

DEPUTY MANAGER (RETAIL BUSINESS DIVISION)

Reference Code : HLL/HR/093/2025

Job Title : DEPUTY MANAGER (RETAIL BUSINESS DIVISION)

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: Retail Business Division

Tasks :

- Achieve the set sales and collection targets from assigned HLL outlets/centres.
- Monitor and control sales performance and cash collections across the region.
- Ensure proper cash handling, reconciliation, and timely remittance.
- Monitor and control inventory levels of HLL outlets/centres to minimize stock-outs and pilferage.
- Ensure strict adherence to SOPs in procurement, storage, and dispensing.
- Oversee the overall administration and discipline of HLL outlets/centres.
- Identify opportunities for business growth and improve operational efficiency.
- Coordinate the setup and smooth functioning of new HLL outlets/centres.
- Maintain a keen eye on market trends and competitor activities.
- Ensure compliance with all statutory, regulatory, and legal requirements related to HLL outlets/centres operations.
- Stay updated with the latest pharma retail regulations and implement necessary changes.
- Liaise with hospital authorities, government agencies, and other stakeholders for smooth operations.
- Build strong relationships with internal and external partners to support business objectives.
- Monitor operational expenses and implement cost-effective practices.
- Ensure effective utilization of resources while maintaining profitability.
- Monitor staff performance and provide constructive feedback.
- Train and mentor new employees for better efficiency and service quality.
- Maintain discipline, morale, and professional conduct across HLL outlets/centres.
- Ensure customer satisfaction by maintaining service quality at HLL outlets/centres.
- Resolve issues/complaints of patients and customers promptly.

Requirements

Maximum Age: 40 years as on 01.11.2025

Basic pay range (For Fixed Term Contract engagement): Rs. 25000 – 45000/-
Annual CTC : Rs.7.14 Lakhs (Non-Metro) (approx.) at the minimum of the range.

Qualification:

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

Post Qualification Experience:

Essential: Minimum 2 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

Total	UR	OBC	SC	ST	EWS
20	8	5	3	2	2

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Posting Location

: Assam/ Bihar / Chandigarh / Chhattisgarh / Jammu / Kashmir /
Jharkhand / Maharashtra / Punjab / Rajasthan / Uttar Pradesh /
Odisha / West Bengal / Arunachal Pradesh / Manipur /
Nagaland

Note: Candidates who had applied earlier for the post of Deputy Manager (Retail Business Division Operations) (Ref. No. HLL/HR/079/2025, dated 16.09.2025) need not apply again.

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