

DEPUTY MANAGER (CSR PROJECTS)

Reference Code : HLL/HR/099/2025

Job Title : DEPUTY MANAGER (CSR PROJECTS)

Start Date : 02.12.2025

End Date : 17.12.2025

Contract Type : Executive – Fixed Term Contract

Company

HLL Lifecare Limited (HLL), India's leading manufacturers and marketers of contraceptive, Health Care and Pharma products is a Mini Ratna Central Public Sector Enterprise under the Ministry of Health and Family Welfare. HLL is a global leader in the area of contraceptives, hospital products and healthcare services. With 8 manufacturing units, 3 subsidiary / joint venture companies, 21 regional offices. HLL exports products to over 85 countries. Besides this, HLL is engaged in providing healthcare and diagnostic services, consultancy and contract services for healthcare infrastructure projects and consultancy services for procurement of medical equipment and devices in healthcare sector. Thus, HLL is positioned as a total healthcare solution provider catering to the well-being of society at large.

Department: CSR project division

Tasks

1. Internal CSR Management

- Evaluate and recommend CSR project proposals and conduct due diligence of implementing partners.
- Prepare annual CSR plans and budgets; track fund allocation and utilisation.
- Coordinate with internal departments/units and external agencies for timely project rollout.
- Oversee documentation, statutory compliance, progress reporting, and impact assessment as per Companies Act, 2013 & CSR Rules.
- Maintain consolidated MIS, support audits, and prepare reports for Management and CSR Committee.

2. External CSR Mobilisation

- Identify potential funding partners and mobilise CSR projects from external corporates.
- Conduct needs assessments, stakeholder consultations, and preliminary project design.
- Prepare concept notes and budgets in consultation with HLL/HMA.
- Recommend decisions on mobilisation funds, fund management responsibility, and pre-implementation resource needs.
- Liaise with donors to finalise MoUs, budgets, and implementation modalities.

3. External CSR Implementation

- Develop detailed implementation plans with timelines, deliverables, budgets, and KPIs.
- Coordinate with implementing agencies, field teams, and partners to ensure effective execution.
- Monitor fund flow, utilisation, progress reporting, and impact documentation.
- Recommend adjustments to budgets/allocation where required.
- Maintain a centralised database of external CSR projects and facilitate audits, review meetings, and project closure.

4. CSR Research and Development

- Conduct research on CSR trends, donor priorities, and emerging community needs.
- Undertake feasibility studies and baseline assessments for new project ideation.
- Develop detailed CSR project proposals with objectives, deliverables, and budget frameworks.
- Maintain a repository of proposals and donor profiles to track opportunities.
- Support strategic planning, documentation, and preparation of CSR impact publications.

Requirements

Maximum Age: 40 years as on 01.12.2025

Basic pay range (For Fixed Term Contract engagement): Rs. 25000 –45000/-
Annual CTC : Rs.7.12Lakhs (Metro) (approx.) at the minimum of the range.

Qualification:

Essential: MSW / Medical Degree (MBBS / BDS / BPT / BAMS / BHMS) / MPH with a minimum of 60% marks at graduation.

Post Qualification Experience:

Essential: Minimum 2 years experience in Healthcare / Social work/ CSR Networking/ Medical outreach programmes/CSR project implementation/ Health camps organization.

No. of Positions: 1

Posting Location: Thiruvananthapuram

Instructions for Applying Through the Google Form:

1. Access the Google Form using the following link: [Click here to Apply](#).
2. Download the prescribed job application form from the link provided in the form or from the HLL website.
3. Fill in the application form digitally and save it as a PDF or Word file.
Handwritten applications will not be accepted.
4. Upload the completed application form using the file upload option in the Google Form.
 - Maximum upload size: **10 MB per file**.

5. Attach additional supporting documents **in PDF or Word format** if required (CV, educational/experience certificates, latest salary slip), ensuring each file is under 10 MB.
6. Select the correct post applied for in the form to ensure proper processing.
7. Submit the form on or before the deadline. Late submissions will not be considered.

General Conditions:

1. Before applying, candidates should ensure that they fulfil all the eligibility criteria mentioned in the advertisement.
2. Applications not in the prescribed format **will not be considered** for selection process and no further communication will be sent separately.
3. Application Format can be downloaded from the website.
4. Job title and Reference code should be clearly mentioned in the Application form
5. All information submitted in the application will be verified with original documents at the time of the interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
6. Only Indian Nationals are eligible to apply.
7. SC/ST/OBC/PwD candidates will be eligible for relaxation as per Government of India directives.
8. SC/ST candidates are required to submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.
9. OBC candidates are required to submit Other Backward Class Certificate ('Non-Creamy Layer') (Certificate should be in the format as applicable for appointment to posts under Government of India).
10. The crucial date for determining the age limit shall be same as the cut of date for calculating Qualification & Post Qualification Experience of the candidates.
11. HLL reserves the right to cancel, restrict, or modify the selection process, or to not fill any or all of the posts notified, at its discretion. The number of vacancies may also be increased or decreased based on organizational requirements.
12. Candidates working in Government, Semi-Government Organizations, Public Sector Undertakings, or Autonomous Bodies must provide a No Objection Certificate (NOC) at the time of the interview.
13. The decision of Management regarding selection will be final.
14. Canvassing in any form will be a disqualification