

### Needs Professionals

#### THE COMPANY

Balmer Lawrie & Co. Ltd, a Mini Ratna 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], Chemicals, Logistics Infrastructure, Cold Chain 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 - 65000** 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) * | Preferred Qualification   | Minimum Post Qualification Experience (years)* | Preferred Experience   |
|---|-----------------------------------|--|----------------------|---------------------|---|----------------------|---|--|--|
| 1   | Junior Officer [Industrial Sales] | Officers' Grade O1 (21750 - 65000)   | Greases & Lubricants | 1                   | Graduate [Any Discipline]   | 25                   | PG Diploma in Marketing / Sales / Logistics / Supply Chain Management | 1  | Candidates from Sales & Marketing Support in Industrial Lubricants shall be preferred. Those having experience in preparation of relevant sales report etc. will be preferred. |
| <b>Indicative Job Description</b>                                       |                                   | <p>The incumbent shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Sales process coordination with all stakeholders like sales team, customer, plant team etc.</li> <li>2. Creation and execution of SO for Sales team in assigned location / region.</li> <li>3. Generation of credit notes and support on all statutory requirements of sales team.</li> <li>4. Responsible for new customer code and all billing related process support in coordination with MDM team.</li> <li>5. Daily Sales report generation.</li> <li>6. Work as per requirements of business priorities of assigned location / region industrial sales team and as instructed by reporting authority.</li> </ol> <p>The above role is indicative not exhaustive.</p> |                      |                     |   |                      |   |  |  |
| The indicative place of posting for the above position may be Silvassa# |                                   |  |                      |                     |   |                      |   |  |  |

| 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) * | Preferred Qualification               | Minimum Post Qualification Experience (years)*  | Preferred Experience   |
|--|-----------------------------------|---|---------------|---------------------|---|----------------------|---------------------------------------|---|--|
| 2  | Junior Officer [Plant Operations] | Officers' Grade O1 (21750 - 65000)  | Cold Chain    | 1                   | Diploma [Undergraduate - Engineering]***  | 25                   | Diploma in Mechanical / Refrigeration | 1<br>(Mandatory experience in the maintenance of Industrial Plants)<br>[Successful candidates will be offered only if they are able to produce relevant certificate with regard to Mandatory Experience as above] | Candidates from any Cold Storage with Ammonia Refrigeration Plants or Ice making plants or any similar type of Industry shall be preferred |
| <b>Indicative Job Description</b>  |                                   | <p>The incumbent shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Operate and maintain ammonia refrigeration plant room containing control panels, ammonia compressors, heat exchangers, pressure vessels, pumps, valves, instrumentation etc</li> <li>2. Operate and maintain multiple temperature/ pressure ammonia refrigeration circuits/equipment in and outside the refrigeration plant room.</li> <li>3. Monitor/ adjust and record operating parameters of refrigeration equipment and refrigeration circuits</li> <li>4. Monitor and record related cold room and process temperatures</li> <li>5. Analyse recorded data and take the necessary action to ensure that the refrigeration system operates efficiently as per required process loads, and within required parameters</li> <li>6. Perform minor services on refrigeration equipment/ circuits according to preventive/ corrective maintenance schedules and ensure that the refrigeration system is in good working condition</li> <li>7. Troubleshoot refrigeration circuits/ equipment and return operation to normal with minimum downtime by scheduling and performing the required preventive or corrective actions</li> <li>8. Assist the plant head on major repair of refrigeration equipment as per schedule repairs</li> <li>9. Generate daily, weekly and monthly reports on the operation and maintenance of the refrigeration systems</li> <li>10. Proper response in case of any emergency such as fire or leakage of ammonia from the system.</li> <li>11. Preparation of necessary documents for daily checks of all other equipment such as Fire Fighting, Pumps, RO System.</li> <li>12. Any other responsibilities assigned time to time.</li> </ol> <p>The above role is indicative not exhaustive.</p> |               |                     |   |                      |                                       |   |  |
| The indicative place of posting for the above position may be Bhubaneswar <sup>#</sup> |                                   |   |               |                     |   |                      |                                       |   |  |

| 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 Experience (years)* | Preferred Experience                                |
|--|----------------------------|--|---------------|---------------------|---|----------------------|--|---|
| 3  | Junior Officer [Marketing] | Officers' Grade O1 (21750 - 65000)   | Chemicals     | 1                   | Diploma in Leather Technology***  | 25                   | 1  | Candidates from Leather Industry shall be preferred |
| <b>Indicative Job Description</b>  |                            | <p>The incumbent shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Sales of a variety of Leather chemicals.</li> <li>2. Meeting assigned sales budget.</li> <li>3. Retaining existing customers, lead generation and expansion of customer base.</li> <li>4. Resolving customer complaints by investigating problems, developing solutions; preparing reports, and making recommendations to management.</li> <li>5. Taking care of outstanding and collection of payments</li> <li>6. Keep management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analysis</li> <li>7. Forecasting sales to enable operations planning, introduce product innovations and maintain active memberships.</li> <li>8. Getting approval for running trial at customer site and converting customers by convincing based on trial results.</li> </ol> <p>The above role is indicative not exhaustive.</p> |               |                     |   |                      |  |   |
| The indicative place of posting for the above position may be Kolkata <sup>#</sup> |                            |  |               |                     |   |                      |  |   |

| 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) * | Preferred Qualification  | Minimum Post Qualification Experience (years)* | Preferred Experience  |
|-----------------------------------|----------------------------------|--|--------------------|---------------------|---|----------------------|--|--|---|
| 4                                 | Junior Officer [Operations] - FF | Officers' Grade O1 (21750 - 65000)   | Logistics Services | 1                   | Graduate [Any Discipline]   | 25                   | Possession of G / H Card having a CHA Apprenticeship experience. | 1  | Candidates having experience of handling of EXIM Cargo / CHA Operation. |
| <b>Indicative Job Description</b> |                                  | <p>The incumbent shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Processing of Import &amp; Export documents.</li> <li>2. Filing of Bill of Entries &amp; Shipping Bills through ICEGATE, preparation and timely submission of different type of bonds/ certificated whenever required.</li> <li>3. Ensure demurrage free processing and servicing.</li> <li>4. Physical delivery of cargo at CFS / ICD (as may be the case) including arranging physical verification of cargo / survey, complying all formalities for customs appraisalment, loading, seal checking etc.</li> <li>5. Handling all documentation activities related to Shipping Lines, Bonded warehousing, Filing of documents with Port Customs</li> <li>6. Obtaining Let Export Order / Out of Charge documents etc.</li> </ol> |                    |                     |   |                      |  |  |   |

|  |   |
|--|---|
|  | 7. Ensuring timely delivery to customer by planning requirement of vehicles, arranging vehicle, loading of vehicles and coordinating with customer and transporters.<br>8. Any other responsibilities assigned time to time<br>The above role is indicative not exhaustive. |
|--|---|

The indicative place of posting for the above position may be Mumbai<sup>#</sup>

\* The cut-off date for post qualification experience & maximum age is 12.11.2021. 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 panel by the Competent Authority and it may be used to fill vacancies arising at the mentioned location or other locations where the Company may have requirements and operations, during the validity of the panel.

\*\* 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.

\*\*\* The mentioned qualification i.e. Diploma in relevant area is mandatory for the position, any qualification [even if the qualification is higher than Diploma] other than that shall not be considered for the position.

**Note:**

1. Online submission of application is permitted on the website <http://www.balmerlawrie.com/pages/currentopening> between 1000 hours on 20.10.2021 till 2359 hours on 12.11.2021.
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.) | Initial Basic Pay (Rs.) | Net Take Home (Tentative - varies based on HRA) (Rs.)                         | CTC approximately (Rs / lakhs per annum)   |
|----------|-------------------|-------------------------|---|--|
| O1       | 21750 - 65000     | Rs 21750                | For 'X' City - Rs 28000<br>For 'Y' City - Rs 26000<br>For 'Z' City - Rs 25000 | For 'X' City - 6 Lakhs per annum<br>For 'Y' City - 5.83 Lakhs per annum<br>For 'Z' City - 5.62 Lakhs per annum |

Refer DPE Guidelines for classification of cities <https://dpe.gov.in/sites/default/files/R-155.pdf>

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. Candidates with higher qualification shall be considered for selection provided they have the Minimum Qualification, however those having higher qualification and not the minimum qualification shall not be considered for selection and such application can be rejected at any stage of the selection process.
- (iii) 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.

- (iv) 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.
- (v) 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.
- (vi) The cut-off date for reckoning Maximum Age Limit, Minimum Qualification and Minimum Post Qualification Experience shall be 12.11.2021. The cut-off date for determining all eligibility criteria i.e. 12.11.2021 would remain same even if the last date for submission of online application / payment of fee is extended for administrative / technical reasons.
- (vii) 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 Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
- (viii) The prescribed qualification / experience is 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.
- (ix) 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.
- (x) 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) For claiming relaxation, the reserved category candidates should submit copy of Caste Certificate, in the proforma prescribed by Govt. of India also made available on the website, along with online application form. 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).
- (iv) 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. [Interested candidates can access the relevant format of the certificate by visiting the following link <https://www.balmerlawrie.com/pages/currentopening/> / <http://blrecruit.in>]
  - 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.
- (v) 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.
- (vi) 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).

- (vii) 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”.
- (viii) 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).
- (ix) 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.
- (x) 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.
- (xi) 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 to the eligible candidates as per Clause 7(i).
- (xii) The OBC candidates who belong to “CREAMY LAYER” are not entitled for relaxation of age and/or for consideration.
- (xiii) 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.
- (xiv) The candidate's appointment shall remain provisional till such time as the Caste/ Tribe/ Class (NCL) / EWS 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 indicative place of posting has been mentioned against each position. However, the 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 joining 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. 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.
- (v) 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.

**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 **may** be held in 5 cities i.e. Delhi, Mumbai, Chennai, Hyderabad and Kolkata. However, the decision of the Company with regard to the choice of location/ city shall be based on the number of applicants, further the same shall be final and binding.
- (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 <http://blrecruit.in>
- (ii) Before applying, candidates should keep scanned images of the following documents ready:

| Sl. No. | Document Type   |
|---------|---|
| 1.      | Age proof Certificate   |
| 2.      | Class X (Marksheet & Pass Certificate)  |
| 3.      | Class XII (Marksheet & Pass Certificate)  |
| 4.      | Graduation / Diploma Engineering (as applicable) (Marksheet & Pass Certificate)****   |
| 5.      | Experience Certificate (Employer wise). In case of current employer, appointment letter and last month payslip to be uploaded |
| 6.      | Caste/Tribe/Community/Income/Disability Certificate - SC/ ST/ OBC/ PwBD/ES/EWS  |
| 7.      | Photograph  |
| 8.      | Signature   |

\*\*\*\*The mentioned qualification i.e. Diploma in relevant area is mandatory for the position, any qualification [even if the qualification is higher than Diploma] other than that shall not be considered for the position.

- (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:

- Advertisement
  - How to Apply
  - Guide to Online Registration
  - FAQ
  - Certificate formats for ST/ SC/ OBC(NCL)/ EWS/ PwBD
- (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) In Case of Graduates, please mention ‘None’ against the Diploma Engineering in the Qualification Tab to proceed.
- (vii) 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.
- (viii) 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). It may be noted that the details may sent to SPAM on the registered email id, candidates are requested to check accordingly.
- (ix) 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.



- (x) If the candidate's experience and qualification match with the job criterion, their application will be automatically accepted and he/ she will receive a confirmation email and sms. However, it may be noted that the matter on eligibility of a candidate for the position will be the decision of the Company and mere submission of application does not confirm the candidate's eligibility for the position.
- (xi) 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.
- (xii) After submission of application online, the candidates will be required to send self-attested photo copies of all the documents to the following address:

**Balmer Lawrie Recruitment**  
**D-139 Okhla Industrial Area,**  
**Phase 1**  
**New Delhi - 110020**

The list of documents to be send are as per the list attached as Annexure I. The same is required to reach the given address in hard copy within 19<sup>th</sup> November, 2021 in case the same is not received for any particular candidate, application of such candidates may not be processed further and s/he may not receive admit card for the written test.

In case the candidate has applied for multiple positions, the document set are required to be sent for each post separately, clearly mentioning the job code for the position and application number against each set of documents. However, the same may be sent to the address in a single envelop. In case of non-receipt of documents, the candidature may be cancelled summarily at the discretion of the Company.

Balmer Lawrie shall not be responsible for any loss of documents, due to invalid/ incorrect postal address/ postal delays/ loss in transit etc. No request in this regard shall be entertained.

- (xiii) 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.

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.

- (xiv) **Last date for submission of applications is 12<sup>th</sup> November, 2021.** Any communication as regards extension of last date of application shall be published on the Company's website only.
- (xv) 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. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on Company's website. No further press advertisement will be issued.

#### **10. 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 - 10(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/ PwBD/ 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.

#### 11. Mode of Payment of Application Fees:

- 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](http://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.in](mailto:query@blrecruit.in) .
- 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.

#### 12. Online Application:

- (i) Online submission of application is permitted on the website between 1000 hours on **20.10.2021** till 2359 hours on **12.11.2021**.
- (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.

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 and / or refund of Application Fees etc.
- (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. 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.
24. The Company shall be not be responsible for any reason beyond its control for which one or several candidates fails for reach examination centre owing to public unrest/ strike/ law & order issues etc. In such circumstances the decision of holding or not - holding the examination shall be final and if an examination is conducted then no request for re-examination shall be entertained. The decision of the Company in this regard shall be final and binding.
25. Any dispute with regard to recruitment against this advertisement shall be settled within the jurisdiction of Kolkata Court only to the exclusion of all other Courts.