



Ref. No.: BL/RHRWR/PFMO/2023

Date of Advertisement: 18<sup>th</sup> December 2023

**Require Part Time Medical Officer on Retainership Basis at IP Silvassa**

**THE COMPANY**

Balmer Lawrie, a public sector company under the Ministry of Petroleum & Natural Gas, Government of India is a professionally managed, multi-location, diversified conglomerate having presence in the 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 barrels, 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], Chemicals, Logistics Infrastructure, Cold Chain etc.

**CURRENT OPENINGS**

The company is looking for qualified Part-Time Medical Officer on Retainership basis as per the details given below:

S. No	Role	No. of Vacancies **	Minimum Qualification	Preferred Qualification	Max Age (years)*	Minimum Experience (years)*	Retainership Fee	Location
1	Part-Time Medical officer on retainership basis	1 Position for IP Silvassa	MBBS	MD, Occupational Health Certification or equivalent qualification may be preferred AFIH.	68 years	5 Years	Negotiable as per rules of the company	1 position at Company's factory in 23/1/1, Khadoli, Silvassa
Special Note: NIL								

\* The cut-off date for minimum experience & maximum age is 18.12.2023. All candidates who are eligible as on the cut-off date may apply for the currently advertised positions.

\*\* This is only indicative. A panel may be drawn from the process to fill dropout or future vacancies.

**How To Apply:**

1. Interested candidates may please submit their online application over email with the subject “Application for the Post of Part-Time Medical Officer on retainership basis for IP Silvassa” to [rohit.jj@balmerlawrie.com](mailto:rohit.jj@balmerlawrie.com)

(or)

For offline applications may please be posted in a cover subscribing “Application for the Post of Part-Time Medical Officer on retainership basis for IP Silvassa” to the address “ Executive [HR], Balmer Lawrie & Co. Ltd., Industrial Packaging - Silvassa, No. 23/1/1, Khadoli, Silvassa - 396230, Dadra and Nagar Haveli”

2. Application should provide for the candidate profile inclusive of Age, Qualifications and Experience and supporting documents thereof in respect of age, qualification and experience etc.
3. Application received between 0000 hours on 18.12.2023 till 2359 hours on 02.01.2024 only would be considered.

For any queries please mail to [rohit.jj@balmerlawrie.com](mailto:rohit.jj@balmerlawrie.com) with the ref.no. of the advertisement and position name as subject or contact +91-94281 77948 (Monday to Friday - 9AM to 6PM).

**PLEASE READ THE OTHER GENERAL CONDITIONS BEFORE APPLYING FOR THE POSITIONS**

The Company reserves the right to create a panel through empanelment of candidates if more than one candidate is found suitable for meeting future requirements or fill any dropouts.

**PERSON PROFILE**

No. of Vacancies	1 Position - Industrial Packaging Silvassa. Note: The company reserves the right to increase the position, based on requirement.
Position Title	Part time Medical Officer on Retainership basis
SBU / Function	Industrial Packaging
Location	Silvassa
Qualification	Minimum qualification of MBBS, those with MD, Occupational Health certificate or equivalent qualification may be preferred.

Indicative Job Description	<ol style="list-style-type: none"> <li>1. Employee health checkup and consultation in house physician like capacity incl. medical advice, issuing prescription, advising medical tests or referring to suitable specialists, on need basis.</li> <li>2. Tele-consultation outside visit hours, on emergency needs for employees and dependent family members</li> <li>3. Liaison support with hospital or other medical professionals for support in admission/hospital/outdoor treatment and related requirements.</li> <li>4. Annual Health checkup and Certification of contractual workers working in IP Silvassa</li> <li>5. Medical scrutiny and follow-up of employee health certificates, annual health check-up reports. Medical scrutiny of Domiciliary/hospitalization bills, course of treatment and certification thereof in terms of Company Medical Rules for existing employees and Post-Retirement Medical Benefit [PRMBS] members</li> <li>6. Visit to hospital/residence etc. on request/special requirement to meet emergency requirements.</li> <li>7. Periodic health talks for improvement of health and wellness of employees</li> <li>8. Any other medical or related requirements as may arise from time to time.</li> </ol>
Frequency	Visits per week (Minimum of 1 hour per visit), additional visits may be required in case of exigencies.
Experience Profile	Minimum 5 years in professional medical practice or engagement with a hospital or equivalent
Maximum Age	68 years as on date of notification
Period of engagement of Retainership basis	Initially for One year. Extendable by further one year or till attaining the age of 70 years, whichever is earlier, subject to satisfactory performance.
Termination clause	<p>The retainership may be terminated by either the company or the engaged candidate by giving one month's notice in writing and without assigning any reason whatsoever.</p> <p>The company has the right to terminate the engaged candidate from the services without any compensation in case found guilty or breach of the agreement, insobriety, addiction to drugs, dishonesty, neglect of duty and conduct considered detrimental to the interest of the company.</p>

#### Other General Conditions:

1. Before applying, candidates should ensure that he/she fulfils the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD. being the engaging Authority would be free to reject any application at any stage of the process, if the candidate is found ineligible for the advertised position. No correspondence shall be entertained in this regard.
2. All Minimum Eligibility conditions as mentioned in the advertisement shall also be considered as Essential Eligibility conditions. The Company shall be within its rights to reject the candidature of an applicant at any stage of the process if the applicant does not meet the minimum eligibility conditions.
3. In case the post applied for is not mentioned clearly & correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.
4. Request for a change of Mailing address / Email / Post as mentioned in the application will not be entertained.
5. The prescribed qualification/experience is only minimum requirement and mere possession of the same does not entitle a candidate for shortlisting and for final engagement. 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.
6. Only short-listed candidates who are found prima facie eligible will be called for a personal interview.

7. Candidature of the candidate is liable to be rejected at any stage of the engagement process or after joining, if any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in the advertisement or such information is not supported by appropriate documentary evidence.
8. The Company reserves the right to fill or not to fill the advertised position without assigning any reason whatsoever.
9. The Company reserves the right to shortlist candidates depending upon the number of vacancies and applications received, etc., and also to decide the modalities for engagement and the venue/schedule thereof.
10. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
11. The applicant should clearly and correctly write their mobile number and correct email address. Please note that the intimation for the interview will be given through email addresses only.
12. At any stage of this process including after engagement, in case it is found that the candidate has given incorrect information or has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred and his/her application/engagement shall be rejected.
  - a. Has submitted misleading information or false documents
  - b. Has suppressed any relevant material fact(s)
  - c. Has submitted information not in conformity with the eligibility criteria mentioned in the advertisement
  - d. Has resorted to unfair means during the engagement process
  - e. Is found guilty of impersonation
  - f. Has created disturbance affecting the smooth conduct of the Process at the centre/ venue for the process selected by the Company or at any other stageBALMER LAWRIE & CO LTD shall not entertain any correspondence from such applicants.
13. Those shortlisted for interview shall be intimated through e-mail. They are required to bring the following original certificates as documentary proof along with self-attested photocopies for submission at the time of the interview:
  - Proof of Age
  - Educational Qualifications (All the Mark sheets & Certificates)
  - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
  - Last Salary Certificate/ Payslips (Last 3 months) (where applicable) including Pension currently drawn, if any.
14. In case it is found at any stage that the applicant is not meeting the requirements as laid down in the advertisement, his/her candidature may be cancelled.
15. Balmer Lawrie shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
16. No Correspondence shall be entertained by the Company with regard to engagement.
17. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, the extension of the last date of application, cancellation of the advertisement etc. shall be published on the Company's website <https://www.balmerlawrie.com/> only. So, the candidates must check the Company's website for updated details.
18. Any query with regard to the application process may be sought by sending an email at [rohit.jj@balmerlawrie.com](mailto:rohit.jj@balmerlawrie.com) with the subject "Query - Post of Part-Time Medical Officer on retainership basis for IP Silvassa".
19. The court of jurisdiction for any dispute will be at Mumbai.
20. Incomplete applications received after due date are liable for being rejected.
21. The Job description mentioned is only indicative and may be based on requirement of the company.
22. Interview of outstation candidate will be conducted via online mode only
23. No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of the company shall be fixed or binding in this regard.

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