

Needs Professionals

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], Leather / Performance Chemicals, Logistics Infrastructure, etc.

CURRENT OPENINGS

The company is looking for qualified and experienced professionals to man a key role in the Junior Management level in our Human Resources Department as per details given below:

S. No	Role	Level (Grade)	SBU-Location	No. of Vacancies	Minimum Qualification	Preferred Qualification	Max Age	Minimum Post Qualification Relevant Experience (years)
1	Assistant Manager (Administration)	Junior Management; Grade: E1	Human Resources , Kolkata	1 (one)	Post Graduate Degree/ Diploma (MBA/Equivalent) from an AICTE/UGC recognized/affiliated Institute/College/ University	MBA[HR]/MSW	30	For Grade E1: Minimum 1 year of post-qualification experience. Candidates with 5 years of relevant post qualification experience will be preferred.

Note:

1. The cut-off date for post qualification relevant experience & maximum age is **3rd August, 2016**.
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.
3. Since it is a single post being advertised, reservation is not applicable for this post.

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.

Last date for submission of applications is **17th August, 2016**.

COMPENSATION

Grade(s)	Basic Scale (Rs.)	CTC Range (Rs / lakhs per annum)
E1	16400 - 40500	7 - 12

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, Performance Related Pay, encashment of earned leaves, Pension Scheme benefits, work related benefits and Retiral benefits as applicable. (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 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).

Selected candidate for the above position will be placed in the appropriate Grade and Scales of Pay, and actual compensation package offered will depend on qualification, experience, etc. Deserving candidates can be paid higher compensation based on qualification & quality of experience.

CONCESSIONS, RELAXATIONS & RESERVATION

- Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) - non creamy layer candidates.
- The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs as attached at Annexure I & II 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.
 - (i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - (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 Upper age limit for Persons with Disabilities (PwD) candidates is relaxable by 5 years. Persons with 40% or more Disability shall be eligible for relaxation.
- Reservation for Persons with Disabilities as per Govt. rules. PWD candidates in any of the three categories (Blindness or Low Vision; Hearing Impaired; and Locomotor disability or Cerebral Palsy) are eligible to apply.
- Reservation of posts for SC, ST and OBC (non creamy layer) will be as per presidential directives.
- Upper age limit is relaxable for Ex-Servicemen as per extant applicable rules issued by the Competent Authority.

PLACE OF POSTING

The place of posting can be anywhere in India or abroad depending on the exigencies of work.

The Company reserves the right to create a panel through empanelment of candidates if more than one candidate is found suitable and offer employment opportunity to such empaneled candidate in future in similar role at same or different location.

Please read [The Other General Conditions](#) before applying for the positions.

PERSON PROFILES

Position Title	Assistant Manager (Administration)
SBU/Function	Human Resources, Kolkata
Level & Grade	Assistant Manager; Junior Management; Executives' Grade E1
Qualification	Minimum Qualification: Post Graduate Degree/ Diploma (MBA/Equivalent) from an AICTE/UGC recognized/affiliated Institute/College/ University Candidates with MBA in HR or MSW will be preferred.
Indicative Job Description	<p>The incumbent will be responsible for:-</p> <ol style="list-style-type: none">1. Responsible for all day-to-day activities in relation to Estate Management of office owned and leased properties in the region. Incumbent is required to ensure that all approvals, licenses, certificates in respect of office, equipment etc. are obtained/ renewed and updated in time.2. Upkeep and maintenance of all office owned/hired vehicles, verification of document relating to usage, ensuring that company's policies are followed.3. Liaise with Municipal Corporation/ other utility/ connectivity service providers to ensure smooth running of the establishment in the region. The incumbent is also responsible for floating of tenders, issuing purchase orders/service contracts, processing all related papers, release of payments, reconciliations, etc.4. Responsible for overseeing the housekeeping activities in the office and guest house.5. Ensuring timely processing of all papers related to AMC coverage/ renewal of Coverage for all equipment viz. AC/Pest Control/ Water Purifier/ EPBAX/ Photocopier etc. related to all Company properties in the location.6. Responsible for day-to-day operational issues related to record management through appointed external agencies in the region.7. Responsible for handling all administrative procurement and maintenance of the furniture and various equipment.8. The incumbent is also required to oversee the manpower deployment issues related to the function, which includes duty assignment to Drivers, deployment of security personnel across premises where Company has interest. He/ she is also responsible for addressing issues related to discipline, absenteeism etc.9. Required to oversee effective planning and deployment of shared resources, manpower and assets, in the administration to effectively control overhead cost in the location.10. Incumbent is responsible for providing all administrative support related to Important guest visits & government officials in the Company at the location.11. Facilitate in T&D and other HR initiatives of the company.12. Responsible for guest house/transit flat bookings and tie up with Any other task that may be assigned from time to time.
Experience Profile	For Grade E1: Minimum 1 year of post-qualification experience. Candidates with 5 years of relevant post qualification experience will be preferred.
Maximum Age	Maximum age as on the date of notification should be 30 years.
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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. In case the post applied for is not mentioned clearly & correctly an application is LIABLE FOR BEING REJECTED SUMMARILY
3. Incomplete applications, applications not as per the prescribed format or applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY.
4. Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
5. 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.
6. All qualifications should be from AICTE/UGC recognized/affiliated institutes/colleges/universities.
7. The job description mentioned above is only indicative. It may change based on the requirement of the company and discretion of the management.
8. 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.
9. Category (SC/ST/OBC/PWD) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
10. The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions
11. Relaxations / Reservations etc for SC/ST, PWD and OBC (Non Creamy Layer) will be as per Government Rules/Presidential Directives.
12. Candidates from SC/ST/OBC (non-creamy layer) category should produce the original caste certificate issued by Competent Authority in the prescribed format 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.
13. 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.
14. The Company reserves the right to relax age in case of candidates with longer years of experience/in case of exceptionally qualified or experienced candidates.
15. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
16. 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.
17. The Company reserves the right to offer position in appropriate lower Grade & Salary.
18. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kolkata Court only.
19. 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.
20. Those short listed for interview shall be intimated through e-mail. They are required to bring the following original certificates along with attested photocopies as documentary proof at the time of interview:
 - Proof of Age,
 - Educational Qualifications (All the Mark sheets & Certificates)
 - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
 - Last Salary Certificate/ Payslips (Last 3 months) (if applicable)
 - Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC)/ Persons with Disability (PWD) certificate, if applicable from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer. 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.
21. Out Station Candidates called for Interview for the post of Assistant Manager (Administration) (E1) shall be entitled for to & fro travel reimbursement limited to AC 3 tier rail fare or equivalent from the mailing address mentioned in the on-line application form to the venue of interview by the shortest route as per rules. Candidates providing mailing address of a country other than India, in the application form, will be reimbursed to and fro rail fare, as per entitlement mentioned above, 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.
22. 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.
23. 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.
24. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
25. In respect of exceptionally qualified & qualitatively experienced candidates the minimum overall years of experience as prescribed, may be relaxed at the sole discretion of the Company.
26. Online submission of application is permitted on the website between 0000 hours on **3.08.2016** till 2359 hours on **17.08.2016**.
27. 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.
28. In case it is found at any stage that the candidate has given incorrect information while filling up the on-line application form, his/her candidature shall be cancelled and in that case no traveling expenses shall be reimbursed.
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. The court of jurisdiction for any dispute will be at Kolkata.

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FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari* _____ son/daughter* of _____ village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe* under:

*The Constitution (Scheduled Castes) Orders, 1950:

*The Constitution (Scheduled Tribes) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

*The Constitution (Jammu and Kashmir) Scheduled Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970.

* The Constitution (Sikkim) Scheduled Tribes Order, 1978.

2. Shri/Shrimati*/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____.

Signature _____

Designation _____

(with seal of office) State/Union Territory

Place _____

Date _____

* Please delete the words which are not applicable.

Note: The term “Ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA**

This to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part I Section I dated 13th September, 1993*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt(SCT) dated 8.9.1993*.

District Magistrate,
Deputy Commissioner etc.

Dated:

Seal

* as amended from time to time.

NOTE: The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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