

DEPUTY MANAGER (RBD - OPERATIONS)

Reference Code : HLL/HR/089/2025
Job Title : DEPUTY MANAGER (RBD - OPERATIONS)
Start Date : 11.11.2025
End Date : 26.11.2025
Contract Type : Executive – Permanent

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

Retail Business Division

Tasks

- Drive sales performance across all HLL centres to achieve and exceed revenue and collection targets.
- Monitor region-wise operations, ensuring adherence to company policies, SOPs, and quality standards.
- Plan and execute strategies to improve business performance, profitability, and operational efficiency.
- Ensure accurate cash collection, reconciliation, and timely remittance with zero financial discrepancies.
- Oversee inventory management — maintain optimal stock levels, reduce expiries, wastage, and pilferage.
- Implement effective supply chain coordination to ensure uninterrupted operations at all outlets.
- Conduct regular audits and inspections to ensure compliance with operational and statutory requirements.
- Supervise end-to-end store administration, manpower deployment, and discipline across all centres.
- Identify and implement process improvements to enhance productivity and service quality.
- Lead the rollout and stabilization of new HLL outlets/centres, ensuring timely infrastructure readiness.
- Prepare and review MIS reports, sales analysis, and performance dashboards for management review.
- Evaluate cost structures, control operational expenses, and ensure resource optimization.
- Ensure full compliance with pharmacy laws, regulatory norms, labour laws, and safety standards.
- Coordinate with hospital administrations, government authorities, and institutional partners for smooth operations.

- Manage vendor relations, service contracts, and ensure timely procurement and supply.
- Monitor digital systems and ERP platforms for sales, stock, and finance tracking.
- Drive staff training, skill development, and performance evaluations for operational teams.
- Enforce accountability through periodic reviews and action plans for underperforming outlets.
- Handle escalations and resolve operational, customer, or inter-departmental issues promptly.
- Support business expansion plans by identifying potential new locations and preparing feasibility assessments.
- Ensure timely submission of reports, returns, and documentation to higher management and statutory bodies.
- Promote customer-centric practices and continuous service quality improvement.
- Ensure strict adherence to audit observations and initiate corrective actions within defined timelines.
- Contribute to corporate initiatives such as digital transformation, cost rationalization, and operational excellence programs.

Requirements

Maximum Age : 40 years as on 01.11.2025

Scale of Pay (For Regular appointment): Rs. 40000 - 140000

Annual CTC: Rs.12.21 Lakhs (Non-Metro) (approx.) at the minimum of the scale.

Qualification:

Essential: BHM / B.Pharm / Pharm.D / MBA

Post Qualification Experience:

Essential: Minimum 3 years of managerial experience in leading a team of 3 - 5 members and overseeing day-to-day functional or business activities in hospital management, retail pharmacy operations, diagnostic services, healthcare project implementation, or pharmaceutical marketing and distribution.

No. of Positions : 1

Posting Location : Kashmir

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