

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)
[A Government of India Enterprise]
Needs Personnel

THE 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 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 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 Chemicals, Logistics Infrastructure, etc.

OPENING:-

The Company is looking for qualified and experienced person, as per details given below:

S. No	Role	Level (Grade)	Location	No. of Vacancies	Qualification		Max Age	Experience (Post Qualification Experience)	
					Minimum Qualification	Preferred Qualifications		Minimum (in years)	Preferred(in years)
1	Operations Assistant	Direct Contract	Goa, Vasco	1	3 years' Graduate (Non Engg) in any discipline	-	35	3 years	5 years

Note:

1. The cut-off date for post qualification relevant experience & maximum age is 30th August 2017
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

HOW TO APPLY

Please register yourself using the link https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#

After creation of your profile, please apply against the appropriate job by going into the "Employment Opportunities" tab.

Last date for submission of applications is 13th September 2017

COMPENSATION

Position No.	Grade(s)	Basic Scale (Rs.)	CTC Range (Rs/lakhs per annum)
1	Direct Contract	5,100 - 7,650, may be increased for suitable candidate subject to Company rules	12,500 - 18,000, may be increased for suitable candidate subject to Company rules

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, Performance Related Pay, encashment of earned leaves, Pension Scheme benefits, work related benefits and Retiral benefits as applicable.

Selected candidate for the above position will be placed in the appropriate Grade and Scales of Pay, and **actual compensation package offered will depend on qualification, experience, etc.**

CONCESSIONS, RELAXATIONS & RESERVATION

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

- The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs 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.
 - (i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/"T" Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
 - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
 - (iii) Revenue Officer not below the rank of Tehsildar; and
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- The Upper age limit for Persons with Disabilities (PwD) candidates is relaxable by 5 years. Persons with 40% or more Disability shall be eligible for relaxation.
- Reservation for Persons with Disabilities as per Govt. rules. PwD candidates in any of the three categories (Blindness or Low Vision; Hearing Impaired; and Locomotor disability or Cerebral Palsy) are eligible to apply.
- Reservation of posts for **SC, ST and OBC (non creamy layer)** will be as per presidential directives.
- Upper age limit is relaxable for Ex-Servicemen.

PLACE OF POSTING

The place of posting can be anywhere anywhere in India or outside the country including assignment to company's joint ventures/Associates

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

PERSON PROFILE

Position No.	1
Position Title	Operations Assistant - Logistics, Freight Forwarding - Goa (on Direct Contract)
Grade	Direct Contract
Qualification	3 years' Graduate (Non Engg) in any discipline
Indicative Job Description	<p>The key responsibilities of the incumbent would be :-</p> <ul style="list-style-type: none">• Coordination with Goa clients viz. MO Goa, Goa Shipyard, NCOAR, Indian Coast Guard etc.• Planning and pick up of domestic shipments to be booked on Air India fir domestic airfreight• Debtors' recoveries with clients on bill to bill basis, sending monthly debtors outstanding emails to clieants• Purchase order posting to foreign agent and coordinating with client on L/c or any discrepancy at supplier end• Visit clients for generation of business prospects• Coordination with support vendors for delivery of import goods cleared at Goa• Freight Forwarding Goa - branch administrative workings/ expenses <p>The above list is only indicative and not exhaustive</p>
Experience Profile	Minimum 3, preferred 5 years' experience
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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 recruitment 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, applications not as per the prescribed format or applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY.
4. Request for change of Mailing address / Email / category / posts as mentioned in the application 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. The job description mentioned above is only indicative. It may change based on the requirement of the company and discretion of the management.
7. Only short listed candidates who are found prima facie eligible based on the details given in the application form will be called for the written test and / or personal interview as the case may be.
8. Category (SC/ST/OBC/PWD) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
9. The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions
10. Relaxations / Reservations etc for SC/ST, PWD and OBC (Non Creamy Layer) will be as per Government Rules/Presidential Directives.
11. Candidates from SC/ST/OBC (non-creamy layer) category should produce the original caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim, at the time of interview. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered and his/ her travelling expenses will not be reimbursed.
12. 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.
13. 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.
14. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
15. The Company reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for recruitment whether through Interview / Written Test/ Group Discussion or all of these and the venue/schedule thereof.
16. The Company reserves the right to offer position in appropriate lower Grade & Salary.
17. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kolkata Court only.
18. The candidates should clearly and correctly write their mobile number and correct email address. Please note that the intimation for interview will be given through email addresses only.
19. Those short listed for interview shall be intimated through e-mail. They are required to bring the following original certificates along with attested photocopies as documentary proof at the time of interview:
 - Proof of Age,
 - Educational Qualifications (All the Mark sheets & Certificates)
 - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
 - Last Salary Certificate (if applicable)
 - Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC)/ Persons with Disability (PWD) certificate, if applicable from the competent authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer. In the absence of any of the above documents, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed.

20. **Out Station** Candidates called for **Interview** may be reimbursed to & fro II/ Sleeper rail fare or equivalent from the **mailing address mentioned in the on-line application form** to the venue of interview by the shortest route as per rules. *Candidates providing mailing address of a country other than India, in the application form, will be reimbursed to and fro rail fare, as per entitlement mentioned above, from the port of arrival in India to the venue of interview by the shortest route as per rules.* The candidate will be required to fill in the Travelling Allowance (TA) form at the Interview centre and submit proof for travel undertaken.

21. 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 during recruitment process.

22. 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 Ventures/ Associates.

23. In respect of exceptionally qualified & qualitatively experienced candidates the minimum overall years of experience as prescribed, may be relaxed at the sole discretion of the Company.

24. Online submission of application is permitted on the website till 1830 hrs on 13th September 2017

25. In case it is found at any stage that the candidate is **either not meeting the requirements as laid down in the advertisement or has given incorrect information while filling up the on-line application form**, his/her candidature shall be **cancelled** and in that case no traveling expenses shall be reimbursed.

26. Balmer Lawrie shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.

27. The court of jurisdiction for any dispute will be at Kolkata.

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