

## Website Advertisement

**HLL Lifecare Limited**, a Mini Ratna Public Sector Enterprise under the Ministry of Health and Family Welfare, Govt. of India is looking for dynamic, self-motivated & value driven candidates for the following position on Fixed Tenure Contract Basis for Perumbavoor location.

<b>Position</b>	:	Assistant Stores
<b>Qualification</b>	:	B Com / B Sc.
<b>Desirable Qualification</b>	:	M Com
<b>Post Qualification Experience</b>	:	Minimum 1 year relevant experience
<b>Desirable Experience</b>	:	SAP Proficiency
<b>Nature and tenure of engagement</b>	:	Postings shall be done on Fixed Term Contract Basis
<b>Maximum Age</b>	:	37 years as on 01.12.2019
<b>Pay Range (INR)</b>	:	10,000 – 20000
<b>Job Responsibilities</b>	:	<ol style="list-style-type: none"><li>1. Maintain the identity &amp; traceability of materials in the store area</li><li>2. Keep the accepted, rejected materials in separate area with proper identity</li><li>3. Issuing the materials to the departments against GR</li><li>4. Maintaining Store records</li><li>5. SAP Entries</li><li>6. Maintaining Stock of materials.</li></ol>
<b>Venue</b>	:	HLL Lifecare Limited (A Govt. of India Enterprise) Plot No.1 &2, Rubber Park, Irapuram, Valayanchirangara P.O, Perumbavoor, Ernakulam, Kerala – 683 556 Email: hrifc@lifecarehll.com Website: www.lifecarehll.com Tel: +91 484 2597200

**Date of walk in Selection** : 10.12.2019

**Time:** 9.30 am - 1.00 pm      Selction Test :2.00 pm

**Reporting Time:** 9.15 am

### General conditions

- a) The job involves working in General shift operation.
- b) Reservation as per Govt. of India Rules.
- c) Age relaxation of 5 years for SC/ST and 3 years for OBC as per Govt. of India Rules.
- d) Candidates should bring their resume with details of job experience for assessing suitability.
- e) Interested candidates may attend the selection with originals of certificates and requested to download the blank application form by downloading and filling up the attached 'Blank Application Form'. Affix latest passport size photograph and attach self-attested copy of certificates to prove age, qualification, experience along with latest salary certificate which should be produced at the time of walk-in-interview. SC/ST/OBC candidates to bring caste certificate.
- f) Incomplete applications and applications without self-attested copy of above certificates WILL NOT BE PROCESSED.
- g) Canvassing in any form will be a disqualification.
- h) Appointment will be on fixed term contract basis.