

REQUIREMENT OF COMPANY SECRETARYSHIP TRAINEE (As per ICSI Training Guidelines)

HLL Lifecare Limited (HLL) is a Miniratna Central Public Sector Enterprise (CPSE) under the Ministry of Health and Family Welfare, Government of India, and a leading manufacturer and marketer of contraceptives, healthcare, and pharmaceutical products. Recognized globally for its leadership in contraceptives, hospital products, and healthcare services. HLL operates seven manufacturing units, two subsidiary and a joint venture company, and 21 regional offices, with exports to over 87 countries worldwide.

Beyond manufacturing, HLL provides a comprehensive range of services including healthcare and diagnostic services, consultancy, and turnkey solutions for healthcare infrastructure projects, as well as consultancy for procurement of medical equipment and devices. The organization has further diversified into retail pharmacy operations through AMRIT and HLL Pharmacies, and into diagnostic and imaging services under the HINDLABS brand. Guided by its Vision 2030, HLL aspires to evolve into a ₹10,000 crore enterprise and attain Navratna CPSE status by 2030, reinforcing its position as a total healthcare solutions provider committed to enhancing the health and well-being of society at large.

The Company invites application from **CS Executive (Intermediate) Passed candidates** of the Institute of Company Secretaries of India (ICSI) for engagement as **Trainee** to undergo **21 months of practical training** in accordance with the **ICSI Training Guidelines**.

Training Exposure:

The selected candidates will be provided practical exposure in a Group Company set up in the following areas. The trainee is required to assist in:-

- Secretarial functions of HLL Lifecare Limited (main company)
- Secretarial functions of two Subsidiary Companies and one Joint Venture Company
- Secretarial work relating to Societies controlled by HLL Lifecare Limited and Joint Venture Company.
- Statutory and periodical filings of holding company, subsidiaries, JV with the Ministry of Corporate Affairs (MCA), Department of Public Enterprises (DPE), RBI, Department of Finance and other Government authorities
- Corporate Social Responsibility Compliance of HLL and its subsidiary companies.
- Drafting of Board/Committee notes, Resolutions, Minutes and other documents of HLL Lifecare Limited, Subsidiary Companies, Joint Venture Company and Societies/Associates of HLL Lifecare Limited



निगमित एवं पंजीकृत कार्यालय:
एचएलएल भवन, पूजप्पुरा पी.ओ.
तिरुवनंतपुरम-695 012.
केरल, इंडिया.
दूरभाष : +91 471-2354949,
2350961, 2350959
वेबसाइट: www.lifecarehll.com
सीआईएन: यू25193केएल1966जीओआई002621

Corporate and Registered Office:
HLL Bhavan, Poojappura P.O.
Thiruvananthapuram-695 012
Kerala, India
Tel: +91 471-2354949
2350961, 2350959
Website : www.lifecarehll.com
CIN: U25193KL1966GOI002621

- Internal Audit and Legal Compliance Audit
- Secretarial Due diligence and Corporate Governance of HLL and its group entities.
- Handling various types of audits viz Secretarial Audit, Internal Audit and C&AG Audit

Duration of Training:

21 Months (as per ICSI Training Guidelines)

Stipend:

₹11,500 per month (first year of training)

₹13,000 per month (second year of training)

Work Location:

Registered and Corporate Office at Thiruvananthapuram, Kerala, India

Eligibility:

Candidates who have passed the CS Executive Programme of ICSI and are eligible to undergo practical training under the ICSI Training Regulations.

How to Apply:

Interested candidates may forward their resume along with contact details to the following email IDs:

varunkumar@lifecarehll.com

jaikirshnanar@lifecarehll.com

Last Date for receipt of applications :

04th April 2026

***NB:** The Management reserves the right to shortlist, select or reject any application without assigning any reason thereof and its decision in this regard shall be final. This invitation however does not constitute a binding offer and is subject to modification or withdrawal at any time without prior notice.*

For HLL Lifecare Limited



Company Secretary