

Ref. No.: BL/CHRD/RECT/O1/2019

Date: 27th March, 2019

Needs Professionals

THE COMPANY

Balmer Lawrie & Co. Ltd, 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 Indian Nationals to man key roles in the **Officers' Cadre (Group B)** in the pay scale of Rs. - 21750 - 55000 as per details given below:

| S. No | Role | Level (Grade) | SBU/ Function | No. of Vacancies** | Minimum Qualification (only AICTE/ UGC/ Central Govt./ State Govt. approved Institutes/ Universities) | Max Age (in years)* | Minimum Post Qualification Relevant Experience (years)* |
|-----------------------------------|--|--|---------------|--------------------|---|---------------------|---|
| 1 | Junior Officer [Accounts & Finance] | Officers' Grade O1 (21750 - 55000) | A&F Function | 6 | Bachelor in Commerce | 30 | 3 |
| Indicative Job Description | | <p>The Incumbent shall be responsible for:</p> <ul style="list-style-type: none"> • Preparation and finalization of accounts (Monthly/Quarterly/Annual) as per schedule. • To handle all Unit/Branch level audits. • To facilitate SAP implementation. • To handle day-to-day accounting function at the unit/branch level. • GST payment and Returns for Branch • Day to Day banking transactions & preparation of bank reconciliation statement • Ensure effective compliance to extant rules, policies and accounting practices of the company. • Handle issues related to finance cost, fund requirement forecast, debtor reporting and control. • Generate various reports and MIS as per corporate (SBU/Function) directives in the time and accuracy. • Assist Unit/Branch Head on budget finalization, Tender committee Recommendation management, Capital Expenditure planning and control. • Independently achieve timely accounts closure. • Maintenance of cost accounting records • Any other responsibilities assigned time to time. <p>The above responsibilities mentioned are indicative and not exhaustive.</p> | | | | | |

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|-----------------------------------|---------------------|---|---------------|--------------------|---|---------------------|---|
| 2 | Junior Officer [HR] | Officers' Grade O1 (21750 - 55000) | HR Function | 3 | Graduate [Any Discipline] | 30 | 3 |
| Indicative Job Description | | <p>The key roles and responsibilities will be:</p> <ul style="list-style-type: none"> • Provide support in Recruitment Processes • On boarding & Joining process. • Documentation & Filing (Hard copy & soft copies) • Maintaining & updating Employee Database. • Handling HRIS System, Employee Life Cycle (ELC) Transfers, Confirmations, Extensions, Exit Formalities etc. • Ensure Statutory Compliances of the Unit/Branch where placed. • Manage issues & matters pertaining to Employee/ Industrial Relations which include dealing with Trade Unions and related issues. <p>The above list is only indicative and not exhaustive.</p> | | | | | |

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|-----------------------------------|--|--|-------------------------------------|--------------------|---|---------------------|---|
| 3 | Junior Officer [Operations] - Freight Forwarding | Officers' Grade O1 (21750 - 55000) | Logistics - Freight Forwarding (FF) | 2 | Graduate [Any Discipline] | 30 | 3 |
| Indicative Job Description | | <p>The Incumbent shall be responsible for:</p> <ul style="list-style-type: none"> • Processing of Import & Export documents • Filing of Bill of Entries & Shipping Bills through ICEGATE (Indian Customs EDI Gateway) • Processing of different types of bonds, observing Bond Warehousing documentation, Ex-bond formalities • Documentation at LCS (Land Customs Services) • Filing of documents with Customs • Arranging Physical Inspection of Cargo • Manage requirement of vehicles, loading/unloading of vehicles and delivery • Receiving pre-alerts from associates, checking the same for discrepancy & forwarding to customers. Creating job in Corvi (Shipping Line Agency Operations Management) • Tracking the shipment and checking for the schedule, Sending cargo arrival status to customers on weekly basis. <p>Above list is indicative only and not exhaustive</p> | | | | | |

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|-----------------------------------|------------------------------------|---|---|--------------------|---|---------------------|---|
| 4 | Junior Officer [Stores & Purchase] | Officers' Grade O1 (21750 - 55000) | Industrial Packaging & Greases & Lubricants | 3 | Bachelor in Commerce | 30 | 3 |
| Indicative Job Description | | <p>The Roles & Responsibility of the position shall be as follows -</p> <ul style="list-style-type: none"> • To carryout Purchase Function starting from sending enquiry to making Tender Committee recommendations and releasing Purchase Orders • To develop Vendors and ensure timely supply of ordered materials • To forward and monitor suppliers bills for payment • Proper maintenance of all store items based on records, in full compliance with standard procedure • Physical issuance/ return of items as required from time to time, updation in records • Generation of GRN and system payment advice for receipts of goods and services • Ensure zero stock-out for stores items, coordinate with production/ supply chain/ marketing/ vendors for same • Maintenance of manual Incoming goods register • Reconciliation between physical and book stock as required, ensure nil variance • Updation/ generation of stores related MIS • Ensure safety, security of all stores items • Ensure full compliance with HSE guidelines, implementation of 5S in stores • Operating material handling equipment for movement/ issue of stores items <p>The above list is indicative and not exhaustive</p> | | | | | |

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|-----------------------------------|---|---|--|--------------------|---|---------------------|---|
| 5 | Junior Officer [Warehouse Operation] | Officers' Grade O1 (21750 - 55000) | Temperature Controlled Warehouse (TCW) | 7 | Graduate [Any Discipline] | 30 | 3 |
| Indicative Job Description | | <p>The key responsibilities of the incumbent will be :-</p> <ul style="list-style-type: none"> • Handling day to day activities of stock management, receipt, storage issue etc during assigned shift. • Ensuring appropriate storage in terms of temperature zone. • Management and maintenance of stock records as per SOPs. Initiate stock liquidation (handling of non/ slow moving items) as per SOPs. • Handle all activities related to packing/ repacking, labeling etc. of stock during the shift. • Coordinate with other member of Ops team to ensure zero loss to stock • Ensure implementation of SOPs in terms of handling perishable/ non-perishable items. • Handle activities related to preparation and submission of various reports, MIS etc. During assigned shift • Maintenance of HSC at the unit level. • Any other tasks assigned time to time. <p>Above list is indicative only and not exhaustive</p> | | | | | |

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|-----------------------------------|--------------------------------|--|----------------------|--------------------|---|---------------------|--|
| 6 | Junior Officer [Production] | Officers' Grade O1 (21750 - 55000) | Industrial Packaging | 4 | Diploma (Undergraduate - Engineering)-Mechanical | 30 | 3 years out of which 1 year experience on shop-floor production role |
| Indicative Job Description | | <p>The Incumbent shall be responsible for:</p> <ul style="list-style-type: none"> • Hands on plant operations to achieve production target for assigned work area • Hands-on daily maintenance, cleaning, lubrication, tightening, inspection of assigned automated machinery • Achieving physical and budgetary parameters in area of operation including yields, machine availability, rejection etc. • Effective supervision of non-regular manpower for all plant operations • Maintaining timely data generating required MIS regarding area of operation • Participation in Operational Excellence activities • Implementing 5 S in assigned area • Complete compliance with Employee, Health, Safety Policy; ensure proper use of Personal Protective Equipment • Any other responsibilities as may be assigned <p>The above responsibilities mentioned are indicative and not exhaustive.</p> | | | | | |

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|-----------------------------------|----------------------------------|--|--------------------------------------|--------------------|---|---------------------|---|
| 7 | Junior Officer [Site Operations] | Officers' Grade O1 (21750 - 55000) | Refinery & Oil Field Services (ROFS) | 2 | Diploma (Undergraduate - Engineering) - Chemical | 30 | 3 |
| Indicative Job Description | | <p>The incumbent shall be responsible for:</p> <ul style="list-style-type: none"> • Responsible for overseeing the operation ensuring implementation of production and project targets with in the time period. • Managing over all plant Operation as well as site supervision for execution of projects in different Oil Sector Organizations. • Managing Sub Contractor manpower as per client expectation in different refineries • Work also involves different Hydrocarbon and Crude Oil Recovery from Crude Storage tanks and lagoons sludge by modern cleaning technology methods i.e. BALBO module system. • Ensuring safety and security of deployed personnel, labours and equipment at the site. • Any other job that may be assigned from time to time. <p>The above role is indicative not exhaustive.</p> | | | | | |

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|-----------------------------------|-----------------------------|---|----------------------|--------------------|---|---------------------|--|
| 8 | Junior Officer [Electrical] | Officers' Grade O1 (21750 - 55000) | Industrial Packaging | 1 | Diploma (Undergraduate - Engineering)-Electrical | 30 | 3 years on shop-floor maintenance role in sheet metal industry, in PLC environment |
| Indicative Job Description | | <p>The incumbent shall be responsible for:</p> <ul style="list-style-type: none"> • Lead hands-on preventive/ daily / break-down maintenance at shop-floor as per maintenance manual for optimal availability of all plant machinery, equipment and utilities • Ensure timely availability of materials, consumables and services for maintenance • Develop technical specifications for machine repair • Implement capex projects within parameters • Boost efficiency, minimise wastage, rationalize costs • Ensure compliance with EHS norms, use of PPE particularly to ensure safety related to electrical installations • Contribute as key team member in ISO, Safety, Operational Excellence, 5S and related manufacturing best practice initiatives • Develop quality vendors for outsourced maintenance jobs, follow-up for timely completion of jobs • Any Other tasks as may be assigned from time to time <p>Above tasks are indicative only and not exhaustive</p> | | | | | |

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|-----------------------------------|--|--|--|--------------------|---|---------------------|---|
| 9 | Junior Officer [Sales & Marketing] - TCW | Officers' Grade O1 (21750 - 55000) | Temperature Controlled Warehouse (TCW) | 1 | Graduate [Any Discipline] | 30 | 3 years out of which 2 years' experience in Sales activities is MANDATORY |
| Indicative Job Description | | <p>The key responsibilities of the incumbent will be :-</p> <ul style="list-style-type: none"> • Identifies business opportunities by identifying prospects and evaluating their position in the Cold Chain Industry. • Sells products / services by establishing contact and developing relationships with prospects • Recommending right product and offer customized solutions. • Maintains relationships with clients by providing support, information, and guidance • Active participation in execution, credit control and customer support • Identifies product improvements or new products by remaining current on industry trends, market activities and Competitors. • Prepares sales reports by collecting, analysing, and summarizing information • Any other responsibilities assigned time to time. <p>The above responsibilities mentioned are indicative and not exhaustive.</p> | | | | | |

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|-----------------------------------|---------------------------------------|--|---|--------------------|---|---------------------|---|
| 10 | Junior Officer [Official Language] | Officers' Grade O1 (21750 - 55000) | Southern Region & Western Region | 2 | Master Degree of a recognized university in Hindi with English as a subject at Graduation Level Or Master Degree of a recognized university in English with Hindi as a subject at Graduation Level Or Master Degree of a recognized university in any subject in Hindi medium with English as a subject at Graduation Level Or Master Degree of a recognized university in any subject in English medium with Hindi as a subject at Graduation Level | 35 | 3 |
| Indicative Job Description | | The incumbent shall be responsible for: <ul style="list-style-type: none"> • Translation of administrative documents/ reports/ circulars/ notifications/ advertisements etc. from Hindi to English and vice versa • Preparation of Hindi Training Roster of Employees • Assistance to OL Executive for Organizing Hindi Workshops/Seminars/Conferences /Hindi implementation activities • Processing of claims of employees as per Hindi Incentive Scheme • Any other job assigned time to time The above job list is indicative only and not exhaustive | | | | | |

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|-----------------------------------|--|---|----------------------|--------------------|---|---------------------|---|
| 11 | Junior Officer [Estate Administration] | Officers' Grade O1 (21750 - 55000) | Regional HR Function | 1 | Diploma (Undergraduate - Engineering)-Civil | 30 | 3 |
| Indicative Job Description | | <p>The incumbent shall be responsible for:</p> <ul style="list-style-type: none"> • Estate Management - Renovation/ maintenance of Company owned and leased properties, regular inspections, developing technical specifications, getting budget approved and completing approved civil and allied projects • Sourcing as per Purchase Procedure - Ensure sourcing of civil/ administration related services/ material strictly as per Company purchase procedure, rationalizing costs while maintaining quality and timelines carry out required tendering/ e-procurement • Compliances - Obtaining necessary approvals, permissions, licenses, certificates in respect of buildings, equipment. • Ensuring compliance in respect of all office premises incl. as per Municipal Acts/ Rules, Shops and Establishment Act, ensuring compliances in respect of contractors' workmen engaged for civil/ admin jobs • Administration and Facilities management for offices across the respective Region - Ensure timely renewal of AMCs for all office equipment and services incl. housekeeping. Liaison with vendors to ensure fast resolution of service issues. • Renovation of offices/ refurbishment, upkeep of furniture and fixtures • Ensure compliance with Health, Safety, Environment provisions in respect of all offices in the respective region <p>The above list is only indicative and not exhaustive</p> | | | | | |

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|-----------------------------------|-----------------------------|---|-------------------|--------------------|---|---------------------|---|
| 12 | Junior Officer [Production] | Officers' Grade O1 (21750 - 55000) | Leather Chemicals | 1 | Diploma (Undergraduate - Engineering)-Chemical/ Petrochemical | 30 | 3 |
| Indicative Job Description | | <p>The incumbent shall ensure:</p> <ul style="list-style-type: none"> • Achievement of shift production targets • Ensure availability of raw materials and manpower planning for shift activities • Monitoring of equipment, periodical preventive maintenance and all production related activities. <p>The above mentioned jobs are only indicative and not exhaustive</p> | | | | | |

* The cut-off date for post qualification relevant experience & maximum age is 01.04.2019. All candidates who are eligible as on the cut-off date may apply. Panel may be drawn from the recruitment process which will be valid during the Financial Year 2019-20 and it may be used to fill vacancies arising during that year. The Panel will be valid during the Financial Year 2019-20 i.e. between 01.04.2019 and 31.03.2020.

** This is only indicative. Panel may be drawn from the recruitment process to fill drop out or future vacancies.

PwBD (Persons with Benchmark Disabilities) are eligible to apply.

Note:

1. Online submission of application is permitted on the website <http://www.balmerlawrie.com/pages/currentopening> between 0000 hours on 27.03.2019 till 2359 hours on 26.04.2019.
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

GENERAL CONDITIONS:

1. Scale of Pay and Compensation:

| Grade(s) | Basic Scale (Rs.) (Pre-Revised) | Initial Basic Pay (Rs.) | Net Take Home (Tentative - varies based on HRA) (Rs.) | CTC approximately (Rs / lakhs per annum) |
|----------|---------------------------------|-------------------------|---|--|
| O1 | 21750 - 55000 | 21750 | 22000-25000 | 5 Lakhs per annum |

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 in the grade as per rules of the Company. All the benefits will be governed by the policy of the Company in force and as amended from time to time.

2. Eligibility Conditions

- (i) Only Indian Nationals, aged 18 years and above, are eligible to apply.
- (ii) Before applying for the post, candidates should ensure that she/he fulfils the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement.
- (iii) BALMER LAWRIE & CO. LTD. being the Appointing Authority shall be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which she/he has applied. If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, his / her candidature shall be cancelled and if appointed, services shall be terminated forthwith without any notice or compensation. No correspondence shall be entertained in this regard.
- (iv) The cut-off date for reckoning Maximum Age Limit, Minimum Qualification and Minimum Post Qualification relevant Experience shall be 01.04.2019. The cut-off date for determining all eligibility criteria i.e. 01.04.2019 would remain same even if the last date for submission of online application / payment of fee is extended for administrative / technical reasons.
- (v) The Candidates should correctly enter the Start Date & End Date for work experience details as the same shall be reckoned for checking eligibility against Post Qualification relevant Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
- (vi) 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 may be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised post.
- (vii) All minimum eligibility qualifications, where applicable, should be recognized by and from AICTE/UGC/MHRD/Gov of India/ any State Govt. and from AICTE/UGC/MHRD/ /Govt of India/ any State Govt. recognized/ affiliated institutes /colleges/ universities as on the date of passing. Candidates, shall be required to submit an undertaking in the prescribed format to that effect at the time of submission of original testimonials before being advised for Medical Examination. Application of such shortlisted candidates not submitting the undertaking in the prescribed format shall be summarily rejected & no refund of fees shall be made. In the event where the qualification acquired is not found to be recognized by AICTE/UGC/ MHRD/Govt of India/ any State Govt. post selection, the appointment shall be terminated without further notice.
- (viii) The job description mentioned against each notified post(s) is only indicative. It may change based on the requirement of the company and discretion of the management.

3. Concessions, Relaxations & Reservations

- (i) Relaxations / Reservations etc. for SC/ST, PWD, OBC (Non Creamy Layer) & Economically Weaker Sections (EWS) shall be as per Government of India Rules.
 - (ii) Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) - non creamy layer candidates.
 - (iii) The self-attested Caste/Tribe/Community/Income & Asset certificate issued by the following authorities in the prescribed form for SCs/STs, OBCs & for EWS as per format available on the website 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 or the Economically Weaker Sections. Certificates received in any other format shall not be considered for availing reservation benefits.
 - District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
 - Revenue Officer not below the rank of Tehsildar; and
 - Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
 - (iv) Any self-attested Caste/Tribe/PwBD/ Income & Asset certificate submitted in a format other than the format available on our website will result in the candidate being treated as belonging to General Category and no reservation benefits shall be extended to such candidates.
 - (v) The Upper age limit for Persons with Disabilities (PwBD) is relaxable by 10 years for candidates belonging to General Category, 15 years for ST/SC Category and 13 years for OBC-Non Creamy Layer Category. The PwBD candidates must possess a Certificate to this effect issued by the Board/countersigned by the Medical Superintendent/Chief Medical Officer/Head of Hospital of Government Hospital as per the format available on our website. Necessary assistance for access, seating and scribe/reader in terms of Govt guidelines shall be provided to PwBD candidates during the selection process.
 - (vi) Candidates from SC/ST/OBC (non-creamy layer) category must mention their caste details correctly in the application process and upload their self-attested Caste/ Tribe/ Community Certificate at relevant portion in the Application Form. In case the candidate does not upload the self-attested certificate, such candidates shall be treated as belonging to General Category and no reservation benefits shall be extended to such candidates.
 - (vii) Also, the candidates belonging to SC/ST/OBC (non-creamy layer)/PwBD/ EWS category must produce the original certificate issued by Competent Authority in the format available on our website along with a photo copy in support of their claim, while appearing for written test . In case, the candidate fails to produce the original certificate issued by Competent Authority, his / her candidature shall not be considered and shall not be allowed to participate in the written test. Further his/ her travelling expenses shall not be reimbursed.
 - (viii) The OBC candidates who belong to “CREAMY LAYER” are not entitled for relaxation of age and/or for consideration.
 - (ix) Upper age limit is relaxable for Ex-Servicemen (ES). ES shall be allowed to deduct period of actual military service from their actual age, subject to resultant age not exceeding maximum age prescribed for the position by more than three years.
 - (x) The candidate's appointment shall remain provisional till such time as the Caste/ Tribe/ Class (NCL) certificates and other testimonials are verified and certified by appropriate authority as genuine. The candidate's services shall be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC/PwBD/ES/EWS category and other testimonials, if any, is found false. BALMER LAWRIE & CO LTD also reserves the right to take such further action against the candidate, as it may deem proper, for production of such false caste certificate.
4. Candidates employed with Government Departments/ CPSUs / Autonomous Bodies are required to apply through proper channel, obtaining necessary No Objection Certificate (NOC) which is required to be submitted at the time of the Written Test. In the absence of NOC, no benefit related to continuity of service and/ or Pay Protection shall be admissible to an applicant who is presently serving Government Departments/ CPSUs / Autonomous Bodies. No Lien/deputation is acceptable to Balmer Lawrie.

5. 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.

6. Mode of Selection & Nature of Question Paper:

- (i) The mode of selection is through an All India Written Examination.
- (ii) 2nd Level of selection process, if the Company decided to do so.
- (iii) The examination shall consist of a single paper of 2 hours estimated duration having objective type multiple choice questions, which shall be conducted through Pencil-Paper mode. Candidates shall be required to carry pen, pencil, eraser, sharpeners and other necessary stationary on their person on the date of the Written Examination.
- (iv) Only short listed candidates who are found prima facie eligible based on the details given in the application form shall be called for the Written Test. The decision of the company is final in this regard.

7. Travelling Allowance [TA]:

- (i) No Travel expenses shall be paid to any candidate for appearing in Written Test, other than those belonging to SC, ST, PwBD & Ex Servicemen categories. Reimbursement in case of these categories shall be limited to Sleeper Class to and fro rail fare by the shortest route on production of self-attested original journey tickets. Photocopy of self-attested return journey tickets shall be acceptable. Those who are entitled for reimbursement of TA shall be required to carry their original caste/ tribe/ PwBD Certificates in the format given in our website on person on the date of Written Test for verification.
- (ii) The above mentioned Outstation candidates who are shortlisted and attend the second level selection process if any shall be reimbursed Sleeper Class to and fro rail fare by the shortest route on production of original journey tickets. In case of travel by higher class, the reimbursement shall be limited to the eligible class fare only. Reimbursement of travel fare is subject to producing all the necessary credentials as shall be specified in the Call E-mail.
- (iii) The Format for seeking reimbursement of TA for attending Written Test/ second level selection process shall be communicated along with Call E-mail.
- (iv) All reimbursements shall be made through Bank Transfers only. It is the responsibility of the candidate to ensure that all details pertaining to bank account are mentioned correctly in the TA Form.
- (v) BALMER LAWRIE & CO LTD shall not be responsible/ liable for non-payment &/or non-receipt in case information furnished is incomplete or incorrect.

8. Choice of Examination Centre:

- (i) The Written Test shall be held in 5 cities i.e. Delhi, Mumbai, Chennai, Hyderabad and Kolkata.
- (ii) The candidates shall be required to indicate 2 preferences for Examination Centre out of the 5 centres mentioned above. The Company reserves the right to select the final Centre for the applicant from the 2 preferences. No request for change in the Examination Centre shall be entertained.

- (iii) In case of adequate number of applicants the Company may operate a centre in any one of the North Eastern States, in which case all applicants having Kolkata as preference number 1 and having present address in any of the North Eastern States shall be assigned Examination Centre at any of the North Eastern States.

9. How To Apply

- (i) Candidates should only apply online through www.blrecruit.in
- (ii) Before applying, candidates should keep scanned images of their photograph and signature ready (see the instruction on photo/signature upload given on the website).
- (iii) A valid e-mail ID and Mobile Number are mandatory for registration and email ID should be kept active for further communication at least till the selection process is over. Candidates are advised to read “Advertisement” and “How to Apply” carefully and then fill the online application form with utmost care as no correspondence regarding changes/modifications will be entertained later.

You are first required to visit the above-mentioned website where following information are available:

- a. Advertisement
 - b. How to Apply
 - c. Guide to Online Registration
 - d. FAQ
- (iv) The “Guide to Online Registration” shows each step to be followed. Perform the steps one by one to complete the online registration process. It’s a sequential process where the next step will only get activated after successful completion of the previous step. Therefore, candidates are required to complete each step carefully and validate their candidature.
- (v) Candidates should enter their details in the correct place and while entering data they should follow the sequence (Instructions- Personal Details- Qualification Details- Experience Details) of the registration form to get better output. Once each of the tabs in the form is filled up, and photograph & Signature has been uploaded, candidates should save their details by clicking “Submit”. After submitting the candidate will be able to preview the details of what they have entered.
- (vi) Depending on the selections made in categories like Caste/Tribe/ Community/ Ex Servicemen Status/ PwBD/ EWS additional upload is mandatorily required. The format of certificates needed to upload are available in the upload section. Please upload all certificates in the format given in the website only.
- (vii) Once the candidate clicks on “Submit” (this submission explicitly indicates that no further changes/modification will be allowed), the system will ask whether the candidate wishes to preview his/her application form and apply for final submission. The Candidate will get a Registration Number and a Password which are to be noted for future references. The system will also send an email indicating the password. (So, be careful while entering your email id during filling up online application form).
- (viii) The Candidate is now a registered candidate. He/ She can login now and see a list of vacancy. They are required to click on the “Apply Now” button after reading the qualifying criteria.
- (ix) If the candidate’s experience and qualification matches with the job criterion, their application will be automatically accepted and he/ she will receive a confirmation email and sms.
- (x) After applying the system will immediately show the candidate “PAY NOW” option if the candidate is required to pay. The candidate must click on “Pay Now” and pay the application fee.
- (xi) Candidates are requested to apply for the position within due time and not wait for the last date to submit their application. In case there are some issues on the last date due to heavy traffic of applicants, Balmer Lawrie shall not be liable for non-submission of any application.

Mode of Payment:

- a. Online Mode: There would be three options in online payment mode which are Credit Card, Debit Card and Internet Banking. Applicant will be redirected to third party payment gateway or respective bank with the requisite amount to pay. After completion of payment it will be again redirected to www.blrecruit.com with a transaction id and transaction status. If transaction status is successful, applicant may log into the website again to check the updated payment status. If amount is debited from the bank account/card and transaction is not successful, applicant needs to wait three banking days to verify payment status again in the website.
- b. The online application process is completed only after the payment status shows that the requisite fees has been paid. If, even after five days of making the payment, your page shows a “Pending” status, get in touch with us at the following email is query@blrecruit.com.
- c. After completing the online application, candidates should take a print out of the application form. The printout, along with self-attested photocopies of all relevant documents pertaining to the eligibility, qualification, experience, research & publication are to be produced on the date of exam.
- d. The certificates/ documents will be required to be submitted at the time of the examination. All original certificates/documents etc. in support of claim(s) made by the candidates, as per Annexure 1, should be produced, as and when required by the Company, failing which the candidature may be rejected.

Note: Candidates are advised at their own interest to apply on-line well before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of link-related problems. Balmer Lawrie does not bear any responsibility for the candidates not being able to submit the application form or application fee due to any link related problems on the last day.

- (xii) **Last date for submission of applications is 26th April, 2019**. Any communication as regards extension of last date of application shall be published on the Company’s website only.
- (xiii) Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on the Company’s website only. So the candidates must check the Company’s website for updated details.

10. Online Application:

- (i) Online submission of application is permitted on the website between 0000 hours on **27.03.2019** till 2359 hours on **26.04.2019**.
- (ii) Incomplete applications, applications not received online or applications received after the due date SHALL BE REJECTED SUMMARILY.
- (iii) One Candidate shall be allowed to apply against one position only once. In case multiple applications are submitted for the same post, then both the applications shall stand rejected.
- (iv) Request for change of Mailing address / Email / category / posts as mentioned in the application shall not be entertained.
- (v) 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.
- (vi) Category (SC/ST/OBC [NCL]/PWD/ES/EWS/Gen) once mentioned in the application form shall not be changed and no benefit of other category shall be admissible later on.
- (vii) 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.

11. Application Fee:

- (i) The prescribed Application Fees is Rs.300/- (Rupees three hundred only) plus bank charges as may be applicable for all applicants, unless exempted under Clause - 12(iv).

- (ii) The Application Fees payable is INR 300 per application plus bank charges as may be applicable. In case a candidate applies for more than one position, she/ he shall have to submit Application Fees as many times. Applications not supported by Application Fees shall be treated as incomplete and shall be summarily rejected.
 - (iii) The application submitted for a position shall be considered for shortlisting only on credit of Application Fees in Balmer Lawrie account.
 - (iv) The applicants only belonging to SC/ST/ PWD/ ES Categories shall be exempted from payment of Application Fees.
 - (v) Fee once paid shall NOT be refunded under any circumstances nor can be held in reserve for any other examination or selection.
 - (vi) For payment of Application Fees, Applicants should follow the process mentioned in Clause 9 above.
12. The candidates shortlisted for the second level selection process in case the Company chooses to do so, shall be required to bring the following original certificates along with attested photocopies as documentary proof at the time of the second level selection process else the same shall be verified at a designated date prior to issuance of appointment letter:
- (i) Proof of Age (birth certificate issued by Competent Authority / school leaving certificate / passport copy)
 - (ii) Educational Qualifications (All the Mark sheets & Pass Certificates starting from Matriculation (Class 10) to the highest qualification attained)
 - (iii) Service/Experience Certificates of all past employments & proof of date of joining & continuity in the present Organization.
 - (iv) Last Salary Certificate/ Payslips (Last 3 months) (if applicable)
 - (v) Caste/ Tribe/ Class/ Status Certificate (applicable for SC/ ST/ OBC/ PwD/ ES/ EwS)
 - (vi) Copy of PAN Card
13. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
14. Similarly, the Company reserves the right to increase the number of vacancies purely on need basis at any point of time during recruitment process or subsequently.
15. Appointment and continuation of service of the candidate in BALMER LAWRIE & CO LTD shall also be subject to Medical fitness, satisfactory verification of all certificates/qualification including past experience and reference check and verification of Character and Antecedents (C&A) by the prescribed/ appropriate authority.
16. 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.
- (i) Has provided wrong information or submitted false documents
 - (ii) Has Suppressed relevant information
 - (iii) Does not meet the eligibility criteria prescribed for the post
 - (iv) Has resorted to unfair means during the Written Test /Recruitment process
 - (v) Is found guilty of impersonation
 - (vi) Has created disturbance affecting the smooth conduct of the Written Test at the test centre or at any other stage
 - (vii) Has uploaded non-human or irrelevant photograph.
17. 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.
18. Any canvassing directly or indirectly by the applicant shall lead to disqualification of her/his candidature.

19. Request for change of discipline, post, test centre, test date and timing shall not be entertained after submission of online application and BALMER LAWRIE & CO LTD shall not be responsible for overlap of test dates/slots if any.
20. Balmer Lawrie shall not be responsible for any loss of email communication sent, due to invalid/incorrect email id/wrong postal address/postal delays/loss in transit etc. No request in this regard shall be entertained.
21. 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 recruitment whether through Written Test and/or any other second level selection process viz. case study, presentation, group discussion or all of these and the venue/schedule thereof.
22. In case of any ambiguity / dispute arising on account of interpretation in versions other than English, the English version shall prevail.
23. The Company may at its discretion, hold re-written test, wherever necessary in respect of a Centre / Venue and / or all centres / candidates in case of any eventualities.
24. No Correspondence shall be entertained by the Company with regard to recruitment. The list of selected candidates shall be uploaded on the company website career page.
25. Any dispute with regard to recruitment against this advertisement shall be settled within the jurisdiction of Kolkata Court only.

Annexure 1

| Sl. No. | Documents Required |
|---------|---|
| 1) | Class X - Marksheet |
| 2) | Class X - Passing Certificate |
| 3) | (May be combined in some cases) |
| 4) | Class XII - Marksheet |
| 5) | Class XII - Passing Certificate |
| 6) | (May be combined in some cases) |
| 7) | Graduation/ Diploma Engg - Marksheet |
| 8) | Graduation/ Diploma Engg - Passing Certificate |
| 9) | PG - Marksheet |
| 10) | PG - Passing Certificate |
| 11) | Other Professional Qualification(s) (Please use the blank space below in case of more qualifications) |
| 12) | Experience Certificates for all employments |
| 13) | Caste Certificate - SC/ST/OBC/PH/ES |
| 14) | Age Proof Certificate |
| 15) | Pan Card |
| 16) | Last 3 months' Salary Slip |