancement, for personal and professional growth.

HLL now requires experienced professionals for the following positions under Fixed Term Contract to work at **HLL Lifecare Ltd.**, Kanagala Factory, Kanagala – 591 225, Belagavi (Dist.) Karnataka (State).

**Details of the Requirement are as follows:**

Sl.No.	Particulars	Credentials
01	Position Name	Accounts Assistant
02	Number of vacancy	02 (Two)
03	Nature of appointment	On Fixed Term Contract (initially for a period of two years, extendable depending on performance and requirement)
03	Essential Qualification	Bachelor of Commerce (B.Com.)
04	Experience	<ul style="list-style-type: none"><li>➤ 3+ years of work experience in handling statutory requirements of Income Tax, Excise duty, Service Tax, Commercial Tax / GST, Custom duty, etc.</li><li>➤ Working knowledge on submission of returns / claims / grievance under Employee Provident Fund Act, Employee State Insurance Act, Professional Tax, etc.</li><li>➤ Knowledge and hands on experience on</li></ul>

		SAP software. ➤ Experience in handling audits.
05	Maximum Age	40 Years as on 01/07/2021
06	Salary in Rs.	Consolidated pay in the range of Rs.10000 to Rs.20000/- per month + Other benefits like leave, etc. as applicable from time to time.

Sl.No.	Particulars	Credentials
01	Position Name	Car Driver (For Company Owned Vehicle)
02	Number of vacancy	01 (One)
03	Nature of appointment	On Fixed Term Contract (initially for a period of two years, extendable depending on performance and requirement)
03	Essential Qualification	1) SSLC / Matriculation 2) Valid LMV driving license for Four Wheeler with badge from any State Transport Authority in India
04	Experience	Minimum 10+ years of experience as driver
05	Maximum Age	50 Years as on 01/07/2021
06	Salary in Rs.	Consolidated pay in the range of Rs.7500 to Rs.15000/- per month + allowances + other benefits as per company rules applicable from time to time.

**General conditions:**

1. Apply only in the prescribed application format available in our company website.
2. Applications should be accompanied by Resume / CV along with self-attested copies of (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 in the previous organization(s), if applicable (d) Caste Certificate, if applicable, issued by appropriate authority (e) Recent passport size photographs.
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. Selected candidates will be initially posted at HLL LIFECARE- KANAGALA - 591 225, BELAGAVI, KARNATAKA. However their services are transferable from one place to another either in existence or that would come into existence.
  5. Age relaxation will be given to SC/ST/OBC candidates as per Govt. of India rules.
  6. Qualification & Experience stipulated above should be as on closing date of the advertisement.
  7. Experience and age relaxation and higher start in the pay may be considered in case of deserving candidates. Candidates may be considered for lower post in case they are found otherwise suitable depending on their qualification, experience and present position.
  8. Reservation / Roster will be as per the Govt. of India Rules.
  9. The said recruitment process is liable to be stopped or cancelled at any time at the discretion of the Company with or without assigning any reason and Company's decision will be final in this regard. No interim correspondence will be entertained.
  10. Management reserves the right to restrict the number of candidates. Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained.
  11. Mere meeting the conditions of the advertisement by the candidate (s) will not automatically entitle them to be called for Test / Selection / Appointment process.
  12. Canvassing in any form will be a disqualification.
  13. The candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement as on the specified dates and that the particulars furnished are correct in all respect. In case, it is detected

at any stage of the recruitment process that a candidate doesn't fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/ her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without notice.

14. Candidates employed in Government / Quasi-Government / PSU / Autonomous body, should send their application through proper channel or compulsorily produce NOC at the time of test/interview as the case may be, as and when called.
15. Those who are shortlisted by the Company alone will be called for the written test / skill test / interview as the case may be.
16. Candidates will have an option to answer/ reply in Hindi at the time of personal interview, if any.
17. Interested candidates may send their resume only in the format downloaded from the website with copies of Educational Qualification, Experience and Community certificates, Resume / CV along with recent passport size photograph to the GENERAL MANAGER (OPERATIONS) AND UNIT CHIEF, HLL LIFECARE LIMITED, KANAGALA – 591 225., HUKKERI (TALUKA), BELAGAVI (DISTRICT). KARNATAKA (STATE).
18. The envelope should be superscribed with the name of the Post applied for:
- 19. Last Date to receive the applications is 27.07.2021.**