

Start Date: 21.02.2025

End Date: 26.02.2025

HLL Lifecare Limited, a Mini Ratna Central Public Sector Enterprise under the Ministry of Health & Family Welfare is a global provider of high quality of healthcare products and services. **Healthcare Services** Division of HLL Lifecare Limited requires dynamic and performance driven professionals **across Maharashtra** for the position of **Officer (HR)** on **Fixed Term Contract** basis. The emoluments will be fixed depending upon Qualifications, Skills and Experience.

Name of the Post, Qualification & Experience Details are as follows:

| Name of the Post | Location & No of Vacancies | Qualification & Experience |
|------------------------------|----------------------------|--|
| Officer (Human Resources) | 1 (Kharghar, Mumbai) | MBA / MSW / PGDM Exp: 5 Years of Experience in HR |

Educational Qualification: The eligible candidates should possess the full time education qualification from the Recognized University / Educational Institution.

Interested and eligible candidates may walk in between 10:00 Am to 1:00 Pm to the following Venue.

| Date | Venue |
|------------|--|
| 26.02.2025 | HLL Lifecare Limited, HLL Bhavan, 501 & 502, 5 th Floor, Plot No. 86, Sector - 11, Near Mandir Chowk, Khopra Road, Behind Khopra bus stop, Kharghar, Navi Mumbai - 410210 |

Basic Pay Range (Fixed Term Contract) & Salary Details are as follows:

| Sl. No | Name of the Post | Basic Pay Range |
|--------|---------------------------|-----------------|
| 1 | Officer (Human Resources) | 12000-29500 |

Age:

The maximum age limit for applying to the above positions is 37 years as on 01.02.2025.

General Conditions:-

- Applications not in the prescribed format will not be considered for selection process and no further communication will be sent separately.
- Application Format can be downloaded from the website.
- Job Title and Reference Code should be clearly mentioned in the Application form.
- SC/ST/OBC candidates will be eligible for relaxation as per Government of India directives.
- Candidates are requested to bring all their certificates in original along with attested copies to prove age, Qualification, Mark sheets / Experience certificates / latest salary

certificate with break-up/Aadhar/PAN/Latest passport size photograph etc for verification, which has to be produced at the time of verification of certificates. 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.

- Vacancy may vary based on the company business requirements.
- Proposed place of posting shown may vary as per the business requirement, management keeps the right for the final place of posting as deemed fit.
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- Candidates, who will not be able to attend the process, may send their CV's to mail id- **hrhincare@lifecarehll.com** on or before **01.03.2025**.
- Canvassing in any form will be a disqualification.
- Appointment will be on **Fixed Tenure Contract** basis.

Please visit www.lifecarehll.com/careers.