

Walk-in for Selection

HLL Lifecare Limited, a Mini Ratna Central Public Sector Enterprise under the Ministry of Health & Family Welfare is a global provider of high quality healthcare products & services.

Retail Business Division of HLL, with the vision to offer patients the Affordable and the most reliable pharmacy service in India and to establish a Retail Business built upon honesty, trust and commitment to delight the customers, has taken upon the following businesses with a different identity and a different working model:

- **AMRIT Pharmacies**- Affordable Medicines and Reliable Implants for Treatment.
- **Jeevan Dhara / Generic drug Store** : Provides generic medicines at the most affordable prices without any compromise on quality.
- **Jan Sanjivni- Free Generic Pharmacy**: This business involves setting up of Generic and branded Drug Stores in the hospitals of Health and Family Welfare and Medical Education.
- **HLL Pharmacy & Surgicals ; HLL Optical**s:
HLL Pharmacy and Surgicals are comprehensive medical retail outlets, started in partnership with State Governments / Medical Institutions, wherein all type of essential medicines, surgical disposables, implants, stents, pacemakers and ophthalmic products are provided at 10% - 60% discount from the prevailing market price.

HLL has launched several initiatives to take reliable and quality healthcare to every nook and corner of the country. Landmark initiatives in the services sector have all been conceived to bring about a whole new realm of accessible, affordable healthcare delivery to every citizen.

The purpose of HLL's Healthcare Services Division is to 'provide affordable solutions for quality healthcare'. The division offers advanced Diagnostic services to partner institutions in a variety of business models. **HINDLABS- DIAGNOSTIC LABS & IMAGING SERVICES** are the brands that come under Healthcare Services Division.

HLL is now looking for dynamic, performance and value driven **candidates for the following positions** on **Fixed Tenure Contract** basis

1. **DEPUTY MANAGER (FINANCE)**
2. **DEPUTY MANAGER (OPERATIONS)**
3. **ACCOUNTS OFFICER**

Interested candidates with the following qualification and experience may walk-in for selection as detailed below

DATE	VENUE
27/07/2018 Reporting Time – 10AM to 1 PM	HLL LIFECARE LTD., B-14 A, SECTOR 62, GAUTAM BUDH NAGAR, NOIDA-201307 PH: 0120-4071500

Positions	Qualification & Experience
DEPUTY MANAGER (OPERATIONS)	B.Pharm / MBA with minimum 3 years of experience in Retail Business / Pharmaceutical industry as second line manager.
DEPUTY MANAGER (FINANCE)	<p>Qualification :</p> <p>Essential: CA / ICWAI / MBA (F)</p> <p>Post Qualification Experience: Minimum 1 year of relevant post qualification experience for candidates with CA/ICWAI. Minimum 3 years of relevant post qualification experience for candidates with MBA (F)</p>
ACCOUNTS OFFICER	CA (Inter) / ICWAI (Inter) / M.Com with 2 years of post-qualification experience in Finance & Accounts functions of a commercial organization.

Job Specifications for the above positions are as follows:

1. Deputy Manager (Operations)

Job Profile / Job Description	<p>Incumbent will be directly responsible for the successful operations of the Pharma retail outlets.</p> <p>Inventory Management - timely indenting of items / stock monitoring etc.</p> <p>Business development and sales promotion activities related to the pharmacy outlets.</p> <p>Plan, administer, organize, and successfully implementing all activities in relation to the pharmacy operations.</p> <p>Managing and rendering assistance to the technical and professional personnel.</p>
Pay Range per month	Rs.25,000/- to 45,000/-

2. Deputy Manager (Finance)

<p>Job Profile / Job Description</p>	<ol style="list-style-type: none">1. Ensuring accounting transactions (both Revenue and Capital expenditure) are accounted, complying with applicable accounting standards & guidelines and company policies.2. Review operations on a day to day basis in the Billing software from a finance angle and to ensure the updates in law like GST / TDS etc in the same.3. Responsible for maintaining necessary books of accounts at each Centre / unit . Physical verification of Stock and Fixed Assets in region at regular intervals and submitting verification report to Management.4. To review and report stock analysis on slow moving / old / obsolete inventory and to prepare aging report of debtors to RBD Finance Head / Corporate Finance.5. To ensure invoices are raised in time and collections are received regularly6. Assisting the Internal Audit team and Statutory Auditors by providing required records asked for and helping them in timely completion of audit.7. Ensuring the compliance of all suggestions mentioned in Internal audit and Statutory audit reports in the best interest of the company.8. Carrying Yearly closing tasks (like stock verification, making provisions after approvals etc) and other tasks as specified at that point of time.9. Making surprise visits to centers to evaluate the internal controls, verifying cash at that point of time with books and checking employees punch in and punch out time with actual employees physically present at the centers.10. Ensure enough controls are there for cash transactions and to see that daily sales and next day cash deposits tally with reports and to address deviations if any.11. Processing the vendor payments and other expenditure on the basis of priorities after vendor compliance with all the terms of payment.12. Ensuring compliance with all statutory requirements by filing GST returns ,TDS returns and other applicable compliances , if any ,with in due time and assisting tax authorities during assessments.13. Complying with Company Guidelines with respect to Tenders, approvals etc and to follow travel policy and to ensure approvals in case of deviations.14. Implementing Managerial decisions in an effective manner with out any prejudice to the interest of the Company.15. Responsible for all financial and accounting operations the region.16. Responsible for monthly closing of the region books of accounts within due date specified by MIS team and to ensure each ledger accounts are scrutinized regularly to avoid wrong accounting or errors.17. Providing MIS on stock / Debtors / Invoicing / Collections to the management with in due time and also to
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	report exceptional transactions to RBD Head / Finance head regularly. 18. Ensuring strict cost control
Pay Range per month	Rs.25,000/- to 45,000/-

3. Accounts Officer

Job Profile / Job Description	Incumbent will be responsible for 1. Co-ordinate with sales team to prepare data of fast moving and non-moving items and informing the generated data in the prescribed format to procurement and sales officer on daily basis. 2. Responsible for tallying the stock 3. Maintaining the relevant documents regarding Stock management 4. Responsible for cash accounting 5. Taking over the daily cash collection from sales team on daily basis and accounting and remitting to the bank account as per instructions from finance/accounts departments. 6. Documenting the same and sending the reports to Head Finance. 7. Shall be individually held responsible for the accounting accuracy. 8. Verification of the new stock received. 9. Accounting of purchases in the books of accounts. 10. Daily Bank reconciliation. 11. Preparation of MIS reports.
Pay Range per month	12000 – 29500

Selection for the positions of Deputy Manager (Operations) & Deputy Manager (Finance) will be based on the performance of the candidate in the Personal Interview.

Selection for the position of Accounts Officer will be based on the qualification, experience and the marks in the written test. Duration for the written test is 30 minutes and the maximum mark is 50.

Age: Maximum 40 years as on 01.07.2018 for all the positions.

Interested and eligible candidates may walk-in for selection test between **10.00 AM and 1 PM.**

General Conditions

1. Upper age relaxation will be given to candidates belonging to SC/ST/OBC/PH, as per Government of India Rules in this regard.
2. Canvassing in any form will be a disqualification.

3. Candidates are requested to fill up the Application Blank attached herewith affixing their latest passport size photograph, which has to be produced at the time of verification of certificates.
4. Appointment will be on **Fixed Tenure Contract** basis.
5. Candidates are required to bring all certificates in original along with attested copies to prove age, qualification, experience and latest salary certificate with break-up. SC/ST/OBC (non-creamy layer) candidates should produce their Community Certificate in original from the concerned Revenue Authorities. Failure to produce the above certificates in original will disqualify from appearing for the selection test.
6. Proposed place of posting shown in the details may vary as per the business requirement, management keeps the right for the final place of posting as deemed fit.
7. Only candidates with relevant QUALIFICATION and EXPERIENCE will be permitted to attend the written test.