

Needs Professionals

**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.

**CURRENT OPENINGS**

The company is looking for qualified and experienced professionals to man a key role in the top management level in SBU - Greases & Lubricants as per details given below:

| S. No | Role                                                  | Level (Grade)            | SBU-Location                  | No. of Vacancies | Minimum Qualification                                                                         | Preferred Qualification                                                                                                        | Max Age | Minimum Post Qualification Relevant Experience (years)                                                                                                                                                                                                                                                            |
|-------|-------------------------------------------------------|--------------------------|-------------------------------|------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Chief Operating Officer (Greases & Lubricants) - (E8) | Top Management; Grade E8 | Greases & Lubricants, Kolkata | 1(one)           | Graduate Engineer (Chemical or Mechanical) from an AICTE/UGC recognized University/ Institute | Graduate Engineer (Chemical or Mechanical) with Post Graduate in Management from an AICTE/UGC recognized University/ Institute | 55      | 15 years<br>Candidates must have atleast 5 years' experience in the lube business holding senior position in Sales & Marketing or Manufacturing Operations in a SBU or in an organization of repute of similar size & nature.<br><i>(Candidates with experience in two or more functions would be preferred.)</i> |

**Note:**

1. The cut-off date for post qualification relevant experience & maximum age is **20<sup>th</sup> November, 2015**.
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.
3. Since it is a single post being advertised, reservation is not applicable for this post.

**HOW TO APPLY**

Please register yourself using the 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#)

**After creation of your profile, please apply against the appropriate job by going into the "Employment Opportunities" tab.**

Last date for submission of applications is **30<sup>th</sup> November, 2015**.

## COMPENSATION

| Grade(s) | Basic Scale (Rs.) | CTC Range (Rs / lakhs per annum) |
|----------|-------------------|----------------------------------|
| E8       | 51300 - 73000     | 29 - 39                          |

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, Performance Related Pay, encashment of earned leaves, Pension Scheme benefits, work related benefits and Retiral benefits as applicable. (Post-Retirement Medical Coverage Scheme is applicable to candidates who are 50 years of age or below as on date on which they come on the regular rolls of the Company. However, this condition shall not be applicable in case of candidates who join after resigning from any CPSE, provided the total of past service in the CPSE and future service in the company till the date of normal retirement is 10 years or more).

Persons employed in Government Organizations/Public Sector Undertakings/Autonomous Bodies owned by the Government, should forward their application through proper channel only. Subject to submission of application through proper channel, the Company may allow transfer of Gratuity, SAF, Leave on credit, relocation benefit and also continuity of service. Further, in case application is not forwarded through proper channel the matter of extending aforesaid benefits shall be subject to production of NO OBJECTION CERTIFICATE and approval of previous employer of the applicant.

Selected candidate for the above position will be placed in the appropriate Grade and Scales of Pay, and actual compensation package offered will depend on qualification, experience, etc. Deserving candidates can be paid higher compensation based on qualification & quality of experience.

## CONCESSIONS, RELAXATIONS & RESERVATION

- Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) - non creamy layer candidates.
- The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe or the Other Backward Class.
  - (i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1<sup>st</sup> Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
  - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
  - (iii) Revenue Officer not below the rank of Tehsildar; and
  - (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- The Upper age limit for Persons with Disabilities (PwD) candidates is relaxable by 5 years. Persons with 40% or more Disability shall be eligible for relaxation.
- Reservation for Persons with Disabilities as per Govt. rules. PWD candidates in any of the three categories (Blindness or Low Vision; Hearing Impaired; and Locomoter disability or Cerebral Palsy) are eligible to apply.
- Reservation of posts for SC, ST and OBC (non-creamy layer) will be as per presidential directives.
- Upper age limit is relaxable for Ex-Servicemen as per extant applicable rules issued by the Competent Authority.

## PLACE OF POSTING

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

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.

Please read [The Other General Conditions](#) before applying for the positions.

## PERSON PROFILES

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| Position Title             | Chief Operating Officer (Greases & Lubricants) - E8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| SBU/Function               | Greases & Lubricants, Kolkata                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Level & Grade              | Chief Operating Officer; Top Management; Executives' Grade E8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Qualification              | The applicant must be a Graduate Engineer (Chemical or Mechanical) from an AICTE/UGC recognized University/ Institute.<br><i>Preference shall be given to candidates who is a Graduate Engineer (Chemical or Mechanical) with Post Graduate in Management from an AICTE/UGC recognized University/ Institute.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Indicative Job Description | <p>As a member of top management of the Company, the SBU head would also be expected to contribute for developing strategic approach of the Company as well as strategies for growth of other businesses (SBUs) of the Company and maximizing synergies between them. The key role and responsibilities will be to:-</p> <ol style="list-style-type: none"><li>a. Manage and ensure profitability for SBU - Greases &amp; Lubricants</li><li>b. Create and thereafter channelize effective sales strategies in Retail and Industrial segments of the SBU, and thereafter leading the team towards achievement of annual sales plan</li><li>c. Ensure achievement of monthly, quarterly and annual sales forecasts and meet/exceed the same</li><li>d. Manage tie-ups with competitive and reliable service providers to optimize the operations of G&amp;L</li><li>e. Maintain competitive knowledge of Greases &amp; Lubricants Industry to create and adjust sales strategies</li><li>f. Monitor and ensure effective service delivery through the respective Department/ Branch Heads</li><li>g. Develop and deploy sales techniques - which define project planning, pricing, volume, target customers, channels, associates etc.</li><li>h. Identify and evaluate opportunities of expansion into different Geographies and different segments, while actively identifying new clients through exhibitions, secondary research and market visits</li><li>i. Liaise with various local bodies (both Govt. and Non-Govt.) in order to ensure smooth operations and time bound completion of projects undertaken by the division.</li><li>j. Lead and drive vendor management and development to support business growth</li><li>k. Developing capital expenditure proposals for the SBU and implementation of sanctioned items</li><li>l. Periodically review and ensure that appropriate business processes/ systems, organization structure, manning, deployment of other resources, training and monitoring/ reporting systems are in place to have the key responsibilities for conduct of the business are adequately addressed, some of them being:<ol style="list-style-type: none"><li>I. Timely flow of relevant and reliable information/ MIS, on need-to know basis</li><li>II. Internal checks and balances e.g. internal audit processes are robust and adequate</li><li>III. Best practices in regard to quality systems, health, safety and environment issues as relevant to the industry are adopted/ implemented</li><li>IV. Safety and security of the Company's installations. assets at the units</li><li>V. Protection of the Company's Intellectual property rights, trademarks and sensitive information</li><li>VI. Risk evaluation and mitigation/ management steps are adopted including compliance with the Company's risk management policies</li></ol></li><li>m. Any other duties as may be assigned by the Board of Directors from time to time.</li></ol> <p><b>The above list is only indicative and not exhaustive.</b></p> |
| Experience Profile         | Should have minimum post qualification relevant experience of 15 years as on the date of notification. Candidates must have atleast 5 years' experience in the lube business holding senior position in Sales & Marketing or Manufacturing Operations in a SBU or in an organization of repute of similar size & nature.<br><i>(Candidates with experience in two or more functions would be preferred.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Maximum Age                | Maximum age as on the date of notification should be 55 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                            | <a href="#">GO TO TOP</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

### Other General Conditions:

1. Before applying for the post, candidates should ensure that he/she fulfils 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 recruitment 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, applications not as per the prescribed format 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 will not be entertained.
5. 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.
6. All qualifications should be from AICTE/UGC recognized/affiliated institutes/colleges/universities.
7. The job description mentioned above is only indicative. It may change based on the requirement of the company and discretion of the management.
8. Only short listed candidates who are found prima facie eligible based on the details given in the application form will be called for the written test and / or personal interview as the case may be.
9. Category (SC/ST/OBC/PWD) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
10. The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions
11. Relaxations / Reservations etc for SC/ST, PWD and OBC (Non Creamy Layer) will be as per Government Rules/Presidential Directives.
12. Candidates from SC/ST/OBC (non-creamy layer) category should produce the original caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim, at the time of interview. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered and his/ her travelling expenses will not be reimbursed.
13. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment 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.
14. 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.
15. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
16. The Company reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for recruitment whether through Interview / Written Test/ Group Discussion or all of these and the venue/schedule thereof.
17. The Company reserves the right to offer position in appropriate lower Grade & Salary.
18. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kolkata Court only.
19. The candidates should clearly and correctly write their mobile number and correct email address. Please note that the intimation for interview will be given through email addresses only.
20. Those short listed for interview shall be intimated through e-mail. They are required to bring the following original certificates along with attested photocopies as documentary proof at the time of 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) (if applicable)
  - Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC)/ Persons with Disability (PWD) certificate, if applicable from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer. In the absence of any of the above documents, the candidate may not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed.
21. Out Station Candidates called for Interview for the post of Chief Operating Officer (Greases & Lubricants) shall be entitled for to & fro travel reimbursement limited to economy air fare or equivalent from the mailing address mentioned in the on-line application form to the venue of interview by the shortest route as per rules. Candidates providing mailing address of a country other than India, in the application form, will be reimbursed to and fro rail fare, as per entitlement mentioned above, from the port of arrival in India to the venue of interview by the shortest route as per rules. The candidate will be required to fill in the Travelling Allowance (TA) form at the Interview centre and submit proof for travel undertaken.
22. 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 during recruitment process.
23. 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 Ventures/ Associates.
24. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
25. In respect of exceptionally qualified & qualitatively experienced candidates the minimum overall years of experience as prescribed, may be relaxed at the sole discretion of the Company.
26. Online submission of application is permitted on the website between 0000 hours on 20.11.2015 till 2359 hours on 30.11.2015.
27. In case it is found at any stage that the candidate is not meeting the requirements as laid down in the advertisement, his/her candidature may be cancelled.
28. In case it is found at any stage that the candidate has given incorrect information while filling up the on-line application form, his/her candidature shall be cancelled and in that case no traveling expenses shall be reimbursed.
29. 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.
30. The court of jurisdiction for any dispute will be at Kolkata.

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