

## **ASSISTANT MANAGER - QUALITY ASSURANCE**

**Reference Code** : HLL/HR/009/2026

**Job Title** : ASSISTANT MANAGER - QUALITY ASSURANCE

**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. Quality Control and Assurance:**

- Prepare, implement, and maintain quality control processes to ensure compliance with regulatory standards.
- To coordinate for daily, monthly, periodic basic QA logs and maintenance protocols in all labs
- To ensure the periodic visits to labs assigned by the reporting officer.
- To analyse monthly trends of rejections per lab and analyse the root cause to reduce it to minimal thereby ensuring the quality of services.
- To monitor the performance of staff by conducting their monthly evaluations in the form of competencies.
- To ensure no reports are released with failure in daily QCs, also responsible for assessing weak laboratories thereby conducting their repeated training programs

#### **2. Standard Operating Procedures (SOPs):** Prepare draft, update, and enforce SOPs for laboratory and clinical operations in coordination with CQA dept.

#### **3. Regulatory Compliance:** Ensure all activities comply with basic guidelines as mentioned in Hindlabs SOP

#### **4. Documentation and Record Keeping:** Maintain accurate records of quality assurance activities.

#### **5. Training and Education:** Provide training to staff on quality assurance procedures and protocols as per calendar set by QA dept.

6. **Continuous Improvement:** Identify areas for improvement in quality processes and implement corrective actions.
7. **Risk Management:** Identify potential risks to quality and develop mitigation strategies.
8. **Equipment Calibration and Maintenance:** Oversee the calibration schedule of analysers and coordinate with BME dept. for ensure calibrations of equipments

This role is critical in ensuring that all operations meet the highest standards of quality, safety, and regulatory compliance.

### ***Requirements***

**Maximum Age:** 37 years as on 01.01.2026

### **Pay Range :**

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

Annual CTC : Rs.5.75 Lakhs (Non-Metro) (approx.) at the minimum of the range.

### **Qualification:**

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

### **Post Qualification Experience:**

Essential: For MSc / PGDMLT - Minimum **1 year** experience in handling QA/QC activities of a reputed NABL Accredited Diagnostics lab. Experience in facing NABL audit is mandatory.

For BSc (MLT) / BPMT - Minimum **3 years** experience in handling QA/QC activities of a reputed NABL Accredited Diagnostics lab.

**No. of Positions** : 8

**Posting Location** : Maharashtra

### **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