

ASSISTANT MANAGER (Legal)

Reference Code : HLL/HR/094/2025

Job Title : ASSISTANT MANAGER (Legal)

Start Date : 11.11.2025

End Date : 26.11.2025

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: Legal Department

Tasks

1. **CONTRACT MANAGEMENT & LEGAL OPINION(S):** Drafting and Vetting of various kinds of Agreements, MOU's, Lease Deed, Power of Attorneys (POA), Indemnity Bond, BGs, Consortium Agreements, EOI's and Tender Documents etc. Rendering legal advice/ opinion in the matters/ cases assigned to Legal Department. Preparing Legal Compliance Report and updation of case status on weekly basis.
2. **LITIGATION MANAGEMENT** {In Hon'ble Court's as well as in Arbitrations}: Engaging of Counsels to defend the cases of the Company in various Courts and Arbitration & Conciliations matters.
3. Court Cases Drafting / reply to Legal Notices, Complaints, Preparation of all requisite documents/ pleadings such as facts/ event of the case, petition, Affidavits, suit, reply, rejoinder & evidence, etc, including visits to various High Courts as well as lower courts, MSME Tribunals etc. Holding conferences with the dealing officers and Company Counsels in connection to various cases.
4. Arbitration and Conciliation Matter) Attending and handling Arbitration and Conciliation proceedings. Examination/ analysis of the facts of the Arbitration and Conciliation cases and furnishing the same to the Management and Company Counsels for preparation of Claims and Counter Claims etc.

5. Secretarial work: Submission of Board Agenda's for various HLL's meetings to the directors at MoHFW

Requirements

Maximum Age: 37 years as on 01.11.2025

Basic pay range (For Fixed Term Contract engagement): Rs. 20000 – 40000/-
Annual CTC : Rs.6.01 Lakhs (Metro) (approx.) at the minimum of the range.

Qualification:

Essential: Degree in LAW

Post Qualification Experience:

Essential: 1 year experience in experience in the Corporate Legal Department of Central/State PSUs or large commercial organizations

No. of Positions : 1

Posting Location : Noida

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