



NEEDS

In

SBU Travel & Vacations, Chennai

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 service 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 31.03.2015, the company achieved a Turnover of Rs. 2944 crores and a Profit of Rs.210 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 Logistics, Steel Barrel, Industrial Greases & Speciality Lubricants and Corporate Tours & Travel. It also has significant presence in most of the other businesses it operates, namely, Leather Chemicals, Refinery & Oil Field Services etc

OPENING

SBU Travel & Vacations of the Company seeks to induct young talent on **FIXED TERM ROLLING CONTRACTUAL BASIS** for its **Implant offices at BPCL, Chennai and IIM, Trichy**. The details of vacancies in the cadre is as follows:

Sl No	Role	SBU/ Function	Level	Indicative place of posting	No.of vacancies	Minimum Qualification	Desired qualification	Maximum Age	Experience essential [Post qln]
1.	Junior Officer/Officer [Travel]	T&V, Chennai	Fixed Terms Contractual basis	Implant office at IIM, Trichy	1	Graduate with Certificate/ Diploma in Travel & Tourism	Knowledge of Global distribution system operations [GDS]	35 yrs as on 1.1.2016	1yr for FTO1; 3yrs FTO2

PERSON PROFILE

No. of Vacancies	1
Position Title	Junior Officer/Officer [Travel]
SBU/ Function	Travel & Vacations
Place of Posting	Implant Office at IIM, Trichy
Level & Grade	Fixed Term Contract basis Gr. FTO1 /FTO2
Qualification	Graduate with Certificate/ Diploma in Travel & Tourism
Indicative Job Description	Responsible for providing support in handling day to day Travel Operations of Implant offices at IIM, Trichy, which include itinerary preparations, fare construction, making reservations, issuance/ delivery of tickets to the implants' officials. Generation / submission of bills to implants' officials and to provide complaint free service to the implants' officials. The above list is only indicative and not exhaustive.
Experience profile (Post Qualification Experience)	1 yr for FTO1 and 3 yrs for FTO2
Maximum Age	35 years as on 01.01.2016

COMPENSATION

Selected candidates will be placed on three year fixed term contract. Compensation will be linked to qualification and experience and shall be as per the industry standards.

HOW TO APPLY

1. Pls. apply through the [e-recruitment](#) portal. 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. Only creation of profile does not ensure consideration of your candidature for a job.
3. In case of any difficulty, please send your [feedback](#) by clicking on the "Feedback" link.
4. Last date for submission of applications is **6 February, 2016**.
5. Please read [The Other General Conditions](#) before applying for the positions.

PLEASE READ THE OTHER GENERAL TERMS & CONDITIONS BEFORE APPLYING FOR THE POSITIONS

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. Incomplete applications, received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY.
3. Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.

4. 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.
5. The job description mentioned above is only indicative. It may change based on the requirement of the Company and discretion of the management.
6. 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.
7. 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.
8. 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.
9. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
10. 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.
11. The Company reserves the right to offer the position in appropriate lower Grade & Salary.
12. 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.
13. The applicants must provide his/her correct & updated email address and mobile number.
Please note that the intimation for interview, if shortlisted, will be given through email only.
14. 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.
15. 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.
16. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
17. 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.
- 18.** The advertisement will be taken down from the company website at 06:30 pm on the last date for submission of applications.