



Job Notification No.: **BL/CHRD/RECT/O1/2017**

Date: **15th November, 2017**

Needs Professionals

THE COMPANY

Balmer Lawrie & Co. Ltd, a Public Sector Company under the Ministry of Petroleum & Natural Gas, is a professionally managed, multi-location, diversified conglomerate having presence in manufacturing as well as services sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the Organization to achieve leadership position in many of its businesses.

PRODUCTS AND SERVICES

The Company operates in various business segments through Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Industrial Greases & Specialty Lubricants, Steel Barrel, Corporate Travel and Logistics Services. The Company also has significant presence in most of the other businesses it operates in, namely, Refinery & Oil Field Services [ROFS], Leather / Performance Chemicals, Logistics Infrastructure, etc.

GENERAL TERMS & CONDITIONS

1. Eligibility Conditions

- (i) Only Indian Nationals, aged 18 years and above, are eligible to apply.
- (ii) Before applying for the post, candidates should ensure that she/he fulfils the MINIMUM ELIGIBILITY and other criteria mentioned in Job Notification No. BL/CHRD/RECT/O1/2017 dated 15th November, 2017 published at <http://www.balmerlawrie.com/pages/currentopening>.
- (iii) BALMER LAWRIE & CO. LTD. being the Appointing Authority shall be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which she/he has applied.
- (iv) If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, his / her candidature shall be cancelled and if appointed, services shall be terminated forthwith without any notice or compensation. No correspondence shall be entertained in this regard.
- (v) The cut-off date for reckoning Maximum Age Limit and Minimum Post Qualification relevant Experience shall be **09/12/2017**. The cut-off date for determining all eligibility criteria i.e. **09/12/2017** would remain same even if the last date for submission of online application / payment of fee is extended for administrative / technical reasons.
- (vi) The Candidates should correctly enter the Start Date & End Date in DD.MM.YYYY FORMAT for work experience details as the same shall be reckoned for checking eligibility against Post Qualification relevant Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
- (vii) The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for shortlisting and or final selection. Candidates may be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised post.

Contd.....

Job Notification No.: **BL/CHRD/RECT/O1/2017**

Date: **15th November, 2017**

(viii) All minimum eligibility qualifications, where applicable, should be **recognized by** AICTE/UGC/MHRD/Gov of India/AITA/UFTAA and from AICTE/UGC/MHRD/AITA/UFTAA/Govt of India recognized/affiliated institutes/colleges/universities as on the date of passing. Candidates, shall be required to submit an undertaking in the prescribed format to that effect at the time of submission of original testimonials before being advised for Medical Examination. Application of such shortlisted candidates not submitting the undertaking in the prescribed format shall be summararily rejected & no refund of fees shall be made. In the event where the qualification acquired is not found to be recognized by AICTE/UGC/ MHRD/ AITA/UFTAA/Govt of India post selection, the appointment shall be terminated without further notice.

(ix) The job description mentioned against each notified post(s) is only indicative. It may change based on the requirement of the company and discretion of the management.

2. Concessions, Relaxations & Reservations

(i) Relaxations / Reservations etc. for SC/ST, PwBD and OBC[NCL] (Non Creamy Layer) shall be as per Government Rules.

(ii) Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) - non creamy layer candidates.

(iii) The self attested Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs as per format available on the website will **only** be accepted as proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe or the Other Backward Class. Certificates received in any other format shall not be considered for availing reservation benefits.

- District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
- Revenue Officer not below the rank of Tehsildar; and
- Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(iv) Any self attested Caste/Tribe/PwBD certificate submitted in a format other than the format available on our website will result in the candidate being treated as belonging to General Category and no reservation benefits shall be extended to such candidates.

(v) The Upper age limit for Persons with Disabilities (PwBD) is relaxable by 10 years for candidates belonging to General Category, 15 years for ST/SC Category and 13 years for OBC-Non Creamy Layer Category. The PwBD candidates must possess a Certificate to this effect issued by the Board/countersigned by the Medical Superintendent/Chief Medical Officer/Head of Hospital of Government Hospital as per the format available on our website. Necessary assistance for access, seating and scribe/reader in terms of Govt guidelines shall be provided to PwBD candidates during the selection process. However, to avail this facility, separate specific communication to this effect must be sent in the <http://balmerlawrie.com/feedback> within 7 days of submission of application.

Contd.....

Job Notification No.: **BL/CHRD/RECT/O1/2017**

Date: **15th November, 2017**

- (vi) Candidates from SC/ST/OBC (non-creamy layer) category must mention their caste details correctly in the application process and upload their self attested Caste/ Tribe/ Community Certificate at relevant portion in the Application Form. In case the candidate does not upload the self attested certificate, such candidates shall be treated as belonging to General Category and no reservation benefits shall be extended to such candidates.
 - (vii) Also, the candidates belonging to SC/ST/OBC (non-creamy layer)/PwBD category must produce the original caste certificate issued by Competent Authority in the format available on our website along with a photo copy in support of their claim, while appearing for written test . In case, the candidate fails to produce the original certificate issued by Competent Authority, his / her candidature shall not be considered and shall not be allowed to participate in the written test. Further his/ her travelling expenses shall not be reimbursed.
 - (viii) The OBC candidates who belong to “CREAMY LAYER” are not entitled for relaxation of age and/or for consideration against reserved positions.
 - (ix) Upper age limit is relaxable for Ex-Servicemen (ES) as per extant applicable rules issued by the Competent Authority.
 - (x) The candidate's appointment shall remain provisional till such time as the Caste/ Tribe/ Class (NCL) certificates and other testimonials are verified and certified by appropriate authority as genuine. The candidate's services shall be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC/PwBD/ES category and other testimonials, if any, is found false. BALMER LAWRIE & CO LTD also reserves the right to take such further action against the candidate, as it may deem proper, for production of such false caste certificate.
3. Candidates employed with Government Departments/ CPSUs / Autonomous Bodies are required to apply through proper channel, obtaining necessary No Objection Certificate (NOC) which is required to be submitted at the time of written test . In the absence of NOC, no benefit related to continuity of service and/ or Pay Protection shall be admissible to an applicant who is presently serving Government Departments/ CPSUs / Autonomous Bodies. No Lien/deputation is acceptable to Balmer Lawrie.

4. Place of Posting:

The place of posting can be anywhere in India or abroad depending on the exigencies of work and business needs of the Company.

The Company reserves the right to create a panel through empanelment of candidates if more than one candidate is found suitable and offer employment opportunity to such empaneled candidate in future in similar role at same or different location. However, the panel shall remain confidential and no communication/ queries in this regard shall be entertained and/ or responded to.

5. Mode of Selection & Nature of Question Paper:

- (i) The mode of selection is through an All India Written Examination.
- (ii) 2nd Level of selection process, if the Company decided to do so.

Contd.....

Job Notification No.: **BL/CHRD/RECT/O1/2017**

Date: **15th November, 2017**

6. Travelling Allowance [TA]:

- (i) No Travel expenses shall be paid to any candidate for appearing in Written Test, other than those belonging to SC, ST and PwBD categories. Reimbursement in case of these categories shall be limited to Sleeper Class to and fro rail fare by the shortest route on production of self attested original journey tickets. Photocopy of self attested return journey tickets shall be acceptable. Those who are entitled for reimbursement of TA shall be required to carry their original caste/ tribe/ PwBD Certificates in the format given in our website on person on the date of Written Test for verification.
- (ii) The above mentioned Outstation candidates who are shortlisted and attend the second level selection process if any shall be reimbursed Sleeper Class to and fro rail fare by the shortest route on production of original journey tickets. In case of travel by higher class, the reimbursement shall be limited to the eligible class fare only. Reimbursement of travel fare is subject to producing all the necessary credentials as shall be specified in the Call E-mail.
- (iii) The Format for seeking reimbursement of TA for attending Written Test/ second level selection process shall be communicated along with Call E-mail.
- (iv) All reimbursements shall be made through Bank Transfers only. It is the responsibility of the candidate to ensure that all details pertaining to bank account are mentioned correctly in the TA Form.
- (v) BALMER LAWRIE & CO LTD shall not be responsible/ liable for non-payment &/or non-receipt in case information furnished is incomplete or incorrect.

7. Choice of Examination Centre:

- (i) The Written Test shall be held in 5 cities i.e. Delhi, Mumbai, Chennai, Hyderabad and Kolkata.
- (ii) The candidates shall be required to indicate 2 preferences for Examination Centre out of the 5 centres mentioned above. The Company reserves the right to select the final Centre for the applicant from the 2 preferences. No request for change in the Examination Centre shall be entertained.
- (iii) In case of adequate number of applicants the Company may operate a centre in any one of the North Eastern States, in which case all applicants having Kolkata as preference number 1 and having present address in any of the North Eastern States shall be assigned Examination Centre at any of the North Eastern States.

8. How To Apply

- (i) The candidate shall be required to register himself/ herself using the link https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#
- (ii) After creation of his/ her profile, the candidate shall be required to apply against the appropriate job by going into the “**Employment Opportunities**” tab.
- (iii) After successful submission of application, the candidate shall receive a mail in his registered email id with the application details and the SBI challan for submission of application fee.

Contd.....



Job Notification No.: **BL/CHRD/RECT/O1/2017**

Date: **15th November, 2017**

- (iv) The candidate shall be required to take a print of the challan and deposit the application fee at any of the SBI Branches across the country.
- (v) 2 copies of the challan i.e. the candidate and Company copy shall have to be retained with the applicant and the Company Copy shall be submitted at the time of the Written Test.
- (vi) Any query with regard to the application process may be sought by putting a feedback in the <http://balmerlawrie.com/feedback> link.
- (vii) **Last date for submission of applications is 09th December, 2017**. Any communication as regards extension of last date of application shall be published on the Company's website only.

9. Online Application:

- (i) Online submission of application is permitted on the website between 1200 hours on **15.11.2017** till 2359 hours on **09.12.2017**.
- (ii) Incomplete applications, applications not received online or applications received after the due date SHALL BE REJECTED SUMMARILY.
- (iii) One Candidate shall be allowed to apply against one position only once. In case multiple applications are submitted for the same post, then both the applications shall stand rejected.
- (iv) Request for change of Mailing address / Email / category / posts as mentioned in the application shall not be entertained.
- (v) The candidates should clearly and correctly write their mobile number and correct email address. Please note that all communication from the Company related to this recruitment exercise shall be sent only through e-mail and those shall be sent to the registered mail ids only.
- (vi) Category (SC/ST/OBC [NCL]/PwBD/ES/Gen) once mentioned in the application form shall not be changed and no benefit of other category shall be admissible later on.
- (vii) Online applications containing incorrect / misleading information shall lead to the candidate being disqualified, as and when detected, irrespective of the stage of selection process and shall also lead to dismissal from services of BALMER LAWRIE & CO LTD, on its detection at any time after appointment. BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.

10. The candidates shortlisted for the second level selection process in case the Company chooses to do so, shall be required to bring the following original certificates along with attested photocopies as documentary proof at the time of the second level selection process else the same shall be verified at a designated date prior to issuance of appointment letter:

- (i) Proof of Age (birth certificate issued by Competent Authority / school leaving certificate / passport copy)

Contd.....



Job Notification No.: **BL/CHRD/RECT/O1/2017**

Date: **15th November, 2017**

- (ii) Educational Qualifications (All the Mark sheets & Pass Certificates starting from Matriculation (Class 10) to the highest qualification attained)
- (iii) Service/Experience Certificates of all past employments & proof of date of joining & continuity in the present Organization.
- (iv) Last Salary Certificate/ Payslips (Last 3 months) (if applicable)
- (v) Caste/ Tribe/ Class/ Status Certificate (applicable for SC/ ST/ OBC/ PwD/ ES)
- (vi) Copy of PAN Card

11. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
12. Similarly, the Company reserves the right to increase the number of vacancies purely on need basis at any point of time during recruitment process.
13. Appointment and continuation of service of the candidate in BALMER LAWRIE & CO LTD shall also be subject to Medical fitness, satisfactory verification of all certificates/qualification including past experience and reference check and verification of Character and Antecedents (C&A) by the prescribed/ appropriate authority and the data as mentioned in the application form being verified against relevant certificates.
14. At any stage of this recruitment process including after recruitment or joining, in case it is found that the candidate has given incorrect information while filling up the online application form or has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred for all appointments in BALMER LAWRIE & CO LTD and his/her application / appointment shall be rejected with no reimbursement of travel fare.
 - (i) Has provided wrong information or submitted false documents
 - (ii) Has Suppressed relevant information
 - (iii) Does not meet the eligibility criteria prescribed for the post
 - (iv) Has resorted to unfair means during the Written Test /Recruitment process
 - (v) Is found guilty of impersonation
 - (vi) Has created disturbance affecting the smooth conduct of the Written Test at the test centre or at any other stage
 - (vii) Has uploaded non-human or irrelevant photograph.
15. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
16. Any canvassing directly or indirectly by the applicant shall lead to disqualification of her/his candidature.
17. Request for change of discipline, post, test centre, test date and timing shall not be entertained after submission of online application and BALMER LAWRIE & CO LTD shall not be responsible for overlap of test dates/slots if any.
18. Balmer Lawrie shall not be responsible for any loss of email communication sent, due to invalid/incorrect email id/wrong postal address/postal delays/loss in transit etc. No request in this regard shall be entertained.

Contd.....



Job Notification No.: [BL/CHRD/RECT/O1/2017](#)

Date: **15th November, 2017**

19. The Company reserves the right to shortlist candidates depending upon the number of vacancies and applications received, etc., and also to decide the modalities for recruitment whether through Written Test and/or any other second level selection process viz. case study, presentation, group discussion or all of these and the venue/schedule thereof.
20. In case of any ambiguity / dispute arising on account of interpretation in versions other than English, the English version shall prevail.
21. The Company may at its discretion, hold re-written test, wherever necessary in respect of a Centre / Venue and / or all centres / candidates in case of any eventualities.
22. No Correspondence shall be entertained by the Company with regard to recruitment. The list of selected candidates shall be uploaded on the company website career page.
23. Any dispute with regard to recruitment against this advertisement shall be settled within the jurisdiction of Kolkata Court only.

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