



# Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

Notification for Engagement of Apprentices under Apprentices Act, 1961

in

**SBU: Travel & Vacations-Delhi and Mumbai**

## **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 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.

## **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 Steel Barrel, Industrial Greases & Specialty Lubricants, Tours & Travel and Logistics Services. It also has significant presence in most of the other businesses it operates, namely, Leather Chemicals, Logistics Infrastructure, Refinery & Oil Field Services [ROFS] etc.

The Company, as a part of SKILL INDIA MISSION towards skill development, shall provide opportunity for 'Apprenticeship Training' to eligible candidates in its chosen businesses in terms of National Apprenticeship Promotion scheme [NAPS] under Apprentices Act 1961. Accordingly, the Company proposes to engage Apprentices initially at its Strategic Business Unit : Travel & Vacations in Delhi and Mumbai.

In view of the above Applications are invited from the eligible Indian Nationals in the following designated job roles for engagement as Apprentices under Apprenticeship Act 1961 read in conjunction with Apprentices [Amendment] Rules, 2015.

**A. ELIGIBILITY CRITERIA, APPTENTICESHIP DETAILS**

Sl. No.	Apprenticeship Trade/Code	Minimum Educational Qualification	Max. Age as on 1st November, 2017	Minimum Age as on 1 <sup>st</sup> October, 2017	Maximum Duration of Basic Training(BT)	Duration of On The Job Training (OJT)	No. of Seats* - To be filled in Delhi & Mumbai (Reservation Details)	Training Description
1	Ticketing Consultant/ THC/Q 4302	[a] 10+2 from a Central/State Education Board with minimum 50% aggregate marks [b] Preferable IATA approved Diploma	21 Years	14 years	300 Hours	1 Year	**10 (2 OBC, 1 SC, 7 UR)	Interacting with the customers, understanding their purpose and mode of travel and any specific requirements, booking the tickets and providing travel advisory
2	Travel Consultant [Also Known as Travel Agent]/ THC/Q 4404	[a] 10+2 from a Central/State Education Board with minimum 50% aggregate marks [b] Preferable IATA approved Diploma	21 Years	14 years	300 Hours	1 Year	10 (3 OBC, 2 SC, 1 ST, 4 UR)	Preparing and organising holiday tours packages for inbound, outbound and domestic tourists and travellers, both, for retail and corporate customers

\*It may be noted that the Basic Training shall be conducted at Delhi/Mumbai only. However, the OJT can be provided at any of the offices of Balmer Lawrie & Co. Ltd. Company reserves the right to increase/ decrease the number of seats for Apprenticeship training at any point of time during Selection Process. The company reserves the right to increase or decrease the number of Apprentices engaged against both the above mentioned Job Roles and among the two location of Delhi and Mumbai depending on the availability of infrastructure facility.

\*\*Out of 10 (ten) positions against serial no. 1 (Ticketing Consultant), 01 position is reserved for persons with disabilities with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy(OA, OL), Abbreviations - OA (One Arm), OL (One Leg)

The number of candidates in a particular Apprenticeship code/Trade & in a particular location and their selection shall be at the discretion of Balmer Lawrie & Co. Ltd. in terms of its infrastructural facilities/business requirements.

Candidature of the candidate is liable to be rejected at any stage of the Apprenticeship training, 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.

**B. OTHER TERMS AND CONDITIONS**

- An apprentice is a person who has made contract of apprenticeship with Balmer Lawrie & Co. Ltd. for Apprenticeship training under the Apprentices Act. Candidates who have completed their Apprenticeship Training under The Apprentices Act, 1961 are not eligible for this training.
- The candidates should not have undergone any formal trade training (Fresher apprentices) earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961 in any Government or Public Sector or Private Industrial Organization.
- The candidates should fulfil other requirements of Apprentices Act, 1961 and in terms of NAPS and only candidates whose registration is accepted under the Apprentices Act 1961 by the Apprenticeship Adviser shall be eligible for undergoing this Apprenticeship Training.

- d) Each candidate must have an Aadhaar number.
- e) Candidates shall be required to submit Medical Fitness Certificate obtained from a Doctor of a Government Hospital/Chief Medical Adviser [CMA] of the Company.
- f) The Apprenticeship Training may be terminated if the Apprentice remains absent without approval for a period of seven(7) days in a month. The Basic Training shall be conducted for minimum 6 hours daily & 6 days a week.
- g) Government of India guidelines for reservations as per Apprentices Act/NAPS shall be applicable.
- h) If an Apprentice is advised by the Company to undergo the training in a region other than his/her region of domicile, then he/she shall be provided 20% of stipend towards accommodation payable in other than Metro Cities and 25% of stipend in Metro cities which shall be linked to their attendance. Such apprentices shall not be entitled to any other benefits.
- i) During the period of Apprenticeship, the Apprentices shall be bound by the Standing Orders/Service Rules as applicable to employees/workmen of the Region.
- j) Any canvassing directly or indirectly by the candidates will disqualify his/her candidature. Any dispute with regard to engagement against this advertisement will be settled within the jurisdiction of appropriate Court only.
- k) Candidates must provide his/her correct and updated e-mail id and mobile number. Please note that the intimation for the written test and personal interview, if shortlisted, will be sent through e-mail only.
- l) The training description mentioned above is only indicative. It may change based on the training need and discretion at the management.
- m) No Travel expenses shall be paid to any candidate for appearing in Written Test, other than those belonging to SC, ST and PwD categories. Reimbursement in case of these categories shall be limited to second class railway fare from the nearest railway station of the mailing address to the place of the test/ interview and back by the shortest route on production of original journey tickets provided the distance is not less than 30 kms. The Format for seeking reimbursement of TA for attending Written Test/ second level selection process shall be communicated along with Call E-mail. 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. BALMER LAWRIE & CO LTD shall not be responsible/ liable for non-payment &/or non-receipt in case information furnished is incomplete or incorrect.
- n) Examination Centres – Details to be communicated to shortlisted eligible candidates through e-mail subsequently.
- o) The Company reserves the right to fill or not to fill all or any of the advertised seats without assigning any reason whatsoever.
- p) At any stage of this selection process including after selection or engagement, in case it is found that the candidate has given incorrect information in the 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 engagements/ training in BALMER LAWRIE & CO LTD and his/her application 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 training
  - (iv) Has resorted to unfair means during the Written Test /selection 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.
- q) 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.
- r) In case of any ambiguity / dispute arising on account of interpretation in versions other than English, the English version shall prevail.
- s) No Correspondence shall be entertained by the Company with regard to selection process. The final selected list of Apprentices shall be uploaded on the website.
- t) A candidate is allowed to apply for only one Trade. In case a candidate submits applications for more than one trade, all applications shall be rejected.

### **C. SUBMISSION OF APPLICATION**

- a) Before applying for the Apprenticeship training, candidates should ensure that s/he fulfils the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD. shall be free to reject any application at any stage of the process, if the candidate is found ineligible. Candidates are advised to carefully read the advertisement and submit their application on the Company's website or send the application in the format attached as Annexure A in hard copy.
- b) To apply online, the candidate shall be required to follow the following procedure:  
[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#](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 Trade/role by going into the "Employment Opportunities" tab.  
Any query with regard to the application process may be sought by putting a feedback in the <http://balmerlawrie.com/feedback> link.
- c) To submit hard copy application, the candidate shall be required to fill in the application form attached as Annexure A and send the same to Associate Vice President (HR) – NR, Balmer Lawrie & Co. Ltd., 4th Floor, Scope Complex, Core 8, 7, Lodhi Road, New Delhi-110 003. The hard copy application must reach by 18:00 hours on 31<sup>st</sup> October, 2017 at the above address.
- d) The application must be received within the last date at the above mentioned address. Any application received after the said date shall be summarily rejected. The Company shall not be responsible for any delay due to wrong postal address/postal delays/loss in transit etc.
- e) Last date for submission of applications is **31<sup>st</sup> October, 2017**. Any communication as regards extension of last date of application, if any, shall be published on the Company's website only.
- f) After successfully applying/ registering on-line applications or submission of application in hard copy, the candidates must take print out of the filled in on-line application form/ confirmation mail/ filled in application form. A self-authenticated print out along with all supporting documents as mentioned below shall be retained by the candidate and produced for verification at the time of Personal Interview:
- [i] Passport Photos [2 Nos.]
  - [ii] 10+2 Marks Sheet & Pass Certificate
  - [iii] Certificate – IATA approved Diploma, if any.
  - [iv] Date of Birth Proof (High School or Higher Secondary or Secondary School Certificate or certified extracts from Birth Register)
  - [v] Caste / Class/ Disability Certificate pertaining to Reserved Categories i.e. ST/ SC/ OBC (Non- Creamy Layer)/ PwD as per format available on the website.
  - [vii] Copy of Aadhar Card
  - [viii] Any other academic/ qualification certificate, if any.

Incomplete applications, Applications received after the due date SHALL BE REJECTED SUMMARILY.

- g) Exact percentage of marks upto 2 places of decimal should be mentioned for all Qualifications. E.g. 59.9% should NOT be rounded off to 60%.
- h) Category (SC/ST/OBC [NCL]/PWD/GEN) once mentioned in the application form shall not be changed and no benefit of other category shall be admissible later on.
- i) Incomplete applications or not fulfilling the eligibility criteria are liable for being rejected summarily. No further communication in this regard shall be entertained.
- j) Request for change of Mailing address / Email / category / posts as mentioned in the application shall not be entertained.
- k) 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 discontinuation of training under Apprentices Act, 1961, on its detection at any time after starting of the training. BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.
- l) 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.

### **D. SELECTION METHODOLOGY**

- a) Selection of the candidates shall be based on Written Test and Personal Interview. The weightage of written test and personal interview will be 80:20 respectively.

- b) The written test will be of 2 hours duration and will be MCQ (Multiple Choice Questions) type with questions on general awareness/ reasoning etc. No negative marking will be there.
- c) A candidate will have to secure minimum 40% marks for qualifying the selection process.
- d) Obtaining minimum qualifying marks in written test shall not confer any right or claim by the candidate for being shortlisted for personal interview or the final selection, as the same is related to number of positions & relative performance for each category.
- e) Separate shortlist for each of the Trades shall be drawn on the basis of marks obtained in the written test. Shortlist of candidates shall be drawn on the basis of marks obtained in the Written Test in the ratio 1:3 (subject to securing minimum qualifying marks in the Written Test). Thus for 10 seats for the Trade of Ticketing Consultant, the short list will be of 30 candidates. They will be required to attend Personal Interview.
- f) In case of tie of marks in the written test for the last position on the Shortlist for Personal Interview, all such candidates shall be called for the Personal Interview, even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names, in proportion to the prescribed ratio, will get eliminated.
- g) Trade wise merit list shall be drawn on the basis of marks obtained in the Written Test & Personal Interview in the ratio of 1:3, only for such candidates who qualify in the Personal Interview.
- h) In case of tie of marks for the last position on the Merit List, the candidate with the prior date of birth (senior by age) shall find a place in the merit list. However, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names, in proportion to the prescribed ratio, will get eliminated.
- i) PwD candidates will be considered against reserved/ identified position irrespective of their position in select list (in order of merit within the category) on horizontal reservation policy.
- j) Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these are not filled due to unsuitability/ insufficient number of candidates. In case of non availability of suitable candidates at any location, Balmer Lawrie may decide not to conduct any Basic Training at either at Mumbai or at Delhi and communication of the same through BL web site shall be considered sufficient and valid.
- k) The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process etc. No correspondence shall be entertained in this regard.
- l) The selected candidates will have to undergo Basic Training of 300 Hrs duration and thereafter On-the-Job Training (OJT) for a period of one year.

#### **E. CONCESSIONS, RELAXATIONS & RESERVATIONS**

- a) Reservations etc. for SC/ST, PwD and OBC (Non Creamy Layer) shall be as per Government Rules.
- b) Upper age limit is extendable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) – non creamy layer candidates.
- c) The Caste/Tribe/Class certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs as available on the Company's website shall only be accepted as proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe or to Other Backward Class.
  - i. District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary 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/her family normally resides.
- d) The Upper age limit for Persons with Disabilities (PwD) is extendable by 10 years for candidates belonging to General Category, 15 years for ST/SC Category and 13 years for OBC-Non Creamy Layer Category. Persons with 40% or more Disability shall be eligible for relaxation. Sub-category of disability, i.e. **1<sup>st</sup> Category :-** (a) blindness and low vision **2<sup>nd</sup> Category :-** (b) deaf and hard of hearing **3<sup>rd</sup> Category:-** (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy **4<sup>th</sup> Category :-** (d) autism, intellectual disability, specific learning disability and mental illness\_(e) multiple disabilities from amongst persons under clauses (a) to (d) may also be indicated.

- e) The PWD 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. Format is available on the Company's website.
- f) The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions.
- g) The candidate's training shall be liable to be terminated forthwith without assigning any reason in case the verification reveals that his/her claim for belonging to SC/ST/OBC/PWD/ 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.
- h) In case of non-availability of sufficient number of candidates to fill the reserved seats in a trade, the vacant seat shall be offered to reserved category candidates who have applied against the other trade on the basis of a combined merit list of all Trades.
- i) The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/ ST/ PwD categories & 3% for candidates belonging to OBC (Non Creamy) categories considered with relaxation against reserved positions.

**F. REGISTRATION**

- a) The selected candidates shall be required to first register in the web portal [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) for enrolment as apprentices. After Registration, the selected Apprentices shall have to enter into an Apprenticeship Agreement as per the Apprenticeship Act,1961. The agreement has to be registered with The Apprenticeship Advisor as per The Apprenticeship Act,1961.

**G. CERTIFICATION**

- a) Annual Assessment of the learning during the Apprenticeship period shall be conducted at the end of apprenticeship training. The apprentice will appear at an Assessment Test to be conducted by Basic Training Provider in the Optional trades of Ticketing Consultant and Travel Consultant [Also Known as Travel Agent] under Apprenticeship Act,1961.
- b) On successful completion of the Apprenticeship Training and passing the Assessment test, the apprentices will be awarded Certificate.
- c) Satisfactory completion of Apprenticeship scheme shall not give any right to the Apprentices for any type of future engagement in Balmer Lawrie & Co. Ltd. nor shall it be obligatory on the part of Balmer Lawrie & Co. Ltd. to consider such Apprentices for any future engagement.

**H. STIPEND**

- [a] The stipend at all locations shall be paid at the rate of 70% of the Semi-skilled Minimum Wages as applicable and shall be payable during the period of Apprenticeship Training on the basis of actual attendance.

**I. HOLIDAYS**

During OJT, candidates shall be entitled to holidays normally observed at the location / branch where they will be given the On Job Training.

**J. LEAVE**

During OJT, candidates shall be entitled for 20 days leave subject to approval during the period of one year, which can be availed @ of 5 days per quarter. Un-availed leave in a quarter can be availed in subsequent quarter. No encashment of un-availed leave is permissible. Any leave in excess of eligibility will attract deduction of stipend proportionately.

**K. IMPORTANT DATES:**

1.	<b>Application Start Date</b>	<b>17<sup>th</sup> October, 2017</b>
2.	<b>Last Date for Submission of Application</b>	<b>31<sup>st</sup> October, 2017</b>

**L. CONTACT DETAILS:**

For clarifications please contact Shri Pawan Kumar Tripathi at 011-46412246 or e-mail to [tripathi.pk@balmerlawrie.com](mailto:tripathi.pk@balmerlawrie.com)



# Balmer Lawrie & Co. Ltd.

POST APPLIED FOR: \_\_\_\_\_

## [Please fill all information in Block Letters]

Name	[Last]:	[First]:	[Middle]:
Date of birth	[Day]/ [Month]/ [Year]:	Age (as on 1 <sup>st</sup> Jul, 2017 in Years & Months):	
Father's Name/ Spouse's Name:			
Communication Address:			
Postal Code:	Location/ City:	Region/ State:	Country:
Permanent Address:			
Postal Code:	Location/ City:	Region/ State:	Country:
Telephone No. with STD Code [Residence]	Telephone No. with STD Code [Office]	Mobile	E-Mail
Gender	Marital Status	Nationality	Religion
			Home Town and Domicile State
Whether <b>SC / ST / OBC (Non-Creamy Layer)/ PWD (OH/HH/VH)/ Ex-Servicemen/ General:</b> (if belonging to any caste, enclose the relevant certificate/ document MANDATORILY)			
If SC / ST / OBC, please specify <b>Sub Caste:</b>			

## Educational / Professional Qualification [Starting from School Final [ Class - X ] onwards]\*

Examination/ Course	University / Board / Institute (Location)	Duration (in Years)	Start Date	End Date	% of Marks	Stream/ Specialization
MATRICULATE						
HSC						

Languages Known:

Speak	
Read	
Write	

Whether any relative employed in Balmer Lawrie & Co. Ltd.:	Yes/ No	If 'Yes' please provide following details	
Name	Designation	Department / Division	Location

**Declaration:** I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

Date :	Place:	Signature :
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Enclosures (Documents attached along with the form)

Caste Certificate (MANDATORY in case of candidates belonging to SC / ST / OBC (Non-Creamy Layer)/ PWD (OH/HH/VH))	
Proof of Age/ DOB (MANDATORY)	
Proof of HSC/ 10+2 (MANDATORY)	

Note:

**All details requested are mandatory, where information not applicable mention NA.**

**Company may reject incomplete application.**

**Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes**

\*- Attach extra sheet if space is insufficient.