

## **SENIOR MANAGER / MANAGER (LEGAL)**

**Reference Code** : HLL/HR/075/2025

**Job Title** : SENIOR MANAGER /MANAGER (LEGAL)

**Start Date:** 03.09.2025

**End Date** : 17.09.2025

### **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***

Legal Department

### ***Tasks***

#### **Key Skills and Competencies**

- Strong knowledge of corporate & commercial laws, arbitration and contract law.
- Drafting, vetting, and negotiation skills
- Ability to handle litigation independently.
- Analytical and problem-solving skills with business orientation
- Excellent communication and liaisoning skills

#### **Major Tasks**

- Litigation management
- Drafting / Vetting of contracts / Agreements / MoU / Deeds power of attorney etc.
- Drafting Legal Notices / Replies to legal notices etc.
- Preparing / vetting petitions, written statements, counter affidavits, rejoinders etc.
- Conciliation / Arbitration co-ordination and its documentation.
- Representing / assisting in representation of the company in courts, tribunals, arbitration, and other judicial/quasi-judicial forums.
- Liaisoning with external counsel, monitoring case progress, and ensuring timely filing of pleadings / affidavits.
- Adherence of Legal compliances
- Coordinating with Ministries/Regulatory Bodies on legal matters

## ***Requirements***

**Maximum Age** :Senior Manager: Maximum 42 years as on 01.09.2025  
Manager: Maximum 40 years as on 01.09.2025

**Scale of Pay** (For Regular appointment): Rs.60000 – 180000/- (for Senior Manager) / Rs.50000 - 160000/- (for Manager)

**Annual CTC:** Rs.17.78Lakhs (for Senior Manager) / Rs.14.86 Lakhs(for Manager) (Non-Metro) (approx.) at the minimum of the scale.

### **Qualification:**

Essential: LLB from a recognized University

Desirable: Diploma/PG Diploma in Corporate Laws, Labour Laws, IPR, Cyber Law, Arbitration, Competition Law, or Energy/Infrastructure Law will be an added advantage

### **Post Qualification Experience:**

Essential :Senior Manager: Minimum 8 years post-qualification experience in the Corporate Legal Department of Central/State PSUs or large commercial organizations having a minimum turnover of Rs.1000 crores.

Manager: Minimum 5 years post-qualification experience in the Corporate Legal Department of Central/State PSUs or large commercial organizations having a minimum turnover of Rs.1000 crores.

**No. of Positions** : 1

**Posting Location** :Thiruvananthapuram

**Contract Type** : Executive – Permanent

### **Instructions for Filling the Job Application Form:**

1. Download the attached Word document containing the prescribed job application format.
2. Type all required information directly into the form and insert your recent photograph in the field given. *Handwritten applications will not be accepted.*
3. After completing the application form, **copy the filled-in application content into the body of the email** and **attach the completed form in PDF format** to the email
4. Save the completed form in **PDF format** using the following filename format: Application Your Name PositionAppliedFor.pdf (*Example: Application Anita Sharma DeputyManager.pdf*)
5. Email the duly filled and digitally signed application form in PDF format along with the following documents:
  - Curriculum Vitae (CV)

- Community Certificate (if applicable)
- Copies of all Educational and Experience Certificates
- Latest Salary Slip

to [[recruiter@lifecarehll.com](mailto:recruiter@lifecarehll.com)] on or before the deadline.

6. Candidates submitting their applications via email must **mention the name of the post applied for in the subject line** of the email.

#### **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. 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.
9. 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.
10. 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.
11. The decision of Management regarding selection will be final.
12. Canvassing in any form will be a disqualification