

THE COMPANY

Balmer Lawrie, a Miniratna-1 public sector enterprise under the Ministry of Petroleum and Natural Gas, Government of India, is a professionally managed, multi-location, and multi-business 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 its Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Industrial Steel Barrels, Greases & Specialty Lubricants, Corporate Travel and Logistics Services. It also has a significant presence in most other businesses it operates in, namely, Logistics Infrastructure, Cold Chain and Chemicals and Refinery & Oil Field Services [ROFS]. The Company has eight SBUs - Industrial Packaging, Greases & Lubricants, Chemicals, Travel & Vacations, Logistics Infrastructure, Logistics Services, Cold Chain and Refinery & Oil Field Services [ROFS] with offices spread across the country and abroad.

CURRENT OPENINGS

The company is looking for qualified and experienced professionals to man key Executive role(s) as per details given below:

S. No.	Role / Designation	SBU/ Function/ Vertical	Grade	No. of Vacancies**	Minimum Eligibility Criteria			Preferred Experience	Preferred Qualification
					Max. Age (in Years)*	Minimum Qualification (only AICTE/ UGC/ MHRD/ AITA/ UFTAA/ Govt. of India/ State Govt. approved Institutes/ Universities)	Minimum Post Qualification Experience (in Years)*		
1	Assistant Manager [Taxation]	Corporate Accounts & Finance	E1	1	27	CA / ICWA	01 year	Strong knowledge of GST, Income Tax, TDS/TCS and related statutory provisions. Knowledge of Artificial Intelligence (AI), preferably supported by a certification course from ICAI, will be an added advantage. Proficiency in SAP FICO and MS Office is essential.	-
2	Assistant Manager [Operations]	Logistics Infrastructure	E1	1	27	Full Time Engineering Graduate or 2 years' Full Time MBA or Post Graduate Degree / Diploma# in Management	01 year	Minimum One Year Experience in Operations in Logistics / Container Freight Station, Shipping Industry, Freight Forwarding or Supply Chain Shall Be Preferred	PG Degree In Management / MBA in Operations / Logistics Supply Chain
3	Assistant Manager [Sales]		E1	1	27	2 Years' Full Time MBA (Sales / Marketing / Logistics / Supply Chain Management) or Post Graduation Degree/Diploma# in Management (Sales / Marketing / Logistics / Supply Chain Management)	01 year in Sales & Marketing in any industry	Minimum One Year Experience in Sales/ Marketing in Logistics and/or Shipping Industry Is Preferable	PG Degree In Management / MBA in Sales / Marketing / Logistics Supply Chain
4	Assistant Manager [Sales-FF]	Logistics Services	E1	1	27	Full Time Engineering Graduate or 2 years' Full Time MBA or Post Graduate Degree / Diploma# in Management	01 year in Logistics Function	Experience in Sales and Marketing Function in Logistics Industry will be preferred	-

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					Max. Age (in Years)*	Minimum Qualification (only AICTE/ UGC/ MHRD/ AITA/ UFTAA/ Govt. of India/ State Govt. approved Institutes/ Universities	Minimum Post Qualification Experience (in Years)*		
5	Assistant Manager [Central Pricing]	Logistics Services	E1	1	27	Full Time Engineering Graduate or 2 years' Full Time MBA or Post Graduate Degree / Diploma# in Management	01 Year in Freight Forwarding and Logistics Industry	Experience in Central Pricing Function in Logistics Industry and Freight Forwarding Industry will be preferred	MBA Equivalent
6	Assistant Manager [Manufacturing]	Industrial Packaging	E1	1	27	Full Time Engineering Graduate [Mechanical]	01 Year in Shop floor in Engineering Plant	Experience In Shop Floor Management in Engineering Plant of Automatic Machines and/or in Sheet Metal Fabrication Industry and/or Hand on Experience in Mechanical Maintenance In Batch Production Facility and/or Steel Forming Products would be preferred.	Candidates who have Post Graduation with Specialisation in Mechanical will be preferred
7	Assistant Manager [OL & Admin]	Regional HR - West	E1	1	30	Full Time Master of Arts [Hindi] with English as a subject at the Graduation Level	04 Years	Candidates with experience in Implementation of OL Policy of Govt. Of India in any Central Govt. Department/ PSU/Autonomous Body /Corporation/Statutory Body of The Govt. of India	Certificate/Diploma holders in Translation from Hindi to English & vice versa

* The cut-off date for minimum post-qualification experience & maximum age is **29.09.2026**. All candidates who are eligible as on the cut-off date may apply for the currently advertised positions. Panel may be drawn as against interviews conducted, if any, during this recruitment process, for filling of similar vacancies arising in future as per the Recruitment Rules of the Company.

** 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.

Post Graduate Diploma in Management should be certified as equivalent to Post Graduate Degree by AICTE valid for the year when the PG Diploma has been completed

[§]Degrees / Diploma (other than the ones specified in UGC Notice dated 23.2.2018) which are UGC recognized Open and Distance Learning (ODL) programmes treated as equivalent with the Degrees / Diploma acquired from regular Universities / Institutes in the country conducted by ODL Institutions recognized by UGC or an institution Deemed to be a University so declared by the Central Government, will be accepted. However, for ODL Degree / Diploma in Management and / or Information Technology recognition of AICTE shall be mandatory. CA / ICWA will however not be considered. Engineering course done through ODL Mode will also not be considered except where IGNOU has granted the B. Tech Degree or Diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2011-12 with IGNOU and not for post 2012.

No claim of possession of equivalent educational qualification(s) to the advertised educational qualification would be entertained and decision of the Company in this regard would be final and binding.

INDICATIVE JOB DESCRIPTION

S.No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
1	Assistant Manager [Taxation]	Corporate Accounts & Finance	E1	1. Ensure compliance with Direct and Indirect Tax laws, including Income Tax, GST, TDS/TCS and other applicable regulations. 2. Preparation and filing of GST returns, Income Tax returns and other statutory tax filings within prescribed timelines. 3. Manage TDS compliance, including deduction, deposit, reconciliation and filing of returns. 4. Handle tax assessments, audits, notices, scrutiny proceedings and correspondence with tax authorities. 5. Monitor changes in tax laws and advise management on their implications. 6. Review accounting transactions from a taxation perspective and ensure compliance with applicable regulations. 7. Assist in tax planning and optimization initiatives while ensuring statutory compliance. 8. Prepare tax reconciliations and support statutory, internal and CAG audits. 9. Coordinate with external consultants, auditors and regulatory authorities on taxation matters. 10. Maintain tax records, documentation and MIS reports related to taxation. 11. Support implementation of taxation-related processes and controls in ERP systems. 12. Perform any other duties assigned from time to time relating to Finance and Taxation functions.

2	Assistant Manager [Operations]	Logistics Infrastructure	E1	1. Supervise daily operations including cargo handling, storage, and movement within the CFS. 2. Coordinate with shipping lines, customs officials, freight forwarders, and transporters to ensure smooth workflows. 3. Monitor and optimize operational processes to improve turnaround time and reduce costs. 4. Ensure compliance with customs, port trust, and other regulatory requirements. 5. Oversee documentation processes related to import/export cargo. 6. Manage workforce scheduling, resource allocation, and equipment utilization. 7. Implement safety standards and ensure adherence to health, safety, and environmental guidelines. 8. Prepare operational reports and performance metrics for senior management. 9. Support in resolving operational issues and customer complaints promptly. 10. Assist the Operations Manager in strategic planning and process improvements. 11. Cost Control & Efficiency- monitor operational cost and Identify ways to improve productivity 12. Safety & Compliance- Safety standards (especially for hazardous cargo), Customs regulations and Port and CFS rules 13. Job Order Updation: a. Receipt of Job order, updation in system, job order and requisition in system, entry gate pass, checking all the details. b. Co-ordination with shipping lines and follow up for job order c. Scanning: Uploading of scanning list IGM wise, checking for scanned and not scanned containers, putting suspicious containers on hold in the system. d. Coordinating with import, LCL departments and transportation departments in case of scanning list not received timely. Getting the containers scanned by the transporters after the receipt of scanning list 14. Yard Operations: a. Reefer container monitoring, checking and verifying refer monitoring reports by the vendor. b. Informing the shipping lines/clients in case the refer is not working properly. c. Arranging weightment of all import and export containers. d. Allocation and time management of reach stackers, Forklift, cranes and other equipment as required by the CHAs for cargo operations. e. Ensure the required numbers of Labours are available in the CFS for export and destuff operations. f. Ensuring timely movement of empty and export containers and timely offloading of import containers in yard. g. Arranging space for containers in yard and ensuring proper stacking of containers. h. Attending to complaints regarding grounding of containers i. Checking and rectification of the stock as a monthly exercise j. Stacking and grounding of containers as per requirement by the CHAs or Customs k. Timely movement of CFS destuffed empty units to Shipping Line nominated yard within empty validity period. l. Inform the Shipping Line/Customs incase of any damaged in the container before gate in of containers at CFS. m. Arrange for Joint survey where disputes regarding container damage or cargo damage cases. n. Ensuring safety in yard and participating in safety committee activities carried out throughout the year. 15. Empty Operations: a. Survey of empty in containers, Gate pass updation. b. Sending estimation to the shipping lines for repair of damaged containers. c. After approval is received, the estimation is uploaded in the online system of different shipping lines. d. After approval is received for repair from the shipping line, getting the containers repaired timely as per SOP. e. Uploading post repair pictures of the container and taking approval as SOP from the line for issuance of empty containers. f. Stacking AV and damaged containers separately in yard. g. Issuing empty containers for repo movement or shipper pickup basis instructions from the line in the shortest possible time. h. Checking hold and off-hire containers, Empty exit pass generation through system. i. Day-to-day coordination with the shipping lines. j. Checking the DO for empty in and out in the online portal of the shipping line. k. Sending daily stock reports to the shipping lines. l. Ensuring the ED / CODECO reports are sent correctly and timely. 16. Billing Operations: a. Generating and realizing the payments from shipping lines for repair, transportation, washing, LOLO etc Collecting empty offload ing charges from the transporters b. Billing to CHAs / Forwarders at the time of Import delivery or Export out as per the Tariff agreed. c. Processing Vendor transportation & MNR billing. d. Checking and approving the log sheet for reach stackers 17. Any other tasks assigned time to time.
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S.No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
3	Assistant Manager [Sales]	Logistics Infrastructure	E1	- Overall Responsibility of achieving & Improving Business/Sales Target assigned for the Unit - Develop and implement sales strategies to increase volumes and revenue for the CFS. - Identify new business opportunities with shipping lines, freight forwarders, importers, and exporters. - Generate leads via cold calling, industry networking and trade meets. - Build and maintain relationships with Supply chain heads, Procurement team and Logistics Managers. - Maintain and strengthen relationships with existing clients to ensure repeat business. - Work closely with Operations, Yard team and finance/billing to deliver seamless client experiences - Monitor market trends, competitor activities, and pricing strategies to stay competitive. - Prepare and present Marketing Reports, forecasts, and performance metrics to senior management. - Develop sales strategies to increase market share and identify new revenue generating segments. - Prepare commercial proposals & quotations - negotiate Handling charges, Storage charges and other value-added services. - Cross selling of other SBUs products; freight forwarding, customs clearance and cold chain solutions etc. - Track KPI like Business volume per customer, Revenue and profitability per customer and submit the reports to Senior management. - Prepare Daily/weekly/monthly sales reports. - Ensure compliance with company policies, industry regulations, and ethical standards. - Follow up on outstanding payments and coordinate with finance for Billing accuracy, Credit limits and DSO (Days Sales Outstanding) control. - Ensure adherence to Customs procedures, Port regulations and industry trade practices.
4	Assistant Manager [Sales-FF]	Logistics Services	E1	- Revenue & Profit Growth Achieve assigned targets for revenue and gross profit from the Automobile vertical through new business acquisition and existing account growth. - New Customer Acquisition Develop and onboard new clients across Automotive OEMs, Tier 1 / Tier 2 suppliers, and aftermarket segment. - Key Account Management Strengthen relationships with key customers, increase wallet share, and ensure high retention and customer satisfaction. - RFQ & Conversion Management Drive effective participation in RFQs/tenders and improve conversion ratio through competitive and solution-based offerings. - Vertical Development (Automobile Focus) Build a strong pipeline in automotive logistics including JIT shipments, spare parts, and time-critical movements. - Cross-functional Coordination Collaborate with pricing, operations, and customer service teams to ensure seamless execution and service delivery. - Debtor & Credit Control Ensure timely collections, monitor DSO, and maintain financial discipline in coordination with finance team. - Pipeline & Reporting Discipline Maintain accurate CRM updates, sales pipeline visibility, and forecasting. - Compliance & Process Adherence Follow company SOPs, commercial guidelines, and regulatory requirements.
5	Assistant Manager [Central Pricing]	Logistics Services	E1	- Prepare and review pricing proposals, quotations, RFQs, RFPs, and tender responses for logistics and supply chain services across business verticals. - Conduct cost analysis and pricing evaluations to ensure competitive, profitable, and sustainable pricing solutions. - Coordinate with Operations, Sales, Finance, Procurement, and Regional Teams to gather inputs for developing accurate pricing models. - Develop, maintain, and update pricing databases, cost sheets, rate cards, and pricing templates. - Analyze market trends, competitor pricing, and industry benchmarks to support pricing strategy and business growth. - Evaluate customer requirements and recommend optimized pricing structures aligned with operational capabilities and profitability objectives. - Support key account acquisitions, contract renewals, and strategic bids through timely preparation of commercial proposals. - Monitor pricing performance, margins, and revenue realization, and recommend corrective actions where required. - Ensure compliance with organizational pricing policies, approval matrices, and commercial governance frameworks. - Generate MIS reports, pricing analytics, and management dashboards to support decision-making by senior leadership. - Coordinate with branches and SBUs to ensure uniform implementation of approved pricing and commercial terms. - Assist the Head - Central Pricing in developing pricing strategies, process improvements, and automation initiatives to enhance efficiency and business competitiveness.

S.No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
6	Assistant Manager [Manufacturing]	Industrial Packaging	E1	1. Ensure optimum utilization of plant capacity to achieve daily, weekly, monthly, and annual production, quality, yield, maintenance, and cost targets. 2. Monitor production activities to minimize wastage of raw materials, energy, consumables, and other company resources. 3. Ensure adherence to customer specifications and quality standards to minimize product returns, rework, and work-in-progress (WIP). 4. Coordinate with Procurement, Stores, SCM, Sales, Maintenance, contractors, and service providers to ensure uninterrupted production operations. 5. Ensure timely updation of production data in SAP, support stock verification activities, and maintain accuracy between physical and system inventory. 6. Ensure compliance with Standard Operating Procedures (SOPs), statutory requirements, safety standards, and company policies in the assigned area. 7. Support implementation of improvement initiatives to enhance productivity, optimize resource utilization, improve OE E and OTIF, and reduce the cost of quality. 8. Coordinate with cross-functional teams to achieve operational targets and maintain production, safety, and statutory records. 9. Support vendor development, value engineering, and process improvement initiatives to enhance operational efficiency. 10. Promote a culture of safety, teamwork, discipline, and continuous improvement while ensuring compliance with EHS requirements. 11. Participate in Manufacturing Excellence initiatives such as TQM, TPM, Lean Manufacturing, 5S, CLTI, and Daily Management Meetings, utilizing root cause analysis and SQC tools for continuous improvement. 12. Identify operational, quality, and safety gaps in the assigned area and initiate corrective and preventive actions.
7	Assistant Manager [OL & Admin]	Regional HR - West	E1	1. Implementation of the Official Language Policy of the Government of India, including ensuring translation of official documents from English to Hindi and vice versa. 2. Conducting Hindi training for employees within the region and maintaining updated Hindi training rosters. 3. Organizing Hindi Workshops, Seminars, Conferences, Hindi Fortnight, and other Official Language promotional programmes. 4. Preparing Hindi versions of questionnaires and related documents for visiting Parliamentary Committees. 5. Vetting and reviewing Hindi translations prepared by other employees. 6. Implementing Hindi Incentive Schemes and promoting progressive use of Hindi in official work. 7. Participating in Town Official Language Implementation Committee activities and coordinating related initiatives. 8. Organizing quarterly meetings of the Official Language Implementation Committee (OLIC) and ensuring follow-up action on decisions taken therein. 9. Ensuring procurement of administration-related items through GeM / market in line with applicable tendering and procurement norms. 10. Handling end-to-end procurement activities, including billing and closure formalities. 11. Managing general administration activities for Ballard Estate / Sewree offices. 12. Acting as Record Officer for RHR-WR and maintaining records as per the Record Retention Policy. 13. Managing Guest Houses / Chummary facilities in the Western Region. 14. Arranging guest house / hotel accommodation and transportation facilities for guests visiting the Western Region.

Note:

1. Online submission of application is permitted on the website <https://www.balmerlawrie.com/careers/current-openings> between 1000 hours on 09.09.2026 till 23:59 hours on 29.09.2026.
2. 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.recruitment@balmerlawrie.com with the ref.no. of the advertisement and position name as subject or contact 033-22225218.

*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)					
			X Category City		Y Category City		Z Category City	
			Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)	Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)	Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)
E1	40000 - 140000	40000	78761	14.47	74761	13.99	70761	13.51
Note: IDA is subject to quarterly revision as per Government Notification. Figure indicated is for the quarter Jul'26 to Sep'26.								

Basic, Net Take Home and CTC is non-negotiable for personnel applying from Private Sector.

CTC shall include Basic Pay, DA, HRA, Medical (for self, spouse and two dependent children), 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 with NOC 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 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, eligible candidates will be allowed to appear for the interview, however, 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. For candidates who do not have NOC issued by Government Departments/ CPSUs / Autonomous Bodies or those from private sector the Basic Salary & CTC shall be fixed as per the table above depending on the place of posting.

CONCESSIONS, RELAXATIONS & RESERVATION

Reservation/ relaxation/ concession to OBC (NCL)/ EWS/ SC/ST/PwBD/Ex-SM shall be as per Government of India directives

Category Applicable	Age relaxation (in years)
Scheduled Caste / Scheduled Tribe	5
OBC(Non-Creamy Layer)	3
PwBD belonging to GENERAL/EWS	10
PwBD belonging to OBC(Non-Creamy Layers)	13
PwBD belonging to Scheduled Caste / Scheduled Tribe	15
Ex-Servicemen	As per Govt. regulations
Relaxations for Persons with Benchmark Disability (PwBD)	
➤ Relaxations for PwBD candidates would be as per Govt. of India notification ➤ Persons suffering from not less than 40% of the relevant disability shall only be eligible for relaxations under PwBD category. Persons claiming concessions/ relaxations under PwBD category are required to upload their Disability certificate in the format prescribed by Government of India	

Number of positions reserved for

Sl No.	Position	Grade	SBU/ Function/ Vertical	Initial Place of Posting	No of Vacancies	Reservation Details (UR / SC/ ST/ OBC/ EWS)
1	Assistant Manager [Taxation]	E1	Corporate Accounts & Finance	Kolkata	1	UR - 4 SC - 1 ST - 2
2	Assistant Manager [Operations]	E1	Logistics Infrastructure	Dronagiri, Mumbai	1	
3	Assistant Manager [Sales]	E1		Dronagiri, Mumbai	1	
4	Assistant Manager [Sales-FF]	E1	Logistics Services	Andheri, Mumbai	1	
5	Assistant Manager [Central Pricing]	E1		Kolkata	1	
6	Assistant Manager [Manufacturing]	E1	Industrial Packaging	Baroda	1	
7	Assistant Manager [OL & Admin]	E1	Regional HR - West	Ballard, Mumbai	1	

Details on Concessions, Relaxations & Reservations are enumerated below:

- The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for 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. 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 Stipendiary 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.
- 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.
- If the SC/ST/OBC-NCL/PwBD/EWS 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 as per Govt. rules shall be applicable.
- The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years (15 years for SCs/ STs & 13 years for OBC [NCL]). 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.
- Reservation of posts for SC, ST and OBC (Non-Creamy Layer) & Economically Weaker Sections (EWS) will be as per Govt. Guidelines. For EWS category applicants, appointment shall be provisional and subject to the Income and Asset Certificate to be verified through proper channels and if the verification reveals that the claim to belong to EWS is fake / false, the services of the concerned applicant(s) will be terminated forthwith without assigning any further reasons.**
- Upper age limit is relaxable for Ex-Servicemen [ES] as per extant applicable rules issued by the Competent Authority subject to production of proper documents in support thereof.
- Candidates from SC/ST/OBC (Non-Creamy Layer)/ PwBD/ EWS category must mention their caste/disability details correctly in the application form and upload their self-attested Caste/ Tribe/ Community/Disability/Income & Asset Certificate at relevant portion in the Application Form. **In case the candidate does not upload the self-attested certificate in the correct format as detailed above, such candidates shall be treated as belonging to General Category and no reservation benefits shall be extended to such candidates.**
- 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 [NCL]/PwBD/ EWS/ ES category and other testimonials 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 / class certificate / testimonials.

PLACE OF POSTING

The initial place of posting may be as per the table below:

Sl. No.	Post	SBU/ Function/ Vertical	Grade	Vacancies	Initial Place of Posting	Category of City	Note
1	Assistant Manager [Taxation]	Corporate Accounts & Finance	E1	1	Kolkata	X	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(s) in future in similar role at same or different locations subject to validity of panel
2	Assistant Manager [Operations]	Logistics Infrastructure	E1	1	Dronagiri, Mumbai	X	
3	Assistant Manager [Sales]		E1	1	Dronagiri, Mumbai	X	
4	Assistant Manager [Sales-FF]	Logistics Services	E1	1	Andheri, Mumbai	X	
5	Assistant Manager [Central Pricing]		E1	1	Kolkata	X	
6	Assistant Manager [Manufacturing]	Industrial Packaging	E1	1	Baroda	Y	
7	Assistant Manager [OL & Admin]	Regional HR - West	E1	1	Ballard, Mumbai	X	

However, selected 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(s) in future in similar role at same or different locations subject to validity of panel.

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 qualification / experience is the minimum and mere possession of the same does not entitle a candidate for shortlisting and or final selection. Candidates will be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised role. The Company's decision shall be final in this regard.
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.
12. Category (SC/ST/OBC/PwBD/Ex-Servicemen/EWS/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 Minimum 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 and OBC (Non-Creamy Layer) & EWS will be as per Government Rules.

16. Candidates from SC/ST/OBC (Non-Creamy Layer)/EWS/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 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.
 - a. Has submitted misleading information or false documents
 - b. Has suppressed any relevant material fact(s)
 - c. Has submitted information not in conformity with the eligibility criteria mentioned in the advertisement
 - d. Has resorted to unfair means during the Written Test /Recruitment process
 - e. Is found guilty of impersonation
 - f. 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
 - g. 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 as documentary proof along with self-attested photocopies for submission at the time of interview:
 - Proof of Age,
 - Educational Qualifications (All the Mark sheets & Certificates) [wherever CGPA / DGPA or letter grade is awarded, equivalent % of marks should be indicated as per norms adopted by the University / Institute]
 - 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) - 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.
 - NOC (where applicable)
 - Past employment proof
 - Present employment proof
 - Identity Proof (AADHAAR / PAN / Passport)
 - Latest passport size photo
 - 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. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
29. Any communication as regards extension of last date of application, shall be published on the Company's website only.
30. 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.
31. 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.
32. 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.
33. 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.
34. Any query with regard to the application process may be sought by putting a feedback in the <https://balmerlawrie.com/feedback> link.
35. Selected candidate(s) before joining will be required to get Medical Fitness Certificate. Selected candidate who is declared Medically fit will only be allowed to join. Their confirmation will also be subject to verification of character antecedents from concerned District Authorities.

36. The court of jurisdiction for any dispute will be at Kolkata.

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