



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**

**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 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	Associate(Customs Operations & Documentations) - Freight Forwarding	On Direct Contract	Kolkata	1	Graduate (Non-Engg.) [Any Discipline]  Candidates with G and/or H card preferred	3 years post qualification experience.  Relevant experience in Freight Forwarding Industry preferred	35 years as on the last date of receipt of applications

**Note:**

1. The cut-off date for minimum qualification, post qualification relevant experience & maximum age is **11<sup>th</sup> November, 2018.**
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

## **JOB PROFILE**

### **Assistant (Customs Operations & Documentations)**

The incumbent shall be responsible for:

1. Filing of Bill of Entries & Shipping Bills through ICEGATE
2. Ensure timely processing of different types of bonds related to movement of Railway rake to Nepal & CONCOR rake movement with 3<sup>rd</sup> country Export & Import
3. Processing of ICCD, CTD & TP for Nepal Export & Import
4. Preparation of documents & Claims related to Drawback Realisation
5. Liaison with Transporters
6. Maintain excellent relation with Customs & ensure regular follow up with them for smooth processing of the documents, obtaining LEO & settlement of Drawback Claims on time.
7. Facilitate registration of MEIS Lic & obtaining RA
8. Maintain MIS
9. Reporting to Customers
10. Any other jobs assigned time to time

The above is only 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.

## **PLACE OF POSTING**

The place of posting can be anywhere in India or abroad depending on the exigencies of work and business needs of the Company.

The Company reserves the right to create a panel through empanelment of candidates if more than one candidate is found suitable and offer employment opportunity to such empaneled candidate in future in similar role at same or different location. However, the panel shall remain confidential and no communication/ queries in this regard shall be entertained and/ or responded to.

## **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 **11<sup>th</sup> November, 2018**
5. Online submission of application is permitted on the website between **0000 hours on 27<sup>th</sup> October, 2018** till **2359 hours on 11<sup>th</sup> November, 2018**.

**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. Request for change of Mailing address / Email / category / posts as mentioned in the application shall not be entertained.
5. **Applications submitted without Age / Qualification will not be entertained.**
6. 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.
7. 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.
8. 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.
9. 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.
10. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever. Similarly, the Company reserves the right to increase the number of vacancies purely on need basis at any point of time during recruitment process.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. All qualifications, where applicable, should be from AICTE/UGC recognized/affiliated institutes/colleges/universities. Candidates, if asked, may be required to produce relevant certificate from Principal / Dean of the Institute in support of approval / recognition of the Institute & Course by AICTE/UGC during the selection process as per the advice of the Company. In the event where the qualification acquired is not found to be recognized by AICTE/UGC post selection, the appointment shall be terminated without further notice.

17. Concealment of higher qualifications by the applicant shall disqualify his/her candidature.
18. Candidates who are awarded Gradations under the CGPA system, if asked, may be required to produce proof issued by the University / Institute converting the CGPA Gradations into appropriate percentage during the selection process as per the advice of the Company.
19. The job description mentioned above is only indicative. It may change based on the requirement of the company and discretion of the management.
20. 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 dismissal from services of BALMER LAWRIE & CO LTD, on its detection at any time after appointment. BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.
21. At any stage of this recruitment process including after recruitment or joining, in case it is found that the candidate has given incorrect information while filling up the online 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 appointments in BALMER LAWRIE & CO LTD and his/her application / appointment shall be rejected with no reimbursement of travel fare.
  - a. Has provided wrong information or submitted false documents
  - b. Has Suppressed relevant information
  - c. Does not meet the eligibility criteria prescribed for the post
  - d. Has resorted to unfair means during the Written Test /Recruitment process
  - e. Is found guilty of impersonation
  - f. Has created disturbance affecting the smooth conduct of the Written Test at the test centre or at any other stage
  - g. Has uploaded non-human or irrelevant photograph.
22. In case of any ambiguity / dispute arising on account of interpretation in versions other than English, the English version shall prevail.
23. No Correspondence shall be entertained by the Company with regard to recruitment.
24. Any dispute with regard to recruitment against this advertisement shall be settled within the jurisdiction of Kolkata Court only.