

**ASSISTANT MANAGER / DEPUTY MANAGER - INTERNAL AUDIT (RETAIL
PHARMACY DIVISION)**

Reference Code : HLL/HR/081/2025

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

Start Date : 28.10.2025

End Date : 12.11.2025

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: 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.

Requirements

Maximum Age: For Deputy Manager, 40 years as on 01.10.2025
For Assistant Manager, 37 years as on 01.10.2025

Basic pay range (For Fixed Term Contract engagement): Rs. 25000 – 45000/- (For Deputy Manager)

Basic pay range (For Fixed Term Contract engagement): Rs. 20000 – 40000/- (For Assistant Manager)

Qualification:

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

Post Qualification Experience:

Essential : For Deputy Manager, minimum 2 years of experience in Internal Audit / Finance / Accounts in Retail Pharmacy Chain, FMCG, Healthcare.

For Assistant Manager, minimum 1 year of experience in Internal Audit /IT/ Finance / Accounts in Retail Pharmacy Chain, FMCG, Healthcare.

No. of Positions

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

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

Contract Type : Executive – Fixed Term Contract

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 Slipto [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. 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