

PROJECT MANAGER - LAB OPERATIONS (ASSISTANT MANAGER)

Reference Code : HLL/HR/007/2026

Job Title : PROJECT MANAGER - LAB OPERATIONS (ASSISTANT MANAGER)

Start Date : 13.01.2026

End Date : 28.01.2026

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: Healthcare Services Division

Tasks :

1. Project Planning & Execution

- Plan and execute lab operations as per the protocols for all the labs in Maharashtra.
- Pre analytical management from collection centre to accession department
- Maintain the sample rejection within the defined percentage
- Coordinate and ensure the availability consumables as per pre-analytical requirements.
- Cold chain management
- Responsible for assessing failure of TAT and processing failure majorly happened for each month
- Shall be responsible for attending meetings at NHM as a representative of HLL and shall be documenting the meeting MOM.
- Inventory management and coordination with inventory department, labs and management team.
- Management of cost per test for each category of tests
- Complaint resolution if any raised by NHM officials
- Reviewing the operations of project revenue wise, quality wise
- Ensuring smooth delivery of services both sides laboratory vs NHM doctors
- Ensure Daily TAT achievement for sample transportation, testing and reporting

- Coordinate and manage the test report delivery in all public health facilities
- Coordination with Biomedical engineering team and equipment suppliers

2. **Lab Operations Oversight:** Oversee daily lab operations.
3. **Resource Management:** Manage lab resources.
4. **Quality Assurance & Control:** Ensure quality standards are met in all labs
5. **Team Leadership:** Lead and manage lab teams.
6. **Stakeholder Communication:** Communicate project status to stakeholders.
7. **Risk Management:**
 - Mitigate project risks.
 - Implement good laboratory practices and support in NABL accreditation activities.

Requirements

Maximum Age: 37 years as on 01.01.2026

Pay Range :

Basic pay range : Rs. 20000 - 40000/- (Assistant Manager)

Annual CTC : Rs.5.99 Lakhs (Metro) (approx.) at the minimum of the range.

Qualification:

Essential: MSc. (Medical Microbiology / Medical Biochemistry / Medical Biotechnology / Microbiology / Biochemistry / Biotechnology / MLT / Health Science program) or 2 year full time PGDMLT (Govt Approved) or 4 year full time BPMT/BSc. (MLT) (Govt Approved).

Post Qualification Experience:

Essential: **For MSc/PGDMLT** - Minimum 1 year of experience in supervising the operations of clinical labs as lab operations manager/in charge.

For BSc MLT/BPMT - Minimum 3 years of experience in supervising operations of clinical labs as lab operations manager/in charge

No. of Positions : 4

Posting Location : Pune, Amravati, Nasik, Nagpur

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