



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

Date : **15th November, 2017**

Name of the Post	Junior Officer [Yard Operations] - CFS Code : JO17-19
SBU / Location (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Logistics - Logistics Infrastructure (LI) - Kolkata
Job Description	The incumbent shall be responsible for : <ul style="list-style-type: none">• Supervise whole yard in any of the 3 shift operations.(A Shift 6am-2pm,B Shift 2pm-10pm,C Shift 10pm-6am)• Manage tallymen, seal cutters and coopers, FLT operators, RST operators, Hydra operators, sling men, truck/ trailer drivers, Gate security and Traffic guard as per the operations requirements.• Ensure customer service related to top to down, delivery, etc at appropriate time.• Ensure RFID tagging, weighment of containers on Weigh Bridge and seals are checked while containers are entered.• Arrange space for accommodation of containers and unload containers as per lot.• Ensure smooth container operations by controlling volumes of truck/trailors entry and exit through multiple gates.• Take control of situation on times of congestion inside yard to regulate smooth RST operations.• Check for top down requests and unload containers accordingly.• Maintain top down of containers within the Customs appraisement time so as to allow deliveries as early as possible in a day.• Report for late arrival of delivery & charge ground rent if any.• Ensure LCL containers are unloaded near Warehouse and placed for de-stuffing.• Plan space and area for de-stuffing of containers.• Ensure urgency of Export shipment at any point of time. Loading to be initiated at first chance.• Maintain a stock of empty containers as per the slot date so to ensure timely return to respective plots.• Ensure stock of all import and export containers are updated time to time. Ensure physical stock taking is done monthly.• Update shift register at the end of each shift mentioning take overs, summarized handling and other details.



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	<ul style="list-style-type: none">• Ensure prompt reporting in case of theft, accident, fire or any disturbing event.• All customers' complaints to be dealt on immediately and resolved within 24 hours.• Report for any breakdowns, absenteeism or non-performance of any RST. Control effective execution of tender norms and report for any diversion.• Container coming through Rail must be unloaded at first priority.• Ensure disciplinary measures taken against any offender trying to disturb the decorum of the yard or trying to hamper operations.• Respond to local Police in case of jams or congestion, ensure police supervisory visit during night shift.• Respond to equipment requirement for empty plot handlers and ensure the same is provided.• Release Gate pass, appraisal slip and other documentary formalities of the customers within the shift.• Maintain operations as per the Customs norms relating to seal check, delivery, de-stuffing permission, storage, etc. <p>HSE Responsibilities</p> <ul style="list-style-type: none">• Ensure all PPE is being worn and followed.• Maintain monthly MIS reports.• Make Near Miss reports & Report non-compliance.• Conduct HSE tool box talks every day• Maintain HSE check list.• Publish and display any update on HSE norms as suggested by the Corporate HSE Department.• Comply with the yearly HSE objectives and targets.• Report for accident and injury as per the Form-1 and Form-2 format.• Report for any technical error of any equipment working in the premises.• Check and monitor non-compliance by any staffs and report the same.• Check and monitor housekeeping work of the yard. Report if any.• Prepare directives necessary for any risky operations and publish the same.• Suggest for training requirement for any risky job.• Assess proper training been given to fight emergency situations.• Any other responsibilities assigned time to time. <p>Note : - The above responsibilities mentioned are indicative and not exhaustive.</p>
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बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

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Grade / No. of vacancies / Minimum Qualification / Max Age / Reservation Details / Eligibility of Persons with Benchmark Disability / Minimum Post Qualification Relevant Experience (years)	Please refer relevant columns posted corresponding to the code JO17-19, Notified under Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening
Important Dates / Application Fee / Grade, Scale of Pay and Compensation / Company Profile & Other General Terms & Conditions	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at http://www.balmerlawrie.com/pages/currentopening