



HAFFKINE BIO-PHARMACEUTICAL CORPORATION LTD.

(A Govt. of Maharashtra Undertaking)

Regd. Office Acharya Donde Marg, Parel, Mumbai-400 012.

Phone : (91-22) 4129320-22

Fax : (91-22) 4168578

Advt. No. HBPCCL/

Date :

POSITION AVAILABLE

HBPCCL an UN accredited Government of Maharashtra Undertaking Company is engaged in the manufacturing of Life saving vaccines, anti-sera and pharmaceutical formulations. HBPCCL invites applications from eligible candidates of Indian nationality, who are keen to pursue a career in HBPCCL for the **Permanent post as General Manager** :

General Manager :

Level of Pay	Rs. 37400-67000+8700/- G.P.
Monthly Gross Emoluments	Rs. 1,61,112/- + Managerial Perks
Age: Age limit as on : 28.02.2023	45 Years
Qualification & Experience :	Mandatory: Post Graduation Degree in Microbiology / Biochemistry Desirable : 1. Doctorate in Microbiology / Biotechnology 2. Post Graduate Degree/Diploma in Management. (Recognized Institute.) Candidate must have 15 years experience in Biological / Pharmaceutical and Vaccine Industry.

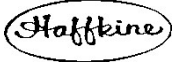
GENERAL INSTRUCTION FOR CANDIDATES APPLYING FOR ABOVE MENTIONED POSITIONS:

- (a) Last date for application is **31.03.2023** upto 23.59 p.m. (Indian Standard Time).
- (b) Application should be submitted in hard copy by post/ by hand along with relevant documents within 30 days of this advertisement on following address:
The Managing Director
Haffkine Bio-Pharmaceutical Corporation Ltd.
Acharya Donde Marg,
Parel, Mumbai-400 012
- (c) Candidates will be initially screened and called for Interview on the basis of information provided by them in the Hard Copy application form.
- (d) Incomplete application & non-submission of relevant documents will be summarily rejected.
- (e) Any changes/ modifications/ notices with reference to this recruitment advertisement will be placed on Company's website only. Candidates applying for the post are advised to visit the website regularly for updates.
- (f) The details of interview schedule communication will be sent at email id and the Present Address mentioned by the Candidate in the Application Form only.
- (g) The list of applicants short listed for selection process will be made available on the website of the Company.

- (h) The short listed candidates will have to appear for the Personal Interview at their own cost. Travelling expenses will not be reimbursed.
- (i) Candidates who would be called for Interview are required to carry original documents along with one set of copy in support of the details furnished in the application form regarding date of birth, qualifications, experience, etc., failing which such applicants will not be allowed to appear for Interview.
- (i) Date of Birth: Birth Certificate/School leaving certificate/ S.S.C passing certificate.
- (ii) Educational Qualification: Mark sheet & Passing Certificate of final examination.
- (iii) Experience Certificates:
- Past Employment: Experience certificate indicating the date of joining and relieving.
 - Current Employment: Appointment letter, last Pay Slip, Identity Card.
- (j) Through Proper Chanel: Persons working under Central/State Government/ Autonomous Body/ Semi Government Organizations and other Public Sector Undertakings must obtain the permission from their Head of the Organization to apply for the post & to produce the same at the time of Interview, failing which they shall not be allowed to appear for Interview.
- (k) Employees of the company (Internal Candidates) are eligible for posts through direct recruitment provided they meet the requirement of minimum qualification, experience & age in their cases. However their performance appraisal reports for previous three years and records of services would be placed before the selection committee.
- (l) Referees: Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work. (Name, Contact No& Email ID).
- (m) Haffkine Biopharmaceutical Corporation Limited reserves the right to fix minimum eligibility standard / bench mark and restrict no. of candidates called for Interview taking into account various factors like no. of vacancies, experience & qualification etc. While finalizing such candidates to be called for Interview as well as selecting the candidates for final selection after Interview. The decision of the Managing Director, Haffkine Biopharmaceutical Corporation Ltd in this regard shall be final and binding and no correspondence in this regard will be entertained with the candidates. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for Interview.
- (n) In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and / or, the candidate has furnished any incorrect / false / incomplete information or has suppressed any material fact (s), his / her candidature will be cancelled. If any shortcoming is detected, even after appointment, the services of the candidate are liable to be terminated forthwith. Therefore, before applying for the post, the candidate should ensure that he / she fulfill all the eligibility criteria under the norms mentioned in the advertisement.
- (o) Haffkine Biopharmaceutical Corporation Ltd also reserves the right not to call any candidates to appear for Interview without assigning any reason thereof.

- (p) The Managing Director, Haffkine Biopharmaceutical Corporation Ltd. reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. HBPCCL also reserves the right to cancel/ restrict/ modify/ alter the recruitment process, if required.
- (q) Canvassing in any form will disqualify the candidature.
2. Age & experience will be reckoned as on 28.02.2023.
 3. For Inquiry: Candidates may email to gad@vaccinehaffkine.com No phone calls will be entertained
 4. Application Fee:
 - (i) Candidate shall pay the application fee of Rs.100/- by way of demand draft favouring "HAFFKINE BIO PHARMACEUTICAL CORPORATION LTD." payable in Mumbai as below: Rs.100 (Including CGST & SGST) + Bank Charges. Fees would be exempted for internal candidates.
 - (ii) Fees in the form of the Postal Order/Money Order/Cash will not be accepted.
 - (iii) In case the selection process could not be conducted for any reason, the fees paid will not be refunded.
 - (iv) The candidate should write his full name on the backside of the Demand Draft.
 5. Benefits:
 - (a) Allowances: In addition to pay, other allowances including DA, HRA, TA etc. will be admissible as per the prevailing rules of HBPCCL.
 - (b) Medical Facility: Will be admissible as per the prevailing rules of HBPCCL.
 - (c) Accommodation: Limited Residential accommodation will be provided subject to availability (in lieu of HRA).
 6. Transfer: HBPCCL management reserves the right to transfer any of the employees.
 7. Medical Fitness and character verification of selected candidates. The appointment of selected candidates will be subject to their being declared medically fit by a doctor approved by HBPCCL and upon satisfactory verification of their character, antecedents. Till such time, their appointment will be provisional.
 8. Any disputes pertaining to this recruitment process shall be within jurisdiction of the Mumbai Court.

MANAGING DIRECTOR



HAFFKINE BIO-PHARMACEUTICAL CORPORATION LTD.

(A Govt. of Maharashtra Undertaking)
Regd. Office Acharya Donde Marg, Parel, Mumbai-400 012.

Phone : (91-22) 4129320-22

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Advertisement for the Post of General Manager

Affix your
recognizable
recent
Passport size
photograph

Application Form for the post of: _____

1. Name in full:

(SURNAME)											FIRST NAME										MIDDLE NAME)												

2. Full Address for Correspondence:

MOBILE NO.:																	P		I	N														
E-mail ID.:																																		

3. a) Date of Birth

D	D	M	M	Y	Y
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b) Age as on 28/02/2023: _____ Years _____ Months _____ Days

4. Sex : Male Female (Please tick appropriate box)

5. Qualification Details :

a) Educational / Professional Qualification :

Qualification	Name of the Universities/ Institution	Year of Passing	Percentage	Class	Passing Certificate Number
S.S.C					
H.S.C					
GRADUATION					
POST-GRADUATION					
DIPLOMA					
OTHER					
OTHER					

b) Details of affiliation with Professional Bodies/Institution/Society:

Name of the Body	Membership No	Since When

6. Experience : Details of posts held from time to time:

Sr. No.	Organization Name	Position Held	Period		Total Experience		HOD/Manager Name & Email ID	Organisation Contact No
			From	To	Year	Month		
			Total Experience					

* Attach separate sheet if required

7. Demand Draft Details: (Drawn in favour of **HAFFKINE BIO PHARMACEUTICAL CORPORATION LTD.**, payable in Mumbai).

Name of the Bank	Branch	Demand Draft No. (6 Digits)	MICR No. (9 Digits)	Amount

8. List of Publications/academic honors received:

Declaration:

(i) I hereby declare that all the above information and particulars are correct and that I will stand disqualified if any information in pursuance to Advertisement is found to be incorrect at any stage and my services will be terminated in case of appointment.

I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria stipulated or unable to produce any certificate/documents as mentioned in any application and also in case of creating influence/undue pressure regarding recruitment shall tantamount to cancellation of my candidature.

(ii) Whether facing any Charge sheet for the criminal offences in any of the court or any FIR for criminal offence is registered against you in any of the police station.: YES/NO

If Yes, give details:-----

Place _____

Signature _____

Date _____

Full Name _____

Note: Self attested copies of Testimonials in support of age, qualifications, experience etc. may be furnished, wherever necessary.

Note: Send your application form along with attested copies of certificates in support of qualification, experience, age etc. to the office of the Managing Director, Haffkine Bio-Pharmaceutical Corporation Limited, Acharya Donde Marg, Parel, Mumbai-400012 so as to reach **on or before 31.03.2023**.
