

DEPUTY MANAGER / ASSISTANT MANAGER - INTERNAL AUDIT (RETAIL BUSINESS DIVISION)

Reference Code : HLL/HR/017/2026

Job Title : DEPUTY MANAGER / ASSISTANT MANAGER - INTERNAL AUDIT (RETAIL BUSINESS DIVISION)

Start Date : 27.01.2026

End Date : 11.02.2026

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:Corporate Audit Services Department

Tasks

1. Evaluate the adequacy and effectiveness of internal control systems.
2. Conduct financial, operational, and compliance audits as per the approved audit plan.
3. Ensure adherence to internal policies, statutory regulations, and industry standards.
4. Identify system gaps or weaknesses and recommend corrective improvements.
5. Document audit observations and present findings to management.
6. Support special assignments including investigations and management reviews.
7. Auditing Pharmacy / Diagnostic Laboratory Operations
8. Quality Control / Quality Management Systems / Quality Assurance

Requirements

Maximum Age: For Deputy Manager, 40 years as on 01.01.2026

For Assistant Manager, 37 years as on 01.01.2026

Basic pay range (For Fixed Term Contract engagement): For Deputy Manager, Rs.25000 – 45000 / For Assistant Manager, Rs. 20000 – 40000

Gross Salary - For Deputy Manager Rs.49700.00 / For Assistant Manager Rs.39760 (Non-Metro) (approx.) at the minimum of the scale.

Annual CTC: For Deputy Manager Rs.7.14Lakhs / For AssistantManager Rs.5.77 Lakhs (Non-Metro) (approx.) at the minimum of the scale.

Qualification:

Essential: MBA (Finance / Systems / Operations / Hospital Administration) / B.Pharm / B.Tech

Post Qualification Experience:

Essential : For Deputy Manager, minimum 2 years of experience in the Internal Audit / Finance / Accounts or in the relevant area as specified in the tasks to be performed for the position. Experience in Pharma / Diagnostic Laboratory operations will have preference.

For Assistant Manager, the level of experience shall be one year.

No. of Positions :

| Total | UR | OBC (25.84%) | SC (16.66%) |
|-------|----|-----------------|----------------|
| 5 | 3 | 1 | 1 |

Posting Location : New Delhi / Lucknow / Guwahati / Mumbai / 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 off 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