

Balmer Lawrie & Co. Ltd.
[A Government of India Enterprise]

Needs personnel
For its SBU Industrial Packaging

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. For the year ending 31.03.2014, the Company achieved a Turnover of Rs. 2843 Crores and a Profit of Rs. 220 Crores.

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 & Speciality 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.

OPENINGS

The Company is looking for qualified and experienced person, as per details given below :-

S.No.	Role	Level [Grade]	Location	No. of Vacancy	Qualification		Maximum Age [In years]	Experience [Post Qualification Experience]	
					Min. Qualification	Desired Qualification		Minimum in Years	Preferred [Quality &/ Or Years]
1.	Junior Officer [A&F]	Officers' Grade "01"	Asaoti	1	B.Com	B.Com with CA/ ICWA-Inter	32 Yrs	3 Yrs. In relevant Role in Manufacturing Plant	5 Yrs. in relevant role at Manufacturing Plant in - SAP environment

Note:

1. The cut-off date for post qualification relevant experience and maximum age is 27.01.2015.
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

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 10.02.2015.

COMPENSATION

Position No.	Grade	Basic Scale [Rs.]	CTC Range [Rs./Lacs per annum]
1	01	9000-22000	3.77 – 8.56

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.

Selected candidate for the above position will be placed in the appropriate Grade and Scale of Pay and actual compensation package offered will depend on qualification, experience etc.

CONCESSIONS, RELAXATION & 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 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 / T 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 these 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.

PLACE OF POSTING

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

Please read **The Other General Conditions** before applying for the position.

PERSON PROFILE

Position Title	Jr. Officer[A&F]
Grade	Officers' Grade 01
Qualification	B.Com [Minimum], B.Com with CA/ICWA-Inter[Preferred]
Indicative Job Description	The incumbent would be responsible :- <ul style="list-style-type: none">- Support for finalization of periodic accounts on time, maintaining accuracy- Daily book keeping, SAP entries bank/tax related functions including SAP entries- Support in handling audits- Scrutiny of claims, bills, generating vouchers/timely payments as per process The above are only indicative and not exhaustive.
Experience Profile	3 Years in relevant role in Manufacturing Plant [Essential] 5 Years in relevant role in Manufacturing Plant – SAP environment[Preferred]

Other General 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 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/Post 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. The job description mentioned above is only indicative. It may change based on the requirement of the Company and discretion of the management.

7. 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.
8. 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.
9. The OBC candidates who belong to “CREAMY LAYER” are not entitled for relaxation of age and/or for consideration against reserved positions.
10. Relaxations/Reservations etc. for SC/ST, PWD and OBC [Non Creamy Layer] will be as per Government Rules/Presidential Directives.
11. 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.
12. 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 this advertisement.
13. The Company reserves the right to relax age in case of candidates with longer years of experience/in case of exceptionally qualified or experienced candidate.
14. The Company reserves the right to fill or not to fill the advertised position without assigning any reason whatsoever.
15. 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.
16. The Company reserves the right to offer position in appropriate lower Grade & Salary.
17. 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 Delhi Court only.
18. 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.
19. Those shortlisted 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 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 will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed.
20. 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.

21. 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.
22. Outstation candidates called for interview may be reimbursed travel expenses as per the rules of the Company.
23. 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.
24. In case it is found that at any stage the candidate is not meeting the requirements as laid down in the advertisement, his/her candidature may be cancelled.
25. 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 travelling expenses shall be reimbursed.
26. 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.
27. The Court of jurisdiction for any dispute will be at Delhi.