

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 Chemicals, Logistics Infrastructure, etc.

CURRENT OPENINGS

The company is looking for qualified and experienced professionals to man a key Executive role as per details given below:

S. No	Role	Grade	SBU-Location*	No. of Vacancies**	Minimum Qualification (only AICTE/ UGC/ MHRD/ AITA/UFTAA approved Institutes/ Universities)	Preferred Qualification	Max Age (years)	Reservation Details	Minimum Post Qualification Relevant Experience (years)
1	Assistant Company Secretary	Executives' Grade E3	Secretary's Department, Kolkata	1(one)	Company Secretary (Associate Member of the Company Secretaries of India)	Degree in Law shall be preferred	37	Unreserved	9 years

*This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad.

** This is only indicative. Panel may be drawn from the recruitment process to fill drop out or future vacancies.

PwBD (Persons with Benchmark Disabilities) are eligible to apply for all the positions

Note:

1. The cut-off date for post qualification relevant experience & maximum age is **13th April, 2018**. Last date for submission of applications is **13th April, 2018**.
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

For any queries please mail to chrd@balmerlawrie.com with the ref.no. of the advertisement and position name as subject or contact 033-22225218.

*Applications sent directly to the above mail id shall be summarily rejected, Applications submitted using the 'Online' format shall only be considered.

COMPENSATION

Grade(s)	Basic Scale (Rs.)	Initial Basic Pay (Rs.)	CTC at the beginning of the scale (Rs / lakhs per annum)
E3	60000 - 180000	60000	16 Lakhs per annum

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 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 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 are required 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, 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.

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 (NCL) candidates.
- 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 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 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.
- Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules.
- The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years (15 years for SCs/ STs & 13 years for OBCs). Persons belonging to following categories are eligible apply:
 - a) Blindness and low division
 - b) Deaf and hard of hearing
 - c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
 - d) Autism, intellectual disability, specific learning disability and mental illness
 - e) Multiple disabilities from amongst persons under clauses (a) to (d)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 website. Certificates received in any other format shall not be considered for availing reservation benefits.
- 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.
- The candidate's appointment shall remain provisional till such time as the Caste/ Tribe/ Class (NCL) 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/PWBD/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 certificate.

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 Company Secretary
SBU/ Function/ Location	Secretary's Department, Kolkata
Grade	Manager; Executives' Grade E3
Maximum Age	Maximum age as on the date of notification should be 37 years.
Minimum Qualification	Company Secretary (Associate Member of the Company Secretaries of India)
Preferred Qualification	Degree in Law shall be preferred
Minimum Experience (Years)	9
Preferred Experience	-
Reservation Details	Unreserved (UR)
Indicative Job Description	<p>The roles and responsibilities include:</p> <ol style="list-style-type: none">1. The incumbent must have a work experience in the provisions of the Company Act, 20132. Discharge of Secretarial Functions/procedures for the company as well as Group Co. for facilitating various meetings (Board, Committees as well as Shareholders) including preparation of supporting materials and carrying out routine secretarial functions like preparation of agenda, notices and minutes of meetings.3. Experience in further issue of shares4. Various compliances under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, other SEBI regulations and compliances relating to Depositories and RBI.5. Effectively interfacing with agencies such as Government Departments, ROC, Stock Exchanges, SEBI, Depositories (NSDL & CDSL), Bankers, Registrar & Share Transfer Agent and other authorities Statutory, Auditors and Investors.6. Preparation of Annual Report including Report on Management Discussion & Analysis and Corporate Governance.7. Maintenance and updation of various statutory registers/records.8. Management of Investors relations.9. Handling of work relating to Dividend.10. Filling of forms & returns other works with Registrar of Companies and other Government Authorities.11. Draft various agreements and contracts on need basis.12. Must have handled work related to secretarial formalities and regulations.13. Should have good communication skills.14. Undertaking any other work as per requirements of the Company from time to time and to assist Company Secretary. <p>Note : The above list is indicative only and not exhaustive</p>
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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 without any correspondence.
3. 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.
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 AICTE/ UGC/ MHRD/ AITA/ UFTAA recognized and from AICTE/UGC/ MHRD 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/PWBD) 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, PWBD and OBC (Non Creamy Layer) will be as per Government Rules.
12. Candidates from SC/ST/OBC (non-creamy layer)/PWBD category should produce the original caste/ class/ disability 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.
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 or such information is not supported by appropriate documentary evidence.
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.
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 self-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 Benchmark Disability (PWBD) 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 Company Secretary (E3) shall be entitled for to & fro travel reimbursement limited to AC 2 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. Online submission of application is permitted on the website between 0000 hours on **06.03.2018** till 2359 hours on **13.04.2018**. Any communication as regards extension of last date of application shall be published on the Company's website only.
26. 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.
27. 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.
28. 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.
29. No Correspondence shall be entertained by the Company with regard to recruitment.
30. The court of jurisdiction for any dispute will be at Kolkata.
