



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक प्रतिष्ठान)

**Balmer Lawrie & Co. Ltd**  
(A Government of India Enterprise)

SINCE 1867

## NEEDS

In

## SBU Logistics

### COMPANY

Balmer Lawrie, 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 service 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. For the year ending 31.03.2016, the company achieved a Turnover of Rs.2895 crores and a Profit of Rs.235 crores.

### 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.

### OPENING

SBU Logistics of the Company seeks to induct young talent on **CONTRACTUAL BASIS** at the following locations. The details of vacancies in the cadres are as under:

Sl. No	Post	Grade	Indicative Place of position	No. of vacancies	Minimum Qualification	Minimum Experience	Maximum Age
1	Accounts & Finance Assistant - ICP	On Direct Contract	Jogbani	1	Graduate (Non-Engg) [Commerce]  Preference shall be given to a candidate who is CA (Inter) or ICMA (Inter)	Three years relevant post qualification experience	35 years as on 18.04.2017

### **JOB PROFILE for the position of Accounts & Finance Assistant – ICP at Jogbani**

1. Cash and cheque collection from customers.
2. Lodgment through system for debtors' adjustment.
3. Depositing collection to bank on the same day or next day.
4. BRS on monthly basis.
5. Sending documents for payment to CFS, KOL after approval from the operation head.
6. Disbursement of cheques/DD received from CFS, KOL to vendors after obtaining receipts (No cash payment from the unit).
7. MIS:
  - a. Collection report on daily basis.
  - b. Sales figure on daily basis.
  - c. Sales detail on monthly basis within 1day of the completion of month along with Tax detail.
  - d. Debtors Report on monthly basis within 2days of the completion of month.
8. Any other job as and when required.
9. Statutory compliance especially Service Tax.
10. Preparation and rendering assistance in preparation of memorandum of accounts for ICP Jogbani operation
11. Co-ordination with Internal as well as Statutory Auditor pertaining to ICP Jogbani operation.

**The above profiles mentioned against the positions are indicative and not exhaustive.**

### **COMPENSATION**

Selected candidates for the above positions will be placed on Contract Basis considering the Qualification and Experience as applicable to the Positions as per Company Policy.

### **HOW TO APPLY**

1. Pls. apply through the [e-recruitment](#) portal. To apply through the portal you need to first register. You can register using the following link:  
[https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf\\_a\\_candidate\\_registration?sap-client=100#](https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#).
2. After creation of your profile, pls. ensure that you apply against the appropriate position by going to the "Employment Opportunities" tab. Only creation of profile does not ensure consideration of your candidature for a job.
3. In case of any difficulty, please send your [feedback](#) by clicking on the "Feedback" link.
4. Last date for submission of applications is **2 May, 2017.**

Please read [The Other General Conditions](#) before applying for the positions.

**PLEASE READ THE OTHER GENERAL CONDITIONS BEFORE APPLYING FOR THE POSITIONS**

**OTHER GENERAL CONDITIONS:**

1. Before applying for the post, candidates should ensure that he/she fulfills the **MINIMUM ELIGIBILITY** and other criteria mentioned in this advertisement. BALMER LAWRIE & CO LTD being the Appointing Authority would be free to reject any application at any stage of the selection process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.
2. In case the post applied for is not mentioned clearly & correctly an application **is LIABLE FOR BEING REJECTED SUMMARILY.**
3. Incomplete applications, or applications received after the due date **ARE LIABLE FOR BEING REJECTED SUMMARILY.**
4. **Applications submitted without Age / Qualification will not be entertained.**
5. 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 will be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised role. The company's decision shall be final in this regard.
6. Only shortlisted candidates who are found prima facie eligible based on the details given in the application will be called for the written test and / or personal interview as the case may be.
7. Candidature of the candidate is liable to be rejected at any stage of the selection process or after selection 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.
8. The company reserves the right to relax age in case of candidates with longer years of experience/ in case of exceptionally qualified or experienced candidates.
9. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
10. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to the selection process against this advertisement will be settled within the jurisdiction of Kolkata Court only.
11. The candidates should clearly and correctly write their mobile number.
12. The number of vacancies is indicative. The company reserves the right to increase or decrease the number of vacancies purely on need basis at any point of time.
13. The location/ place of posting mentioned are indicative, selected candidate shall be required to work in any location in India or outside the Country including assignments to company's Joint Venture/ Associates.
14. In respect of exceptionally qualified and qualitatively experienced candidates the minimum overall years of experience as prescribed, may be relaxed at the sole discretion of the company.