

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

HINDLABS, the Healthcare Services Division (HCS) of HLL, is operating Clinical Diagnostic Laboratories and CT/MRI Scan Centres across 12 states in India, including various locations in Kerala. The company is seeking dynamic and performance-driven professionals for the following position on a **Fixed Tenure Contract** basis.

Online applications are invited for the following position:

Interested candidates may submit their completed **Application Form** (attached), along with their **CV**, copies of **Educational and Experience certificates**, **latest salary slip**, etc., by emailing the documents to **recruiter@lifecarehll.com** on or before **30.04.2025**.

Qualification & Experience:

Position	Qualification	Experience
Office Assistant	Any Graduation	Essential: Minimum 2 years of post-qualification experience in procurement, tendering, and administrative roles, with proficiency in MS Office (Excel, Word, PowerPoint).

Place of posting: Corporate Head Office, Trivandrum

Key Responsibilities:

1. Procurement Support

- Assist in preparing procurement documentation such as tenders, RFQs, RFPs, and purchase orders.
- Coordinate with internal departments for requirement collation and documentation.

2. Tender Participation

- Monitor relevant tenders and assist in timely submissions.
- Compile and organize technical and financial documents for tenders.
- Maintain structured records of past and ongoing tenders and their outcomes.

3. Sanction Note Tracking

- Maintain logs of sanction notes including pending, under-review, and approved statuses.
- Track approval timelines and follow up regularly.
- Liaise with finance, legal, and senior management for compliance and approvals.

4. Administrative & Clerical Tasks

- Manage departmental records and correspondence.
- Schedule and coordinate meetings, prepare minutes, and ensure follow-ups.
- Support documentation for audits and internal reviews.

5. Communication & Coordination

- Serve as a point of contact for vendors and internal stakeholders.
- Ensure timely follow-ups on documentation, clarifications, and compliance matters.

6. Reporting

- Prepare and maintain procurement trackers, dashboards, and status reports.
- Assist in generating monthly and quarterly reports for management.

Place of posting: Corporate Head Office, Trivandrum

Selection Procedure:

Shortlisted candidates will be called for a **Written Test**.

- **Duration:** 30 minutes
- **Maximum Marks:** 50

Age Limit:

Maximum age: **37 years** as on **01.04.2025**

Other Openings:

We are also looking for **Radiologists** and **Pathologists** for the Kerala region. Those interested in associating with **HINDLABS** on a **Consultancy Basis** may forward their resumes to recruiter@lifecarehll.com on or before **30.04.2025**.

General Conditions:

1. Age relaxation will be provided to candidates belonging to SC/ST/OBC/PwD categories as per Government of India rules.
2. Canvassing in any form will be a disqualification.
3. Candidates must bring all original certificates along with self-attested copies for verification, including:
 - Proof of age
 - Educational qualification and mark sheets
 - Experience certificates
 - Latest salary certificate with break-up
 - Aadhaar, PAN
 - Latest passport-size photograph
 - SC/ST/OBC (Non-creamy layer) candidates should produce their original Community Certificate from the concerned Revenue Authorities.

Failure to produce original documents will disqualify the candidate from appearing for the selection test.

4. The appointment will be on a **Fixed Tenure Contract** basis.
5. The proposed place of posting may vary as per business requirements. Management reserves the right to determine the final posting location.
6. Only candidates meeting the required **qualification and experience** criteria will be allowed to attend the skill test and written test.