

## **DEPUTY VICE PRESIDENT / DEPUTY GENERAL MANAGER (CORPORATE AUDIT SERVICES)**

**Reference Code** : HLL/HR/001/2026

**Job Title** : DEPUTY VICE PRESIDENT / DEPUTY GENERAL MANAGER (CORPORATE AUDIT SERVICES)

**Start Date** : 13.01.2026

**End Date** : 28.01.2026

**Contract Type** : Executive – Permanent

### **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

### **Tasks**

- Formulate the internal audit methodology, procedures, and reporting criteria in line with applicable professional standards.
- Develop and execute the annual internal audit plan based on approval of the Management / Audit Committee.
- Schedule, assign, supervise, and review audit work to ensure optimal resource allocation and timely completion.
- Conduct independent evaluations of the adequacy and effectiveness of internal controls, risk management systems, and governance processes.
- Review the reliability and integrity of financial, operational, and performance information.
- Assess compliance with laws, rules, policies, plans, and procedures relevant to organisational operations.
- Verify safeguarding of assets and evaluate utilisation of resources for economy, efficiency, and effectiveness.
- Report audit findings, internal control deficiencies, and risk issues to the Audit Committee / Board with actionable recommendations for improvement.
- Coordinate with external auditors to ensure synergy between internal and external audit activities.

- Provide advisory support on internal controls, risk mitigation, business continuity, information security, and compliance frameworks.
- Develop anti-fraud initiatives and assist in evaluating fraud risks and designing prevention measures.
- Oversee adherence to applicable regulatory frameworks, including the Companies Act, internal audit standards, and organisational policies.
- Provide support in special assignments, investigations, and management reviews as required.
- Ensure continuous education, upskilling, and development of internal audit staff to build competency and professional excellence.

***Requirements***

**Maximum Age** : 45 years as on 01.01.2026

**Scale of Pay** (For Regular appointment): For Deputy Vice-President Rs. 80000 – 220000/- / For Deputy General Manager Rs. 70000 – 200000/-

**Annual CTC**: For Deputy Vice-President Rs.24.12 Lakhs / For Deputy General Manager Rs.21.14 Lakhs (Non-Metro) (approx.) at the minimum of the scale.

**Qualification:**

Essential: CA / CMA

**Post Qualification Experience:**

Essential: For Deputy Vice-President – Minimum 12 years of experience in finance and audit function in a reputed organisation.

For Deputy General Manager – Minimum 10 years of experience in finance and audit function in a reputed organisation.

**No. of Positions** : 1

**Posting Location** : 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