

Annexure 1

Application Form for Walk-In Interview

Advt. No. : BL/Rect./Exe/AF/Chennai/Walk-in/01/2025-26

Affix Recent
Passport Size
Color Photograph

Application for (Tick):

Deputy Manager - Industrial Packaging (Chittoor)	
Deputy Manager - Logistics Services (Hyderabad)	
Assistant Manager - Associate Services (Manali [Chennai])	

A. Candidate Details:

1	Name of Candidate	
2	Nationality	
3	Father's/Spouse Name	
4	Mother's Name	
5	Date of Birth	To be supported by Birth Certificate/ Class X Marksheet/ Passport
6	Mailing Address: - Street	
	City	
	Country	
	Postal / Zip Code	
7	Caste (SC / ST / OBC [CL] / OBC [NCL] / EWS)	To be supported by valid Caste / Community Certificate as applicable
8	Ex-Servicemen (Yes/No)	To be supported by valid Service Certificate
9	Physically Challenged (Yes/No)	To be supported by valid certificate
10	Mobile No	
11	Email Id	
12	Marital Status (Single / Married)	
13	Male / Female / Transgender	

B. Educational Qualification Summary (Supported by Relevant Documents):

Sl No	Education Level (Class 10 / Class 12/ Graduation / Post Graduation / CA / ICWA)	Board / Institute / University	Stream / Specialization	From (DD.MM.YYYY)	To (DD.MM.YYYY)	Mode of Education (Full Time / Distance / Part Time)	% of Marks Achieved

C. Experience Details (Supported by Relevant Documents to verify Start and End Date of Employment as applicable):

Sl No	Organization Name	Job Title	Functional Area	City of Posting	Period	
					From (DD.MM.YYYY)	To (DD.MM.YYYY)
1						
	Nature of Duties & Responsibilities					
2						
	Nature of Duties & Responsibilities					
3						
	Nature of Duties & Responsibilities					
4						
	Nature of Duties & Responsibilities					

Sl No	Organization Name	Job Title	Functional Area	City of Posting	Period	
					From (DD.MM.YYYY)	To (DD.MM.YYYY)
5						
	Nature of Duties & Responsibilities					

D. Additional Information

1	Current CTC (INR):		Current Monthly Take Home (after all deductions):	
	Expected CTC (INR):		Notice Period (days):	
2	Languages Known	Speak:	Read:	Write:

E. Reference Details

Sl. No.	Name	Designation	Nature of Relationship	Address	Phone / Mobile	Email
1						
2						
3						

F. Relatives Employed in Balmer Lawrie

Sl. No.	Name	Designation	Department	Location
1				
2				
3				

I certify that the above information is correct and supporting documents are enclosed.

Place:

Signature:

Date:

Name:

Annexure 2: List of Documents

A copy of the following documents duly self-attested along with originals need to be carried on the date of the interview:

Sl. No.	Documents to be carried
1	Duly filled Application Form (Annexure 1)
2	Proof of Age (Class X Certificate / Birth Certificate / Passport)
3	Educational Qualifications (All the Mark sheets & Certificates) as declared in Annexure 1
4	Appointment Letter(s) and Service Certificate(s) of past employment(s) with proof of date of joining and leaving, as declared in Annexure 1
5	Appointment Letter of current employment with proof of date of joining, as declared in Annexure 1
6	Last Salary Certificate/ Payslips (Last 3 months) (where applicable)
7	Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) - NCL/ Persons with Benchmark Disability (PWBD)/ EWS/ ES certificate, if applicable from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to Creamy Layer. [as declared in Annexure 1]
8	NOC (where applicable)
9	Identity Proof (AADHAAR / PAN / Passport)
10	Latest passport size photo - 2 Copies

Note: 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.

Annexure 3: Travelling Expenses Reimbursement Form

2. Date of Interview:

- ### 3. Place of Interview:

3. Name (as spelt in the Bank Account):

[illegible]

5. Mobile No.:

- ## 6. Travel Details:

Date of Journey	From	To	Mode of Travel	Class of Journey	Amount Claimed (Rs.)	Travel Proof Enclosed(Please Tick)
Total Amount						

- ## 7. Bank details to be provided by the Candidates

Details to be provided by the candidate		
S. No.	Details Required	(Candidate to Provide the details in BLOCK LETTERS)
1	Beneficiary Name	
2	Bank Account No.	
3	Bank's Name	
4	Branch Name	
5	Branch Complete Address	
6	Account Type	
7	IFSC Code	
8	PAN No.	

Note: All the above details are available in the Cheque leaf. In case of any doubt, please attach photocopy of the cancelled Cheque leaf.

8. Address (Please mention in **BLOCK LETTERS** the address below where you want your Chequeto be delivered with Pin code and Contact Details - In case NEFT is not workable.)

Date:

Signature:

For Office Use Only

Amount Claimed: Rs. _____

Amount Allowed: Rs. _____

Date: _____

Signature: _____

Note on Eligibility of Travel Reimbursement for Interview:

1. Only outstation candidates shall be reimbursed for their journey to and fro the venue of the interview by the shortest route.
2. Local travel will not be reimbursed.
3. Reimbursement for outstation candidates appearing for the interview shall be limited to the amount of **AC 2 Tier rail fare for Deputy Manager posts & AC 3 Tier rail fare for Assistant Manager post respectively**, supported by valid documents.
4. Outstation candidates travelling by air shall be reimbursed up to the limits provided in Sl. No. 3.
5. Duly-filled Travel Reimbursement Form (Annexure 3) along with relevant supporting documents (tickets, boarding pass, etc.) must be attached and submitted on the date of interview without which the Travel Reimbursement may not be processed.
