

ASSISTANT MANAGER - PROJECT MONITORING

Reference Code : HLL/HR/010/2026

Job Title : ASSISTANT MANAGER - PROJECT MONITORING

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 Oversight:

- Monitor and oversee project progress to ensure timely completion within TAT and quality standards.
- Responsible for daily monitoring with respect to the checklist drawn by QA team.
- Assisting in daily monitoring of each laboratory and timely report release.
- Responsible for identifying any gaps in processing and report releasing, thereby reducing the daily operations issues by highlighting it to the management and concerned team members
- Responsible for assisting and strengthening labs for timely processing of samples by training them with standard Hindlabs SOPs.
- Responsible for assessing TAT closure penalties every month, if any laboratory has mishandled and delayed the TAT period, monitoring cell shall be responsible for justifying the same.
- Responsible to ensure smooth processing and also responsible to travel to laboratories as per requirements

2. Performance Tracking: Assist in developing and implement tools to track project performance and identify areas for improvement.

3. Compliance and Regulatory Adherence: Ensure projects comply with relevant regulations, standards, and organizational policies.

4. **Stakeholder Communication:** Communicate project status, issues, and changes to stakeholders including project managers, team members, and senior management.
5. **Risk Management:** Identify potential risks and develop strategies to mitigate them.
6. **Resource Allocation:** Manage resources allocated to projects, including personnel, equipment, and budget.
7. **Quality Assurance:** Implement quality control measures to ensure projects meet required standards.
8. **Team Collaboration:** Work closely with cross-functional teams to align project goals with organizational objectives.
9. **Innovation and Improvement:** Stay updated with best practices and implement innovative solutions to improve project monitoring processes.
10. **Training and Development:** Provide training and support to team members on project monitoring tools and methodologies.

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 / MLT / Biotechnology) or MBA (Healthcare Management / Hospital Administration) or, Masters in Hospital Administration / Masters in public Health or 2 years MSc in Health science program or 2 years full time PGDMLT (Govt approved) or 4 years full time BPMT / BSc MLT (Govt approved).

Post Qualification Experience:

Essential: For MSc / MBA / PGDMLT / PGDM - Minimum **1 year** of experience in managing laboratory diagnostic programs or in a hospital in a supervisory level.

For BSc MLT / BPMT - Minimum **3 years** of experience in managing laboratory diagnostic programs or in a hospital in a supervisory level.

No. of Positions : 8

Posting Location : Mumbai

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