



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

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

Date : **15th November, 2017**

Name of the Post	Jr. Officer [IT] Code : JO17-29
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.)	Corporate IT Dept. - Kolkata
Job Description	The incumbent shall be responsible for: 1. IT Asset Management 2. IT Helpdesk Management 3. Vendor Management 4. Resolving Hardware and Software Issues 5. Active Directory Management. 6. Annual Capex consolidation. 7. Capitalization of Capex items 8. Any other responsibilities, assigned time to time Note : Above Job Descriptions are indicative only and not exhaustive
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 JO17-29 , 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