

SPECIAL RECRUITMENT DRIVE FOR ST, SC & OBC (NON-CREAMY LAYER)



Ref. No.: BL/Rect./Exe/SRD/19-20/01
Date of Advertisement: 12.02.2020

Needs Professionals

THE COMPANY

Balmer Lawrie, a Mini Ratna Category I 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 Chemicals, Logistics Infrastructure, etc.

CURRENT OPENINGS

As part of a **Special Recruitment Drive** for SC, ST & OBC- Non-Creamy Layer (NCL) categories, the Company is looking for qualified and experienced Indian Nationals to man multiple positions across grades in Executives' Cadre (Group A) as per details given below:

S. No	Designation	SBU/ Function	Grade	No. of Vacancies**			
				SC	ST	OBC(NCL)	Total
1	Assistant Manager	Any SBU/ Function - location where the Company has its operations	E1 (Rs. 40000 - 140000)	12	06	01	19
2	Deputy Manager		E2 (Rs. 50000 - 160000)	01	03	02	6
3	Manager		E3 (Rs. 60000 - 180000)	02	01	-	3
4	Senior Manager		E4 (Rs. 70000 - 200000)	01	01	04	6
5	Chief Manager		E5 (Rs. 80000 - 220000)	02	01	02	5
6	Associate Vice President		E6 (Rs. 90000 - 240000)	01	-	-	1
			TOTAL	19	12	9	40

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

The minimum requirements for the positions are as follows:

Table 1:

Sl. No.	Qualification	Qualification Details
1	Graduate Engineers	Full time regular Degree in Engineering (excluding part time/ correspondence/ distance learning), AMIE and BSc. Engineering
2	Management Graduates	2 years full time regular Post Graduate Degree in Management/ MBA/ MSW (excluding part time/ correspondence)
3	Accounts/ Finance (A&F) & Secretarial	CA/ ICWA/ CS

Table 2:

Grade	Maximum Age #	Minimum Post Qualification Relevant Experience (years)*#	Preferred Industry/ Functional relevant experience		
			Graduate Engineers	Management Graduates	A&F & Secretarial
E1	OBC (NCL) - 30 years SC/ ST - 32 years	1 year	<ul style="list-style-type: none"> • Chemical Manufacturing & Selling • Sheet Metal fabrication and selling • Logistics (Freight Forwarding, Cold-chain, Container Freight Station/ Inland Container Depot) • IT Industry (IT Infrastructure & Networking, IT - Web Application development, SAP (functional & Basis) • Production/ Quality, Stores/ Purchase function in manufacturing industry 	<ul style="list-style-type: none"> • Functional experience in HR & Admin, IR • IT Infrastructure & Networking, IT - Web Application development, SAP (functional & Basis) • SCM • B2B Sales & Marketing, Channel Sales • B2B Sales of Services in Logistics industry • Sales &/or Operations management in Warehousing, TCWs, CFS • Operations in Freight Forwarding (Ocean/ Air Operations) • Corporate Communication 	Industry experience in Chemical and Steel Manufacturing & B2B Services industries
E2	OBC (NCL) - 35 years SC/ ST - 37 years	5 years			
E3	SC/ ST - 42 years	9 years			
E4	OBC (NCL) - 43 years SC/ ST - 45 years	11 years			
E5	OBC (NCL) - 45 years SC/ ST - 47 years	13 years			
E6	SC - 51 years	17 years			

* Applicants must necessarily specify and highlight the relevant part of work-experience in their application, rejection of applications at any stage of scrutiny/ shortlisting, where such details are not provided &/or not substantiated with appropriate details may be rejected and the decision on the same shall be at the sole discretion of the Company.

The cut-off date for post qualification relevant experience & maximum age is **09.03.2020**. 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 for 1 (one) year from the date of approval of the same.

Table 3:

S. No	Designation	Job Description
1	Assistant Manager (Grade E1) / Deputy Manager (Grade E2) / Manager (Grade E3)	<p>The key role and responsibilities shall be to:-</p> <ol style="list-style-type: none"> Assume frontline/ operational responsibilities as a managerial resource in assigned function/ department of the Strategic Business Unit Act as a member of the execution team and deliver on assigned targets/ projects Contribute as a cross-functional team member in system augmentation initiatives in her/ his unit/ department Independently take charge of diagnostic projects/ improvement initiatives in assigned work area Develop, build and maintain cordial business relations with all stakeholders Adopt and adapt to various on-the-job learning assignments on a continuous basis Learn and lead implementation of various compliances as applicable in the assigned role Manage, maintain and report on information/ data related to her/ his assigned work area The above list is only indicative and not exhaustive.

S. No	Designation	Job Description
2	Senior Manager (Grade E4) / Chief Manager (Grade E5)	<p>The key role and responsibilities shall be to:-</p> <ol style="list-style-type: none"> Understand and execute Organizational Strategies and Business Plan to achieve annual as well as long term business goals Facilitate any changes needed in a Unit/ Department/ Function and create an effective working environment Developing, maintaining and enhancing core competencies of the business/ function in which she/ he is placed Manage a team in the assigned operation/ function such as production/ operation/ Supply Chain/ IT in a Strategic Business Unit Act as the team lead and ensure delivery by front line Liaison between her/ his unit/ department and other units/ departments. Develop, build and maintain cordial business relations with all stakeholders Learn and lead implementation of various compliances as applicable in the assigned role The above list is only indicative and not exhaustive.
3	Associate Vice President (Grade E6)	<p>The key role and responsibilities shall be to:-</p> <ol style="list-style-type: none"> Assist the Top Management in developing Organizational Strategies and Business Plan To lead assigned teams towards achievement of annual as well as long term business goals Act as functional/ departmental Head and help dissemination of vision, mission of the Company to the team Lead cross-functional/ departmental/ SBU/ Function level coordination to achieve organizational objectives Decide on tactical issues to facilitate achievement of Business/ MoU Targets from time to time Lead and ensure implementation of various compliances as applicable in the assigned role The above list is only indicative and not exhaustive.

Note:

- PwBD (Persons with Benchmark Disabilities) are eligible to apply for all positions
- Relaxation of age criteria for PWBD and Ex-Servicemen shall as per Govt. Guidelines
- Online submission of application is permitted on the website <http://www.balmerlawrie.com/pages/currentopening> between 0000 hours on 12.02.2020 till 2359 hours on 09.03.2020.
- Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

For any queries please mail to chrd@balmerlawrie.com with the ref.no. of the advertisement and position name as subject or contact 033-22225218 on all working days from 12.02.2020 to 09.03.2020.

*Applications sent directly to the above mail id shall be summarily rejected, Applications submitted using the 'Online' format shall only be considered.

HOW TO APPLY

Please register yourself using the link 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.

COMPENSATION

Grade(s)	Basic Scale (Rs.)	Initial Basic Pay (Rs.)	CTC at the beginning of the scale (Rs / lakhs per annum)
E1	40000 - 140000	40000	11 Lakhs per annum
E2	50000 - 160000	50000	14 Lakhs per annum
E3	60000 - 180000	60000	17 Lakhs per annum
E4	70000 - 200000	70000	20 Lakhs per annum
E5	80000 - 220000	80000	23 Lakhs per annum
E6	90000 - 240000	90000	27 Lakhs per annum

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, Performance Related Pay, encashment of earned leaves, work related benefits and Retiral benefits as applicable in the grade as per rules of the Company. (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). All the benefits, however, will be governed by the policy of the Company in force and as amended from time to time.

Candidates employed with Government Departments/ CPSUs / Autonomous Bodies should apply through proper channel, obtaining necessary NOC which is required to be submitted at the time of the interview. 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.

CONCESSIONS, RELAXATIONS & RESERVATION

- THIS IS A SPECIAL RECRUITMENT DRIVE FOR PERSONS BELONGING TO SC/ ST/ OBC [NCL] CATEGORIES ONLY. IN CASE AN APPLICANT FAILS TO UPLOAD CASTE CERTIFICATES WHICH ARE VALID IN ALL RESPECTS, THE COMPANY SHALL BE FREE TO REJECT THE APPLICATION FORTHWITH WITHOUT ANY COMMUNICATION ON THE SUBJECT
- The Caste/ Tribe/ Community issued by the following authorities in the prescribed form for SCs/ STs/ OBCs as per format available on the Company 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 (NCL). Certificates received in any other format shall not be considered for availing reservation benefits.
 - (i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary 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 reserved category candidates are required to produce the original caste/ PwBD certificate(s) in prescribed format as given in our website or of Government of India, issued by the competent authority at the time of interview, in support of their claim. In addition, the OBC-NCL (OBC-Non Creamy layer) candidates will be required to submit a valid caste certificate in the prescribed format as given in our web site as applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36036/2/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement. Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews if called for, indicating that they belong to OBC-Non Creamy Layer.
- Balmer Lawrie & Co. Ltd, being a Central Public Sector Enterprise, only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment under Central Government. Relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category, candidate should submit & shall subsequently produce his latest caste certificate in the proforma prescribed by Government of India, applicable for purpose of reservation in appointment to posts under Govt. of

India/Central Government /Public Sector Undertaking, as contained in DOPT Memo No.36036/2/2013-Estt/(Res.) dated 30.05.2014 from a Competent Authority issued in the financial year 2019-20. Such certificate should specifically state the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017. Further the OBC (NCL) candidates will have to give a self-declaration, at the time of documents verification indicating that they belong to OBC (NCL).

- If the SC/ST/OBC-NCL/PwBD certificate has been issued in a language other than English, the candidates will be required to submit a self-certified translated copy of the same in English.
- Reservation & Relaxation for Persons with Benchmark Disabilities shall be as per Govt. rules. Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for reservation. The reserved categories of disabilities mentioned under this Act are namely (a) Blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities. It may be noted that definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.
- Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines “person with benchmark disability” as a person duly certified by the certifying authority with: a. not less than 40% of a specified disability where specified disability has not been defined in measurable terms and; b. disability where specified disability has been defined in measurable terms. Accordingly, a person with a specified disability listed in the schedule but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, in terms of provisions 7 of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions/relaxations available to PwBDs as mentioned in this advertisement and will be considered against unreserved vacancies. Further, those candidates, who want to avail of benefit of reservation, are required to submit a Disability Certificate issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
- The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years. Persons with 40% or more Disability shall be eligible for relaxation. 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 as per the format available on the Company website. Certificates received in any other format shall not be considered for availing reservation benefits. Necessary assistance for access, seating and scribe/reader in terms of Govt. guidelines shall be provided to PwBD candidates during the selection process. However, to avail this facility, separate specific communication to this effect must be sent in the <http://balmerlawrie.com/feedback> within 7 days of submission of application.
- Upper age limit is relaxable for Ex-Servicemen as per extant applicable rules issued by the Competent Authority.
- The OBC candidates who belong to “CREAMY LAYER” are not eligible for the positions under the subject advertisement.
- Candidates from SC/ST/OBC (non-creamy layer)/ PwBD category must mention their caste/disability details correctly in the application form and upload their self-attested Caste/ Tribe/ Community/Disability 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. In the event the caste certificate is found to be false, the candidature of the applicant or the employment shall be dispensed with.
- The candidate's appointment shall remain provisional till such time as the Caste/ Tribe/ Class (NCL) 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 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.
- Government Guidelines with respect to recruitment of SC/ ST/ OBC (NCL) and PwBD category shall be followed.

PLACE OF POSTING

Candidates may be placed at any of the locations in India or abroad where the Company or its Joint Ventures has its operations and the decision on the matter shall be made at the time of appointment at the sole discretion of the Company 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.

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. 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 selection process if the applicant does not meet the minimum eligibility conditions.
3. No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of the Company in this regard would be final and binding.
4. In case the post applied for is not mentioned clearly & correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.
5. Incomplete applications, applications not as per the prescribed format or applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.
6. All the details given in the online application form will be treated as final and no changes will be entertained.
7. Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
8. The prescribed age/ qualification / experience are the minimum requirements and the candidate must possess the same for being eligible to be considered for the position. However, 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.
9. All minimum eligibility qualifications, where applicable, should be recognized by UGC/AICTE/ Govt. of India/State Govt. and from UGC/AICTE/ Govt. of India/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 (submitted if any) shall be made. In the event where the qualification acquired is not found to be recognized by UGC/AICTE/ Govt. of India/State Govt recognised University/ Institutes post selection, the appointment shall be terminated without further notice.
10. The job description(s) mentioned above is only indicative. It may change based on the requirement of the company and discretion of the management.
11. 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. Decision taken by the Company with regards to relevance of experience for shortlisting shall be final.
12. Category (SC/ ST/ OBC[NCL]/ PwBD/ Ex-Servicemen/ General) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
13. The Candidates should correctly enter the Start Date & End Date in DD.MM.YYYY FORMAT 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.
14. The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions
15. Relaxations / Reservations etc. for SC /ST, PwBD, OBC (Non Creamy Layer) will be as per Government Rules.
16. Candidates from SC/ST/OBC (non-creamy layer)/ PwBD category should produce the original caste/ class/ disability/ income & asset certificate issued by Competent Authority in the prescribed format as given in our website 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.
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 or such information is not supported by appropriate documentary evidence.
18. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
19. 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.
20. The Company reserves the right to offer position in appropriate lower Grade & Salary.
21. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
22. 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.
23. At any stage of this recruitment process including after recruitment or joining, in case it is found that the candidate 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 or in case of detection after appointment, his/ her services will be summarily terminated:
 - a. Does not meet Minimum Eligibility criteria as advertised
 - b. Has submitted misleading information or false documents

- c. Has suppressed any relevant material fact(s)
- d. Has submitted information not in conformity with the eligibility criteria mentioned in the advertisement
- e. Has resorted to unfair means during the Written Test /Recruitment process
- f. Is found guilty of impersonation
- g. Has created disturbance affecting the smooth conduct of the Selection Process at the centre/ venue for the process selected by the Company or at any other stage
- h. Has uploaded non-human or irrelevant photograph.

BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.

24. Those short listed for the Selection Process shall be intimated through e-mail. They are required to bring the following original certificates along with self-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) (where applicable)
 - Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC)/ Persons with Benchmark Disability (PWBD) 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.
25. Out Station Candidates called for Interview shall be entitled for to & fro travel reimbursement from the mailing address mentioned in the on-line application form to the venue of interview by the shortest route as per rules. The mode and class of travel shall be intimated to the candidates as part of the mail sent to the candidates with details of the interview. Candidates providing mailing address of a country other than India, in the application form, will be reimbursed to and fro fares as per the entitlements, 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.
26. 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.
27. The Location/ Place of posting, if 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.
28. Any communication as regards extension of last date of application or any subsequent changes related to subject advertisement shall be published on the Company's website only.
29. 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.
30. 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.
31. 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.
32. 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.
33. Any query with regard to the application process may be sought by putting a feedback in the <http://balmerlawrie.com/feedback> link.
34. The court of jurisdiction for any dispute will be at Kolkata.

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