

Date of Advertisement: 11th June, 2025

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

WALK-IN RECRUITMENT OF PROFESSIONALS ON REGULAR BASIS

THE COMPANY

Balmer Lawrie, a public sector company under the Ministry of Petroleum & Natural Gas, is a professionally managed, multi-location, diversified conglomerate having presence in manufacturing as well as services sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the Organization to achieve leadership position in many of its businesses.

PRODUCTS AND SERVICES

The Company operates in various business segments through Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Industrial Greases & Specialty Lubricants, Steel Barrel, Corporate Travel and Logistics Services. The Company also has significant presence in most of the other businesses it operates in, namely, Refinery & Oil Field Services [ROFS], Chemicals, Logistics Infrastructure, Cold Chain etc.

CURRENT OPENINGS

The company is looking for: **Deputy Manager [Accounts & Finance] & Assistant Manager [Accounts & Finance]** for units/offices in Chittoor (Andhra Pradesh), Bengaluru (Karnataka) & Chennai (Tamil Nadu).

WALK-IN-INTERVIEWS to be conducted as per following detail:

VENUE	Balmer Lawrie House, 628, Anna Salai, Teynampet, Chennai - 600 018
DATE OF INTERVIEW	10-07-2025 (Thursday) & 11-07-2025 (Friday)
TIMING	From 10:00 AM to 5:00 PM, Reporting Time Starts at 9:00 AM

NOTE:

1. **ELIGIBLE APPLICANTS MEETING THE LAID DOWN ELIGIBILITY CRITERIA WILL ONLY BE ALLOWED TO APPEAR FOR INTERVIEW**
2. The candidate shall bring a duly filled in application as per required format, as attached in Annexure - 1
3. The candidate shall bring all relevant documents in original & one photocopy of each of such documents duly self-attested. For list of documents refer Annexure - 2.
4. Interested candidates are requested to ensure their eligibility, as only eligible applicants will be reimbursed travelling expenses as per policy of the Company (Annexure - 3).

DETAILS ON ELIGIBILITY ETC

The Company is looking for qualified and experienced professionals to man key Executive roles as per details given below:

S. No	Role	Vacancies & Locations	Grade	Minimum Qualification (only AICTE/ UGC/ MHRD/ AITA/UFTAA/ Govt. of India/State Govt approved Institutes/ Universities)	Max Age (years)*	Minimum Experience (years)*	Preferred Experience	Preferred Qualification
1	Deputy Manager [Accounts & Finance]	2 - Chittoor & Bengaluru	E2 [50000 - 160000]	CA / ICWA	32 Years	5 Years [§]	Experience in SAP FICO	-
2	Assistant Manager [Accounts & Finance]	1 - Chennai	E1 [40000 - 140000]	CA / ICWA	27 years	1 Year [§]	Candidates with Hands On Experience in SAP FICO	Candidates With Experience In SAP-FICO, MS-Office May Be Preferred

Special Note:

⁵Post Qualification Experience shall be considered as Minimum relevant Experience for this Position

* The cut-off date for minimum experience & maximum age is 10.07.2025. All candidates who are eligible as on the cut-off date may apply for the currently advertised position(s).

Panel may be drawn as against interviews conducted, during this recruitment process, for filling of similar vacancies arising in future as per the Recruitment Rules of the Company within a period of 1 year.

** This is only indicative.

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

Indicative Job/ Role Description

Post	Indicative Job Description
Deputy Manager [Accounts & Finance]	<ol style="list-style-type: none"> 1. Responsible for accounts, audit, GST issues, budget, MIS functions. 2. Maintenance of systems and procedures. 3. Exposure in SAP/FICO is a must. 4. Providing functional guidance to accountants / other operational heads 5. Carrying out special studies aimed at reducing costs, improving efficiency and profitability. 6. The incumbent is expected to keep abreast of significant developments and practices in the fields relating to his/ her responsibilities, viz. accounting, audit, finance and taxes. 7. The incumbent will be required to provide expert advice / assistance to personnel at all levels of the organisation, if such need arises. 8. Ensure correct and on time availability of all financial information required to be submitted to the Government, Parliament and committees of parliament covering accounts, finance, tax budget, plan /non plan expenditure etc. 9. Maintaining accurate financial records based on established norms and statutes. 10. Debtors review and monitoring and Working Capital management. 11. Leading and motivating a team and getting the best out of them. 12. In relation to his/ her task, the incumbent is expected to ensure adherence / compliance to various extant policies / rules and the DOA. 13. Responsible for championing core values of the company, Viz. maintaining high standards of transparency, championing the use of customer /client among others. 14. Finalization of the annual budget of the department Finalization of accounts of the department as per schedule. 15. Summarise and finalize the annual write off / write back and provision proposals of the company as a whole for putting up to the Board including reconciliation of the same with the final accounts. 16. Preparation of monthly vigilance report for the company as a whole. 17. Preparation of report required as per SEBI LODR guidelines for the company as a whole. 18. Review of creditors and advances of department. 19. Ensure compliance and adherence to internal financial control (IFCR) over financial reporting. <p>Note: The above list is indicative only.</p>
Assistant Manager [Accounts & Finance]	<ol style="list-style-type: none"> 1. Quarterly and annual closing of accounts along with variance report within target dates 2. Preparation of monthly MIS reports within target period & submission to SBU/ H.O. 3. Preparation of annual Capex and revenue budget within target time period 4. Budget vs Actuals Variance Reporting 5. Contribution Analysis 6. Monthly tax remittances like TDS and GST & dealing with units tax matters 7. Reconciliation of all tax ledgers 8. Accounting of customer TDS certificate and reconciliation with ledger & follow up for certificates 9. Scrutiny of Bills Receivable (Debtors) and Bills Payable (Creditors) Accounting ledgers 10. Giving concurrence for payment to vendors including satellite branches under main branch control 11. Review of BRS reconciliation 12. Handling of Statutory /Internal/ CAG /GST and Vigilance Audit 13. Debtors reporting and analysis in line with Credit Policy 14. Quarterly credit control report analysis & arranging for appropriate approval as per Credit Policy 15. Complying with purchase manual/ D.O.A. & other circulars/guidelines as unit finance head & a TC member 16. Fixed Assets / Stock Accounting and physical verification 17. Maintenance of Cost records and reconciling the same with accounting records if required. 18. Any other job assigned time to time. <p>The above list is indicative only.</p>

COMPENSATION

Grade(s)	Basic Scale (Rs.)	Initial Basic Pay (Rs.)	CTC at the beginning of the scale (Rs / lakhs per annum) and current rates of Dearness Allowance					
			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	66953	13.88	63353	13.44	59753	13.01
E2	50000 - 160000	50000	83741	17.35	79241	16.81	74741	16.27
Note: Industrial Dearness Allowance is subject to quarterly revision as per Government Notification.								

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 to 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. HRA is determined as per classification of Cities by Government viz. Tier X (27%), Tier Y (18%) & Tier Z (9%) of Basic Pay.

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	Deputy Manager [Accounts & Finance]	Industrial Packaging	E2	1	Chittoor	Z	The Company reserves the right to create a panel through empanelment of candidates to cater future requirements in similar role at same or different locations subject to validity of panel (1 year).
2	Deputy Manager [Accounts & Finance]	Logistics Services	E2	1	Bengaluru	X	
3	Assistant Manager [Accounts & Finance]	Associate Services	E1	1	Chennai	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 at the sole discretion of the Company depending on the exigencies of work.

Please ensure eligibility as per requirements mentioned above and please read 'The Other General Conditions' before appearing for Walk-in-Interview. Candidates reporting for Walk in interview but not found eligible will not be paid Travel Reimbursement.

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)
SC/ST	5
OBC(NCL)	3
PwBD belonging to GENERAL/EWS	10
PwBD belonging to OBC(NCL)	13
PwBD belonging to SC/ST	15
ESM	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

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.
 - (i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
 - (iii) Revenue Officer not below the rank of Tehsildar; and
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- The reserved category candidates are required to produce the original caste/ PwBD certificate/s in prescribed format as given in our website or of Government of India, issued by the competent authority at the time of interview, in support of their claim. In addition, the OBC-NCL (OBC-Non-Creamy layer) candidates will be required to submit a valid caste certificate in the prescribed format as given in our web site as applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36036/2/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement. Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews if called for, indicating that they belong to OBC-Non-Creamy Layer.
- 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, 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 / class certificate / testimonials.

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 (Annexure - 1) **ARE LIABLE FOR BEING REJECTED SUMMARILY** without any correspondence.
6. All the details given in the 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. Candidates who are found prima facie eligible based on the details given in the application form will be allowed to appear for the Walk in Interview.
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 all dates in the Application Form (Annexure - 1) in DD.MM.YYYY FORMAT. For work experience, candidates shall provide details as the same shall be reckoned for checking eligibility against 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 the advertised position without assigning any reason whatsoever.
19. The Company reserves the right to offer position in appropriate lower Grade & Salary.
20. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
21. The candidates should clearly and correctly write their mobile number and correct email address that should be kept active for further communication. Please note that the intimation for interview will be given through email addresses only.
22. 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 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 candidates.
23. Candidates are required to bring the following original certificates as documentary proof and one set of self-attested photocopy for submission at the time of Walk in interview along with a filled in Application form (as per format at Annexure - 1):
 - 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.
24. Out Station Candidates attending the 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. For the

mode and class of travel please refer Annexure - 3. 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 submit the Travelling Allowance (TA) form (as per format given at Annexure - 3) on the date of Walk in Interview at the Interview centre and enclosing therewith proof for travel undertaken (in original). Cost of travel (as admissible) would be remitted subsequently to the Bank as detail as detailed by the applicant in Annexure 3.

25. 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.
26. The Location / Place of posting of the selected candidate shall be initially as detailed in '[Place of Posting](#)' section. However they will be required to work in any location in India or outside the Country including assignments to Company's Joint Ventures/ Associates on requirement basis.
27. Outstation candidates who attend the Walk-in interview will only be reimbursed travel expenses as per the rules of the Company.
28. 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 will be cancelled.
29. 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.
30. 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.
31. **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, change in venue of walk-in interview, etc. shall be published on the Company's website only. So, the candidates must check the Company's website for updated details.**
32. Any query with regard to the application process may be sought by sending mail to chrd.recruitment@balmerlawrie.com.
33. Selected candidate(s) before joining will be required to get Medical Fitness Certificate. Selected Candidate who is declared Medically fit only will be allowed to join. Their confirmation will be subject to verification of character antecedents from concerned District Authorities.
34. The court of jurisdiction for any dispute will be at Kolkata.

HOW TO APPLY

Candidates for the post of Deputy Manager [Accounts & Finance] & Assistant Manager [Accounts & Finance] should download the requisite application format attached.

Applicants are encouraged to mail a copy of their duly filled and signed application form, as attached in Annexure - 1, to chrd.recruitment@balmerlawrie.com at least 48 hours in advance to expedite the pre-interview scrutiny process. However, candidates who are not in a position to apply beforehand or otherwise shall be required to carry the duly filled downloaded format, all documents (original and one set of photocopies), as required in Annexure - 2, Travel Reimbursement forms along with required proof of travel etc.

No requests will be entertained for alteration regarding date and time of the Walk in Interview or extension of time of Walk in Interview other than what has been mentioned herein above. Any candidate appearing after the time specified will not be allowed to appear for the Interview

HOW TO REACH THE VENUE OF WALK IN INTERVIEW

BY RAIL: Nearest Railways Station - Puratchi Thalaivar Dr. M.G. Ramachandran Central Railway Station Chennai / Egmore Railway Station (Public transport like Metro -Teynampet Metro Station is the nearest Station, Paid Taxi and Autos are easily available at Station.)

Address: Balmer Lawrie House, Balmer Lawrie & Co. Ltd., 628, Anna Salai, Mount Road, Teynampet, Chennai, Tamil Nadu 600018. Near SIET College Signal.

BY AIR: Chennai Domestic Airport MAA, Public transport like Metro (Teynampet Metro Station is the nearest Metro Station), Paid Taxi and Autos are easily available at Airport.

Location: <https://g.co/kgs/JWNvtHg>

For any further information regarding - How to reach the venue of Walk in Interview, you may also call **+91-8825546035** between 10 AM and 05 PM (from Monday to Friday) & between 10 AM and 02:30 PM (on Saturdays).

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

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.
