



# Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS

Field Assistant[CHA]-FF [1 position] on Direct Contract basis

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 service 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. For the year ending 31.03.2017, the Company achieved a Turnover of Rs. 1901.17 Crores and a Profit of Rs. 254.11 Crores.

## 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 Packaging, Greases & Lubricants, Leather Chemicals, Logistics and Travel & Vocations. It also has significant presence in Refinery & Oil Field Services.

## OPENING

SBU Logistics of the Company seeks to induct young talent on **CONTRACTUAL BASIS** at the following location. The details of the vacancies in the cadre are as under :-

Sl. No.	Post	Grade	Indicative Place of Position	No. of Vacancies	Minimum Qualification	Minimum Experience	Maximum Age
1.	Field Assistant [CHA]-FF	On Direct Contract	Delhi	1 [One]	Graduate in any discipline	3 Years	30 Years

## JOB PROFILE

The incumbents shall be responsible for :-

- Processing of Import & Export documents
- Filing of Bill of Entries & Shipping Bills through ICEGATE, whenever required
- Processing of different types of bonds
- Documentation at DIAL/DCSC
- Observing Bond Warehousing documentation
- Ex bond formalities
- Filing of documents with Customs
- Arranging Physical Inspection of Cargo
- Obtaining Let Export Order/Out of Charge
- Arranging Survey
- Planning requirement of vehicles
- Arrange Loading/unloading of vehicles and delivery
- Any other responsibilities assigned from time to time

The above responsibilities are indicative and not exhaustive.

## **COMPENSATION**

Selected candidates will be placed on Contract basis. Compensation will be linked to qualification and experience as applicable to the positions as per Company Policy.

## **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 4<sup>th</sup> November, 2017 .
5. Please read The Other General Conditions before applying for the positions.

## **Other General Terms & 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 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 or correctly an application is LIABLE FOR BEING REJECTED SUMMARILY.
3. Incomplete applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY.
4. Applications submitted without Age /Qualification 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. The job description mentioned above is only indicative. It may change based on the requirement of the Company and discretion of the management.
7. 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.
8. 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.
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.

11. 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.
12. 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.
13. The candidates should clearly and correctly write their mobile number.
14. 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.
15. 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.
16. 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.

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