

BALMER LAWRIE & CO. LTD
REGIONAL HUMAN RESOURCE DEPARTMENT-KOLKATA

Balmer Lawrie & Co. Ltd., a Mini-Ratna Category-I CPSE under Ministry of Petroleum & Natural Gas is a highly diversified Company with pan-India presence. In order to fuel its vision of becoming a company of 2000 Crore Turnover with a 200 Crores Profit before Tax, the organization intends to hire Supervisory category employee for its Strategic Business Unit-Greases & Lubricants [G&L]

The details of the positions are as under:-

S. No.	Designation	No. of Positions	Discipline/ Function	Location	Upper Age Limit as on 31.12.09	Approx. Annual CTC Range [Min to Max.]
1.	Supervisor/Jr. Supervisor [Sales]	4	Sales	All India (Transferable)	30	2.85 to 7.00 Lakhs

Supervisor/ Jr. Supervisor- (Sales) in SBU- Greases & Lubricants [G&L]

Eligibility Criteria

Educational Qualification

Diploma in Mechanical/Chemical Engineering or Any Graduate preferably having Diploma in Sales/Marketing Management.

Experience Profile

Minimum 3 years of working experience in Hardcore Selling of Petroleum/Lubricants Products in highly competitive environment. He should be conversant with selling techniques, customer relationship & handling, lubricant's business scenario & market potential. Candidates having experience in Oil Sector will be given preference.

Knowledge of Computers & Retail Sales will be added advantage.

Role Profile

The selected candidate shall be reporting to marketing managers & will have the responsibility of retail/institutional sales and to carry out all sales related core & peripheral activities in the assigned area[s]. The incumbent will be responsible for assisting marketing team in achieving the budgeted sales target in terms of quantity, revenue & profit. The incumbent in addition would focus on identifying & exploring new business opportunities:

- a) Assist marketing team in achieving the budgeted targets in terms of sales, volumes, market shares, revenue, profit & collections both institutional and retail sales.
- b) Co-ordinate with supply chain function to ensure timely availability of products at minimum cost.
- c) Assist team members in time bound implementation of marketing activities in relation to trade schemes & new products launching.
- d) Co-ordinating with distributors & stockiest to ensure healthy secondary sales.

- e) Lead & Motivate Area Sales Co-ordinators & supervise their performance on weekly basis.
- f) Facilitate field activities related to development of marketing & sales strategies as also provide effective support to R&D team through test marketing & data collection.
- g) Effectively track competitor's activities at market place and ideate for effective countering them.
- h) Plan & explore possibilities to enhance revenues through better market reach.

A) General instructions/guidelines for the candidates

- 1) Depending upon the qualification and experience selected candidates will be fitted in the appropriate scale of pay in the grade as per the rules of the company.
- 2) Candidate must satisfy themselves with respect to the qualification, age & experience before applying for the position.
- 3) The cut-off date for reckoning age & experience criteria shall be as on **31.12.2009**.
- 4) Candidate should understand that simply fulfilling the eligibility criteria by any way does not assures of getting a test/Interview call for the post. The qualification/eligibility bar can be enhanced/relaxed at the time of short listing of applicants.
- 5) Reservation benefits & Age relaxation for SC/ST/OBC (Non Creamy Layer)/Persons with Disability (PWD) candidates shall be as per Government Directives. Candidates claiming age relaxation as per reservation policy must enclose their Caste/Disability Certificates with the application form failing which they will be treated as General candidates. Age is relaxable upto 3 years for OBC (NCL), 5 years for SC/ST and 5 years (over & above category relaxation) for PWD candidates.
- 6) Any request for change of test/Interview centre will not be entertained.
- 7) Any verbal/written query relating to recruitment status will not be entertained.
- 8) The eligibility criteria with respect to qualification, experience & age as mentioned above may be relaxed in deserving cases by the Competent Authority.
- 9) Only outstation candidates called for interview will be reimbursed To & Fro Sleeper Class rail/non-AC bus fare on production of tickets towards travel expenses as per the rules of the Company.
- 10) **Candidates should strictly apply in the prescribed application format [Downloadable through website]. No other formats/mode of application shall be accepted.**
- 11) **Note:** All Positions in Greases & Lubricants (G&L) are subject to all India transfer from one territory to other as such candidates who are ready to extensively travel within their territory or outside are requested to apply.

B) Compensation Package

Approximate Annual CTC as mentioned above includes Basic Pay plus other allowances like DA, HRA, Conveyance/Transport Subsidy, Children Educational Allowance, Medical Benefit, Performance Related Pay, Loans & Advances, Statutory payments like PF/Gratuity etc. which are paid from time to time as per company's Rule.

C) Mode of Selection

On initial scrutiny of the application forms short-listed candidates will be called for Written Test/Interview which would be held in Kolkata/Mumbai/Delhi/Chennai.

D) How to apply

i) The application form in the prescribed format should be sent either through **Registered Post/ Courier/Speed Post** to the address mentioned below. Candidates applying against this advertisement must superscribe their sealed envelope as **Application for the Post of Supervisor [Sales]** and should send it to below mentioned address by closing date.

Address for sending Applications

“The Dy. General Manager (HR)-ER, Regional Human Resource Department, Balmer Lawrie & Co. Ltd., 21, Netaji Subhas Road, Kolkata-700001, West Bengal” Ph-033-22225468.

ii) The application can also be e-mailed by attaching the prescribed format complete in all respect to rectt.bl@gmail.com by closing date.

E) Closing Date - The closing date for receipt of completed application forms in respect of above positions is **24.12.2009 against our advertisement in Times of India. As regards advertisement in Employment News the closing date shall be **15 days** from the publication of advertisement in Employment News.**