



Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS PROFESSIONALS

Ref No. : BL/Rect./T&V/FTC/25-26-12/01

Date : 10th December 2025

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

OPENING

The SBU Travel & Vacations is a major SBU of the Company & its team consists of handpicked professionals from the industry. The combined wealth of experience of the team tops more than 300 years in the Ticketing and Holiday Business. The Company has ambitious growth plans for the SBU. In pursuance of these objectives, the SBU seeks to bring on board professionals with dynamism, initiative and an innovative approach to business. The current openings are on 3 year fixed term contract in the Travel & Vacations Verticals of the SBU and the details of the positions are as given below:-

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
1	Deputy Manager [Travel]	FTE-2	1	Travel - Delhi	35	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	4 years in managing Travel operations including ticketing for MTM or Equivalent/ MBA/ Graduate Engineer OR 7 years in managing Travel operations including ticketing for Bachelor's degree (10+2+3)	-	-
2	Assistant Manager [Travel]	FTE-1	1	Travel - Bengaluru	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years' prior experience in Travel for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years' prior experience in Travel for Bachelor's degree (10+2+3)	-	-

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3	Assistant Manager [Travel]	FTE-1	1	Travel - Delhi	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years in Travel business with proficiency in computer/ IT for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years in Travel business with proficiency in computer/ IT for Bachelor's degree (10+2+3)	MTM/ MBA in Travel and Tourism/ IATA with IT related qualification/knowledge.	Experience in role as mentioned under the job description incl. In functional support to travel related software/ applications
4	Assistant Manager [Travel] - Hotel & Cabs	FTE-1	1	Travel - Delhi	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years' prior experience in Hotels & Cabs business for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years' prior experience in Hotels & Cabs business for Bachelor's degree (10+2+3)	-	Prior experience in Travel segment - Hotels and Cabs
5	Assistant Manager (Sales & Marketing)	FTE-1	1	Travel - Mumbai	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years in in Sales & Marketing for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years in in Sales & Marketing for Bachelor's degree (10+2+3)	-	Experience in Sales and Marketing in Travel business
6	Assistant Manager (Sales & Marketing)	FTE-1	1	Travel - Lucknow	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years in Travel domain for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years in Travel domain for Bachelor's degree (10+2+3)	-	Experience as per Job Description given below for the role

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
7	Assistant Manager (Sales)	FTE-1	1	Travel - Delhi	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years' experience in Sales or Marketing including managing new and existing contracts, tenders, and customer relationships for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years' experience in Sales or Marketing including managing new and existing contracts for Bachelor's degree (10+2+3)	-	Experience in Sales and Marketing in Travel business including man aging new contracts, existing contacts, tenders, and customer relationships
8	Junior Officer/ Officer [Travel]	FTO - 1/ FTO-2	2	Travel - Delhi	30	Any Graduate Bachelor's Degree (10+2+3)	For FTO-1: Freshers may apply For FTO-2: 2 years in Travel business	-	-
9	Junior Officer/ Officer [Customer Support]	FTO - 1/ FTO-2	1	Travel - Delhi	30	Any Graduate Bachelor's Degree (10+2+3)	For FTO-1: Freshers may apply For FTO-2: 2 years' prior experience in Customer Support	-	Prior experience in Customer Support in Travel and Vacations segment
10	Senior Manager (Collections)	FTE-4	1	Travel - Delhi	40	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	8 years in collections and other peripheral jobs for MTM or Equivalent/ MBA/ Graduate Engineer OR 11 years in collections and other peripheral jobs for Bachelor's degree (10+2+3)	-	Experience in collections and other peripheral jobs in Travel businesses

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
11	Deputy Manager [Collections]	FTE-2	2	Travel - Delhi	35	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	4 years in collections and other peripheral jobs for MTM or Equivalent/ MBA/ Graduate Engineer OR 7 years in collections and other peripheral jobs for Bachelor's degree (10+2+3)	-	Experience in collections and other peripheral jobs in Travel businesses
12	Assistant Manager (Collections)	FTE-1	1	Travel - Delhi	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years in collections and other peripheral jobs for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years in collections and other peripheral jobs for Bachelor's degree (10+2+3)	-	Experience in collections and other peripheral jobs in Travel businesses
13	Assistant Manager (Commercial)	FTE-1	1	Travel - Delhi	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years in commercial function for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years in commercial function for Bachelor's degree (10+2+3)	-	Experience in Commercial function in Travel and Vacations business
14	Assistant Manager (IT)	FTE-1	2	Travel - Delhi	32	MCA/ B.E/ B. Tech in Computer Science or Information Technology	2 years' post qualification experience in IT related jobs	-	Experience in IT related jobs in Travel businesses

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
15	Junior Officer / Officer (A&F)	FTO - 1/ FTO-2	1	Travel - Mumbai	30	Any Graduate Bachelor's Degree (10+2+3)	For FTO-1: Freshers may apply For FTO-2: 2 years in Accounts and Finance	-	Candidates having experience in Accounts and Finance in Travel and Vacations business

Note:

- The cut-off date for post-qualification experience & maximum age is **04.01.2026**. All candidates who are eligible as on the cut-off date may apply.
- The no. of vacancies is only indicative. Panel may be drawn from the engagement process to fill drop-out or future vacancies.
- The locations mentioned against each vacancy are indicative. The selected and/or empaneled candidates may be placed anywhere in the Country depending upon business requirements.**
- No candidates beyond 58 years of age shall be engaged.
- 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 courses done through ODL Mode will also not be considered except where IGNOU has granted the B.Tech Degree or Diploma in Engineering to students who were enrolled up to academic year 2011-12 with IGNOU and not post 2012.
- Post Graduate Diploma in Management should be certified as equivalent to Post Graduate by AICTE valid for the year when the PG Diploma has been completed.
- 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

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
1	Deputy Manager [Travel]	FTE-2	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> Report operational or technical issues to IT through the reporting office and maintain a track record of these issues. Maintain records of corporate deal codes, ensure proper incorporation into tools, and monitor deal code expiries. Randomly monitor deals updated in the tools to ensure accuracy and compliance. Obtain necessary approvals from BM or RM before extending credit to customers, as per policy and SOP, and maintain records for audit purposes. Ensure proper booking instructions are received prior to bookings and accurately updated in the system for auditing purposes. Ensure 100% customer service delivery at the counter. Track ACM/ADM and conduct timely follow-ups. Follow up on payments for Delhi Travel Accounts, including LTC, Delhi Travel Approval Codes, and walk-ins. Track payments and service delivery for SBT clients. Manage protocol services and coordinate activities related to protocol requirements. Prepare and maintain the counter roster. Facilitate training and development of ticketing staff, including implants, and maintain a tracker for progress. Coordinate with the Call Centre Manager and team to ensure proper customer handling <p>The above list is only indicative and not exhaustive.</p>

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2	Assistant Manager [Travel]	FTE-1	1	Travel - Bengaluru	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Manage end-to-end travel operations for the NIMHANS account, covering international, domestic, and implant requirements, ensuring seamless service delivery as per contractual commitments. 2. Drive adoption and sales by coordinating with internal travel branches and implementing targeted promotional activities. 3. Strengthen customer engagement by addressing service issues, resolving complaints promptly, and ensuring a consistent service experience across high-volume corporate transactions. 4. Collaborate with cross-functional teams to improve portal functionality, enhance product offerings, and maintain operational efficiency. 5. Ensure adherence to service standards, SLA compliance, and timely decision-making to support critical operational deliverables for the customer account. <p>The above list is only indicative and not exhaustive.</p>
3	Assistant Manager [Travel]	FTE-1	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Expand the range of products and services offered on the SBT (Sale Booking Tool) portal. 2. Drive and monitor SBT portal sales in Delhi/NCR and coordinate with PAN India travel branches to increase adoption and sales. 3. Lead marketing and promotional activities for the SBT portal. 4. Work closely with the team to ensure proper upkeep and smooth functioning of the SBT portal. 5. Manage customer relations by addressing complaints, resolving issues, and handling grievances of SBT customers. <p>The above list is only indicative and not exhaustive.</p>
4	Assistant Manager [Travel] - Hotel & Cabs	FTE-1	1	Travel - Delhi	<p>The incumbent will be responsible for the following:</p> <ol style="list-style-type: none"> 1. Driving and monitoring sales for the Hotels & Cabs business across Delhi/NCR and coordinating with PAN-India branches to support revenue growth. 2. Building and strengthening partnerships with hotel chains and cab operators to expand inventory and product offerings. 3. Managing vendor relationships, conducting rate negotiations, and ensuring competitive pricing for customers. 4. Collaborating closely with IT and Operations teams for system enhancements, booking process improvements, and seamless service delivery. 5. Managing escalations, resolving customer complaints, and ensuring high customer satisfaction <p>The above responsibilities are indicative and not exhaustive.</p>
5	Assistant Manager (Sales & Marketing)	FTE-1	1	Travel - Mumbai	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Develop and execute strategic marketing and sales plans to achieve business objectives. 2. Identify new business opportunities and partnerships to expand the Branch's client base. 3. Manage client relationships, ensure high customer satisfaction, and identify upselling opportunities. 4. Conduct market analysis to understand customer needs, competition, best practices and emerging trends of Industry. 5. Collaborate with Regional Manager to meet and exceed sales targets. 6. Collaborate with the operations team to ensure seamless service delivery. 7. Maintain accurate records of sales activities and prepare regular performance reports. 8. Attend industry events and networking sessions to promote company services. 9. Implement alternative and innovative ideas for achieving new business 10. Assist in budget planning and control expenses to meet financial objectives <p>The above list is only indicative and not exhaustive.</p>
6	Assistant Manager (Sales & Marketing)	FTE-1	1	Travel - Lucknow	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Identify and prospect new corporate clients across Private, Government, and PSU sectors. 2. Understand clients' travel needs, preferences, and budget to offer tailored solutions. 3. Promote and sell travel services such as flights, hotels, transportation, and related products. 4. Achieve and exceed individual and team sales targets consistently. 5. Manage the full sales cycle from initial contact to booking and follow-up. 6. Maintain accurate client records, sales data, and prepare regular sales reports. 7. Collaborate with marketing, operations, finance, and technology teams for smooth sales execution. 8. Provide excellent customer service and handle client inquiries to ensure high satisfaction. <p>The above list is only indicative and not exhaustive.</p>

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
7	Assistant Manager (Sales)	FTE-1	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Identify and prospect new corporate clients (Private/Government/PSU). Understand clients' travel needs, preferences, and budgets. 2. Promote and sell travel products and services, including flights, hotels, transportation, and other travel-related activities. 3. Achieve and exceed individual and team sales targets. Manage the sales process from initial contact to booking and follow-up. 4. Maintain accurate records of client interactions, bookings, and sales data. Prepare sales reports and forecasts. 5. Collaborate with other teams, such as marketing, operations, finance, and technology, to develop sales strategies, promotional activities, and smooth execution. 6. Handle client inquiries and provide excellent customer service. Maintain a high level of customer satisfaction. 7. Any other jobs assigned as per business requirement. <p>The above list is only indicative and not exhaustive.</p>
8	Junior Officer/ Officer [Travel]	FTO - 1 / FTO-2	2	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Manage booking, issuance, reissuance, and cancellation of domestic and international air tickets as per AAI's protocols and airline policies. 2. Liaise with the nodal officer at AAI and coordinate for travel requirements, including flight schedule changes, ticket modifications, and special requests. 3. Provide accurate fare quotations, travel itineraries, and booking confirmations using GDS/CRS systems (Amadeus, Galileo, Sabre, etc.). 4. Collect travel documents (e.g., for visa processing) and coordinate with the central team for timely submissions and approvals. 5. Handle queries related to travel, visa, passport, hotel booking, and insurance, providing solutions and customer support on-site. Prepare and maintain records of all bookings, bills, and invoices as per the financial terms of the MoU. 6. Assist in the implementation and daily operation of online self-booking tools as required. <p>The above list is only indicative and not exhaustive.</p>
9	Junior Officer/ Officer [Customer Support]	FTO - 1 / FTO-2	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Handle daily customer queries, booking assistance, and post-booking support for the Hotels & Cabs business. 2. Coordinate with vendors for booking confirmations, modifications, and cancellations. 3. Assist in resolving service issues, refunds, and customer escalations. 4. Maintain high customer satisfaction through prompt responses and effective communication. 5. Support the sales team by ensuring smooth operations and a positive customer experience. <p>The above list is only indicative and not exhaustive.</p>
10	Senior Manager (Collections)	FTE-4	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Ensure timely collection of outstanding dues as per agreed credit terms for all assigned clients. 2. Oversee and ensure accurate reconciliation of all payments received from clients. 3. Ensure timely submission of invoices/bills to clients in accordance with contractual terms. 4. Conduct regular client visits and interactions to follow-up on payments and resolve issues. 5. Manage client accounts effectively, ensuring high levels of customer satisfaction and zero complaints. 6. Prepare and submit monthly collection targets and performance reports for assigned clients. 7. Lead and mentor a team of Collection Officers to achieve collection targets and departmental objectives. 8. Conduct regular review meetings with team members to monitor performance and drive collection excellence. 9. Participate in debtors' review meetings with the SBU team and provide updates on collection status and key accounts. 10. Develop and maintain strong relationships with client representatives at all levels to support long-term engagement. <p>The above list is only indicative and not exhaustive.</p>
11	Deputy Manager [Collections]	FTE-2	2	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Collection of outstanding amounts as per credit terms for the assigned clients. 2. Ensure reconciliation of all payments received from the clients. 3. Ensure timely bill submission as per contractual terms to the assigned clients. 4. Regular client visits for payment follow-ups. 5. Manage accounts effectively ensuring customer satisfaction and zero complaints. 6. Submission of monthly Collection Targets for the assigned clients. 7. Lead a team of Collection Officers to achieve collection targets and objectives. 8. Regular review meetings with the reporting Collection Officers to ensure collection excellence. 9. Participate in debtors review meetings with SBU team from time to time. 10. Develop and maintain relationship at all levels at client end. 11. Ensure all SOPs of the organisation are followed without deviations. <p>The above list is only indicative and not exhaustive.</p>

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
12	Assistant Manager (Collections)	FTE-1	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Collection of outstanding amounts as per credit terms for the assigned clients. 2. Ensure reconciliation of all payments received from the clients. 3. Ensure timely bill submission as per contractual terms to the assigned clients. 4. Regular client visits for payment follow-ups. 5. Manage accounts effectively ensuring customer satisfaction and zero complaints. 6. Submission of monthly Collection Targets for the assigned clients. Lead a team of Collection Officers to achieve collection targets and objectives. 7. Regular review meetings with the reporting Collection Officers to ensure collection excellence. 8. Participate in debtors review meetings with SBU team from time to time. 9. Develop and maintain relationship at all levels at client end. 10. Ensure all SOPs of the organisation are followed without deviations. <p>The above list is only indicative and not exhaustive.</p>
13	Assistant Manager (Commercial)	FTE-1	1	Travel - Delhi	<p>The incumbent will be responsible for the following key activities:</p> <ol style="list-style-type: none"> 1. Coordinate regularly with airlines to resolve customer GST-related issues. 2. Drive the conversion of B2C GST transactions to B2B in collaboration with airline partners. 3. Perform daily GST input reconciliation with the airline sales register. 4. Ensure timely resolution of airline-related matters including refunds, incentives, and customer escalations. 5. Supervise and manage the closure of airline-issued debit memos (ADM) in coordination with airline partners. 6. Oversee reconciliation activities across all online travel tools (SBT, CGDA, SSBT, B2C). 7. Ensure timely and accurate invoicing and credit note generation for online tools on a pan-India basis. 8. Manage vendor relationships, oversee payments, and validate services related to airline transactions. <p>The above responsibilities are indicative and not exhaustive</p>
14	Assistant Manager (IT)	FTE-1	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Lead the end-to-end design, development, and maintenance of robust and scalable web applications using ASP.NET Web Forms, ASP.NET MVC, and ASP.NET Core frameworks. 2. Develop and optimize high-quality MS SQL database solutions, including stored procedures, functions, and performance tuning for data integrity and efficiency. 3. Design, develop, and maintain Web APIs and web services to support seamless integration across enterprise systems and third-party platforms. 4. Implement front-end solutions using modern technologies such as HTML5, Bootstrap, jQuery, JavaScript, AJAX, XML, and AngularJS to ensure responsive and user-centric interfaces. 5. Integrate external APIs, GDS, and CRS systems (such as Amadeus, Sabre, and Galileo) to support booking, payment, and operational functionalities. 6. Oversee IIS web server and Windows Server environments to ensure system reliability, performance, and security compliance. 7. Manage IT procurement activities, vendor relationships, and service delivery to ensure timely deployment and maintenance of IT assets and solutions. 8. Develop, test, and maintain Microsoft RDLC reports and enhance legacy applications to support ongoing business process improvements. 9. Collaborate with cross-functional teams, stakeholders, and leadership to align technology initiatives with strategic business objectives. 10. Conduct user training programs and provide technical support to internal stakeholders to facilitate effective system utilization and knowledge transfer. <p>The above list is only indicative and not exhaustive.</p>
15	Junior Officer / Officer (A&F)	FTO - 1 / FTO-2	1	Travel - Mumbai	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Manage core accounting operations, including IDTV processing and transaction approvals. 2. Prepare and maintain accurate MIS and financial reports. 3. Ensure compliance with accounting standards and internal controls. 4. Oversee timely and accurate financial documentation and reporting. 5. Support audits and continuous improvement of financial processes. <p>The above responsibilities are indicative and not exhaustive</p>

COMPENSATION

Selected candidates will be placed on a three-year fixed-term contract. Compensation will be linked to qualification and experience. The selected candidates will also be entitled to eligible Statutory benefits including PF, ESI, (if covered), Bonus as per the Payment of Bonus Act, 1965 (if covered) etc. and Gratuity as per rules.

HOW TO APPLY

1. Pls. apply through the e-recruitment portal <https://www.balmerlawrie.com/careers/current-openings>. To apply through the portal you need to first register. You can register using the following link: https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#
2. After creation of your profile, pls. ensure that you apply against the appropriate position by going to the “Employment Opportunities” tab. The link for the same is https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=100#.
3. Only creation of profile does not ensure consideration of your candidature for a job.
4. In case of any difficulty, please send your feedback by clicking on the “Feedback” link.
5. Online submission of application is permitted on the website <https://www.balmerlawrie.com/careers/current-openings> between 1000 hours on 10.12.2025 till 2359 hours on 04.01.2026.
6. Please read The Other General Conditions before applying for the positions.
7. The applicant must provide his/her correct and updated email id & mobile number. Please note that the intimation for interview, if shortlisted, will be sent through email only. 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.
8. 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.
9. 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.

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	

Details on Concessions, Relaxations & Reservations are enumerated below:

1. 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.
 - a. 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.
 - b. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
 - c. Revenue Officer not below the rank of Tehsildar; and
 - d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
2. 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.
3. 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.
4. Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules shall be applicable.

5. 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.
6. Reservation of posts for SC, ST and OBC (Non-Creamy Layer), Persons with Benchmark Disability & Economically Weaker Sections (EWS) will be as per Govt. Guidelines.
7. Upper age limit is relaxable for Ex-Servicemen [ES] as per extant applicable rules issued by the Competent Authority.
8. 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.
9. The candidate's fixed term engagement 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 engagement 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.

Other General Terms & Conditions:

1. Before applying for the post, candidates should ensure that he/she fulfills 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 engagement 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. **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.**
3. Request for change of Mailing address / Email / Category / posts as mentioned in the application will not be entertained.
4. All the details given in the online application form will be treated as final and no changes will be entertained.
5. **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 engagement process if the applicant does not meet the minimum eligibility conditions.**
6. **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.**
7. **In case the post applied for is not mentioned clearly and correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.**
8. **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.**
9. The prescribed qualification / experience are 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.
10. The job description mentioned 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 etc. and / or personal interview as the case may be.
12. Candidature of the candidate is liable to be rejected at any stage of the engagement process or after or joining, if any information provided by the candidate is found to be misleading or is not found in conformity with eligibility criteria mentioned in the advertisement.
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. 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 engagement whether through Interview / Written Test/ Group Discussion etc. or all of these and the venue/schedule thereof.
15. The Company reserves the right to offer the position in appropriate lower Grade & Salary.
16. 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 relevant Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
17. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
18. 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 engagement process.
19. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
20. **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.**
21. **The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions.**
22. **For EWS category applicants, engagement 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 engagement of the concerned applicant(s) will be terminated forthwith without assigning any further reasons.**
23. 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.
24. At any stage of this process including after joining, in case it is found that the candidate has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred from applying in BALMER LAWRIE & CO LTD and his/her application / engagement shall be rejected forthwith or in case of detection after engagement, his/ her engagement will be summarily terminated:
 - 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 / Engagement 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.
25. The Location/ Place of posting 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.
26. Those short listed 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 will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed
27. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company. 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 (in original) for travel undertaken.
28. Any communication as regards extension of last date of application shall be published on the Company's website only.
29. 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.
30. The application process will be closed at 11:59 pm on the last date for submission of applications.
31. Candidates are advised to complete the application process within official working hours i.e. 18:00 hours on the last date of receipt of applications (as notified in this advertisement) as technical support may not be available after 18:00 Hours. No request for consideration of application/ candidature shall be entertained by the Company in case a candidate is unable to complete application process due to a technical issue after 23:59 hours on the last date of receipt of applications.
32. No Correspondence shall be entertained by the Company with regard to engagement .
33. Please note that no applications sent directly over email or telephone will be entertained. Interested applicants have to necessarily apply online on our website for the position. APPLICATIONS NOT RECEIVED THROUGH OUR WEBSITE SHALL NOT BE CONSIDERED.
34. Selected candidate(s) before joining will be required to undergo Medical examination. If found unfit, he / she will be debarred from engagement.
35. Any query with regard to the application process may be sought by putting feedback in the <http://balmerlawrie.com/feedback> link.
36. The court of jurisdiction for any dispute will be at Kolkata.
