



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. HBPC/AD/01/2021

25.11.2021

POSITIONS AVAILABLE

HBPC an UN accredited Government of Maharashtra Undertaking Company is engaged in the manufacturing of Life saving vaccines, anti-sera and pharmaceutical formulations. HBPC invites applications from eligible candidates of Indian nationality, who are keen to pursue a career in HBPC. Permanent-Full time positions in various departments available in HBPC for their Parel Unit are listed below:

1) MANAGER (QUALITY ASSURANCE): (01)

Level of Pay	Rs. 15600-39100 + Rs. 7600/- G.P.
Monthly Gross Emoluments	Approx Rs. 102000/-
Age: Upper Age limit as on : 01.12.2021	Up to 50 Years
Qualification & Experience :	Mandatory: Post Graduate in Microbiology or Bio-Chemistry. Desirable: Training on Q.A., Q.C. specially related to cGMP from the recognised Universities/Institution. Preference: Doctorate in Bio-Technology & Vaccine production. Candidate must be 15 years of relevant experience in related field.

2) MANAGER (QUALITY CONTROL BIOLOGICAL) : (01)

Level of Pay	Rs. 15600-39100 + Rs. 7600/- G.P.
Monthly Gross Emoluments	Approx Rs. 102000/-
Age: Upper Age limit as on: 01.12.2021	Up to 50 Years
Qualification & Experience :	Mandatory -Doctorate in Immunology / Bio.Chemistry/ Microbiology and Degree or Diploma in Business Management from recognized Universities/Institute with Computer Literacy. Candidate must be 15 years of relevant experience in related field.

3) MANAGER (MARKETING) : (01)

Level of Pay	Rs. 15600-39100 + Rs. 7600/- G.P.
Monthly Gross Emoluments	Approx Rs. 102000/-
Age: Upper Age limit as on: 01.12.2021	Up to 50 Years
Qualification & Experience :	B.Sc /B.Pharmacy with post graduate degree in Marketing or M.B.A in Marketing from the recognised Universities/Institution. Candidate must be 15 years of relevant experience in related field.

4) MANAGER (ACCOUNTS) : (01)

Level of Pay	Rs. 15600-39100 + Rs. 7600/- G.P.
Monthly Gross Emoluments	Approx Rs. 102000/-
Age: Upper Age limit as on: 01.12.2021	Up to 50 Years
Qualification & Experience :	C.A. / I.C.W.A. Candidate must be 15 years of relevant experience in related field.

5) PLANT ENGINEER: (01)

Level of Pay	Rs. 15600-39100 + Rs. 7600/- G.P.
Monthly Gross Emoluments	Approx Rs. 102000/-
Age: Upper Age limit as on: 01.12.2021	Up to 50 Years
Qualification & Experience:	Degree in Mechanical Engineering from Recognized University/Institute. Desirable:- Post Graduate Diploma in Industrial or Operations Management. Candidate must be 15 years of relevant experience in related field.

*** Sr. No.5. Plant Engineer position is in subject to writ petition 25 / 2015 before the Honorable Bombay High Court, Maharashtra**

GENERAL INSTRUCTION FOR CANDIDATES APPLYING FOR ABOVE MENTIONED POSITIONS:

1. (a) Last date for application is **19.12.2021** 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 25 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 shall be sent at 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. Traveling 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: Marksheet & 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 Organisations and other Public Sector Undertakings must obtain the permission from their Head of the Organisation 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 and records of services for previous three years 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 any post, the candidate should ensure that he / she fulfills 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. HBPCL 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 **01.12.2021**.
 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 HBPCL.
 - (b) Medical Facility: Will be admissible as per the prevailing rules of HBPCL.
 - (c) Accommodation: Limited Residential accommodation will be provided subject to availability (in lieu of HRA).
 6. Transfer: Selected candidates shall have to serve the respective location for minimum of 5 years before any request for transfer to other units of HBPCL. However, HBPCL management reserves the right to transfer any of the employee.
 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 HBPCL 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
HBPCL

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 Advt. No. 01/2021 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 19/12/2021**.