

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 its Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Industrial Steel Barrels, Greases & Specialty Lubricants, Corporate Travel and Logistics Services. It also has a significant presence in most other businesses it operates in, namely, Logistics Infrastructure, Cold Chain and Chemicals and Refinery & Oil Field Services [ROFS]. The Company has eight SBUs - Industrial Packaging, Greases & Lubricants, Chemicals, Travel & Vacations, Logistics Infrastructure, Logistics Services, Cold Chain and Refinery & Oil Field Services [ROFS] with offices spread across the country and abroad.

CURRENT OPENINGS

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

S. No.	Role / Designation	SBU/ Function/ Vertical	Grade	No. of Vacancies**	Minimum Eligibility Criteria			Preferred Experience	Preferred Qualification
					Max. Age (in Years)*	Minimum Qualification (only AICTE/ UGC/ MHRD/ AITA/ UFTAA/ Govt. of India/ State Govt. approved Institutes/ Universities	Minimum Post Qualification Experience (in Years)*		
1.	Senior Manager [Digital Marketing]	Travel	E4	1	40	Full Time Engineering Graduate (any specialisation) OR 2 years' MBA or Post Graduate Degree / Diploma [#] in Management OR Post Graduate Degree with Specialisation in Media Science / Mass Communication / Multimedia / Digital Marketing / Media Studies	11	-	-
2.	Manager [ESG]	HSE	E3	1	37	Full Time Engineering Graduate (Environmental Engineering) OR Full Time Engineering Graduate (Mechanical/Electrical) with Post Graduate Degree/ M.Sc. or M.Tech in Environmental Engineering / Environmental Science / Environmental Management / ESG	9 years of industrial experience where at least 3 years should be in the area of Environmental Social Governance in Manufacturing Companies.	-	Experience in Developing ESG Framework, Setting ESG Goals, Developing and maintaining ESG parameters, conducting Social Impact Assessments (SIAs), preparation of BRSR, conducting Environmental Impact Assessment (EIAs), ESG Reporting is desirable.

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3.	Deputy Manager [IT]	Corporate IT	E2	1	32	Full Time Engineering Graduate (Computer Science/Information Technology) OR MCA	5	<ul style="list-style-type: none"> - Experience of project management - Domain experience in logistics operations including: <ul style="list-style-type: none"> o Container Freight Station (CFS) Operations o Customs House Agent (CHA) Operations o Freight Forwarding and Cold Chain Operations o ICEGATE and EDI Integration o Warehouse and 3-PL operation <p>Desired Technical Skills: Coding ASP.NET Web Forms, MVC and Core Framework, DBA MS SQL, IIS Administration, HTML5, CSS, Bootstrap, JavaScript, jQuery, AJAX, XML, and Angular RESTful, Web APIs, RDLC, SDLC</p>	-
4.	Deputy Manager [IT]	Corporate IT	E2	1	32	Full Time Engineering Graduate (any specialisation) OR MCA	5 years with hands on experience in SAP SUCCESSFACTORS	Candidates with hands on experience in SAP SUCCESSFACTORS & in SAP S/4 HANA and BTP shall be preferred.	Engineering Graduate (Computer Science/ Information Technology / Electronics and Telecommunications). Candidates having valid Certifications in SAP SUCCESSFACTORS shall be preferred.
5.	Deputy Manager [Operations]	Logistics Services	E2	1	32	Full Time Engineering Graduate (any specialization) OR 2 years' MBA or Post Graduate Degree / Diploma [#] in Management	5	-	MBA in Logistics & Supply Chain Management
6.	Assistant Manager [Operations]	Logistics Services	E1	1	27	Full Time Engineering Graduate (any specialization) OR 2 years' MBA or Post Graduate Degree / Diploma [#] in Management	1	-	-
7.	Assistant Manager [Production]	Chemicals	E1	1	27	Full Time Engineering Graduate (Chemical / Petrochemical)	1	Experience in large Chemical Manufacturing Company	

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					Max. Age (in Years)*	Minimum Qualification (only AICTE/ UGC/ MHRD/ AITA/ UFTAA/ Govt. of India/ State Govt. approved Institutes/ Universities	Minimum Post Qualification Experience (in Years)*		
<p><i>* The cut-off date for minimum post-qualification experience & maximum age is 08.08.2025. All candidates who are eligible as on the cut-off date may apply for the currently advertised positions. Panel may be drawn as against interviews conducted, if any, during this recruitment process, for filling of similar vacancies arising in future as per the Recruitment Rules of the Company.</i></p> <p><i>** 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.</i></p> <p><i># Post Graduate Diploma in Management should be certified as equivalent to Post Graduate Degree by AICTE valid for the year when the PG Diploma has been completed 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 course done through ODL Mode will also not be considered except where IGNOU has granted the B. Tech Degree or Diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2011-12 with IGNOU and not for post 2012. 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.</i></p>									

INDICATIVE JOB DESCRIPTION

S. No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
1.	Senior Manager [Digital Marketing]	Travel	E4	<ol style="list-style-type: none"> Design and lead the digital marketing strategy covering holidays, MICE, and corporate travel. Plan and execute high-performing paid media campaigns across digital platforms. Manage Search Engine Optimisation (SEO) and Search Engine Marketing (SEM) initiatives to enhance organic visibility and drive qualified traffic to Company portals. Build and execute a robust social media strategy to grow brand engagement and reach. Coordinate with UI/UX and web development teams to optimize the Business website for user experience and conversions. Drive content marketing across blogs, itineraries, newsletters, and social platforms aligned with brand voice and SEO. Monitor, analyze, and report on campaign performance metrics. Support online booking platform initiatives with targeted digital promotions and product merchandising. Manage digital marketing agencies, freelancers, and content creators to ensure output quality and consistency. Own the digital marketing budget, optimizing spends and tracking ROI across all digital channels. Oversee online brand reputation, including monitoring and responding to reviews on key platforms. Conduct market and competitor analysis to identify trends, insights, and new digital opportunities. Introduce and test innovative digital tools, technologies, and campaign formats for continuous improvement. Collaborate with cross-functional internal teams to achieve digital marketing targets. Any other task as may be assigned from time to time.

S. No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
2.	Manager [ESG]	HSE	E3	<ol style="list-style-type: none"> 1. Conduct comprehensive ESG assessments of Company's present operations, supply chains, identifying risks and opportunities. 2. Developing ESG frameworks for Balmer Lawrie aligned with Indian and International regulations, including those set forth by regulatory bodies such as SEBI, CPCB, Government of India, integrating all stakeholder's perspectives. 3. Set ESG Goals of the Company. Oversee the development and implementation of ESG assessment & reporting matrix. Monitor ESG performance of the Company. 4. Monitor ESG risks and report to senior management. Develop ESG risk mitigation strategies and plan. 5. Stakeholder Engagement and Materiality Assessment : Engage with internal and external stakeholders, including investors, suppliers, customers, employees, and regulatory bodies, to promote transparency and address sustainability concerns. 6. Monitor regulatory changes and their implications for Balmer Lawrie (National & Global). 7. Coordinate with various internal team for data accuracy. Collaborate with various business units and departments to gather relevant data, data management and reporting. 8. Drive ESG-related initiatives across the organization in India, including sustainability programs, sustainable procurement program, life cycle assessment of products, carbon reduction strategies, bio diversity and inclusion efforts, community engagement activities sensitive to local cultures and norms etc. 9. Monitor and publish BRSR and ESG Report of the Company, EPR submission. Ensure compliance with latest BRSR, ESG, EPR reporting standards. 10. Provide training, awareness session and support to internal team on ESG related issues, fostering a culture of sustainability and responsible business practices within the organization. 11. Engage with internal / internal stakeholders on ESG related efforts and establish feedback loop. 12. Represent the company in ESG-related forums, conferences, and industry working groups in India, advocating for responsible investment and sustainable business practices tailored to the local context. 16. Stay updated on relevant ESG developments in India, including regulatory changes, BRSR EPR, statutory compliances, industry benchmarks, and stakeholder expectations, and incorporate insights into strategic decision-making of the Company. 17. Any other task as may be assigned from time to time.
3.	Deputy Manager [IT]	Corporate IT	E2	<ol style="list-style-type: none"> 1. Lead the end-to-end design, development, and maintenance of robust web applications using ASP.NET Web Forms, ASP.NET MVC, and A SP.NET Core frameworks. 2. Drive front-end development initiatives using modern technologies such as HTML5, Bootstrap, jQuery, JavaScript, AJAX, XML, and AngularJS to create dynamic, responsive, and user-centric interfaces. 3. Perform comprehensive database administration with a focus on MS SQL, including performance tuning and ensuring data integrity through optimized SQL, MySQL, and PL/SQL queries. 4. Design, develop, and maintain Web APIs and web services to enable seamless application integration and backend functionality. 5. Oversee new project implementations from planning and requirements gathering to successful deployment, ensuring adherence to timelines and quality standards. 6. Manage IT procurement activities, including vendor selection, contract negotiation, and lifecycle management of IT assets. 7. Supervise vendor relationships and ensure the timely delivery of IT solutions and services, including application deployment, maintenance, and support. 8. Administer IIS configurations and manage IIS web server environments for optimal performance and reliability. 9. Configure, monitor, and maintain EDI systems for secure and accurate data exchange with trading partners. 10. Administer and manage Windows Server environments to ensure system stability and security. 11. Develop and maintain Microsoft RDLC reports and support legacy application enhancements for continuous process improvement. 12. Collaborate with cross-functional teams and stakeholders to align IT initiatives with business objectives and drive digital transformation. 13. Lead the integration of legacy applications with SAP systems using Web Services and RESTful APIs. 14. Conduct training program for end users - internal customer and stake holders. 15. Any other task as may be assigned from time to time.

S. No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
4.	Deputy Manager [IT]	Corporate IT	E2	<ol style="list-style-type: none"> 1. Provide Level 2/3 support for SAP SuccessFactors modules including Recruitment, On-boarding, Performance & Goals, Talent Management etc. 2. Handle incident, request, change and problem management. 3. Troubleshoot and resolve configuration, integration, workflow, reports, roles & authorization and data-related issues and system maintenance. 4. Development and deployment of custom reports and integrations. 5. Administer and update role-based permissions, MDF objects, business rules and data models. 6. Engage with SAP through SAP ONE Support Launchpad for escalations and patch management. 7. Generate reports and analytics for HR metrics using SuccessFactors tools. 8. Data migration, integrations (including SAP CPI/APIs) and optimize system performance. 9. Any other task as may be assigned from time to time.
5.	Deputy Manager [Operations]	Logistics Services	E2	<ol style="list-style-type: none"> 1. Responsible for managing and overseeing Air Import Customs Clearance operations. 2. Must possess sound knowledge of customs clearance procedures related to air imports. 3. Handle all customs-related activities including: 4. Preparation and filing of Bill of Entry on ICEGATE. 5. HS code classification as per the nature of the goods. 6. Delivery coordination for timely and accurate release of cargo. 7. Customer coordination for documentation and shipment updates. 8. Lead and manage a team of 10-15 personnel ; provide direction and supervision. 9. Ensure timely collection and dispatch of goods to meet customer and inter-destination expectations. 10. Responsible for timely billing and credit control related to operations. 11. Must be computer literate and able to work with relevant logistics and customs software systems. 12. Exhibit strong written and verbal communication skills for internal and external stakeholder management. 13. Any other task as may be assigned from time to time.
6.	Assistant Manager [Operations]	Logistics Services	E1	<ol style="list-style-type: none"> 1. Interact/negotiate with airlines for competitive rates. 2. Interact with contractual customers for enhancement/incremental business. 3. Interact with Associates for door delivery shipments. 4. Handling of Charter Operations - Preparation of Note for approval, Co-ordination with Customer & Flight operator, meeting with Airport Authority for smooth custom clearance. 5. Checking CSR invoice before being processed. 6. Monitor/ensure sufficient fund in PD account for custom clearance 7. Discuss/Liaison with airline for issuance of AWB stock 8. Monitor/ensure to send remittance documents to CAC on time. 9. Meet custom officials in case of any issue 10. Monitor/ensure Vendor payment on time. 11. Monitor outstanding debtors status of Air Export customers. 12. Provide BH with MIS as per requirement. 13. Any other task as may be assigned from time to time.

S. No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
7.	Assistant Manager [Production]	Chemicals	E1	<ol style="list-style-type: none"> 1. In-charge for all the manufacturing operations in the plant. 2. Monitor and control all the process parameters on day to day basis to ensure no deviations in the continuous process. 3. Trouble shooting issues in the production batches and arriving resolutions for the assurance of smooth process 4. Controlling the quality parameters of all the intermediates / WIP and finished products 5. Coordination with the stores for issuance of the raw material and packing materials. 6. Regular up-dation of shift log registers with full accuracy. 7. Interaction with the dispatch team for the sales orders fulfilment. 8. Up-dations of all the process batch card entries and production related transactions in the SAP PP module 9. Monitoring on the smooth operation of the highly corrosive / hazardous materials handling without any spillage or leak age or emissions 10. Spearheading on solving all the batch variances arising in the chemical reactions 11. Coordination with the engineering maintenance team on the assurance of all the equipment working condition 12. Facilitate and implement the process modifications as and when required in the plant 13. Assurance of reaction cycle time optimisation and OEE 14. Assured on the safety management and rules being followed in the plant 15. Managing the manpower in all the shifts to get maximum productivity 16. Any other task as may be assigned from time to time.

Note:

1. Online submission of application is permitted on the website <https://www.balmerlawrie.com/careers/current-openings> between 1000 hours on 15.07.2025 till 2359 hours on 08.08.2025.
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.recruitment@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.

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.

COMPENSATION

Grade(s)	Basic Scale (Rs.)	Initial Basic Pay (Rs.)	CTC at the beginning of the scale (Rs / lakhs per annum)					
			X Category City		Y Category City		Z Category City	
			Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)	Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)	Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)
E1	40000-140000	40000	67056	13.89	63456	13.46	59856	13.03
E2	50000 - 160000	50000	83870	17.37	79370	16.83	74870	16.29
E3	60000 - 180000	60000	100584	20.82	95184	20.17	89784	19.52
E4	70000 - 200000	70000	117398	24.72	111098	23.96	104798	23.21

Note: IDA is subject to quarterly revision as per Government Notification. Figure indicated is for the quarter Jul'25 to Sep'25.

Basic, Net Take Home and CTC is non-negotiable for personnel applying from Private Sector.

CTC shall include Basic Pay, DA, HRA, Medical (for self, spouse and two dependent children), Other Perks & Allowances, Performance Related Pay, encashment of earned leaves, 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 with NOC 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 should apply through proper channel, obtaining necessary NOC which is required to be submitted at the time of the interview. In the absence of NOC, eligible candidates will be allowed to appear for the interview, however, 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. For candidates who do not have NOC issued by Government Departments/ CPSUs / Autonomous Bodies or those from private sector the Basic Salary & CTC shall be fixed as per the table above depending on the place of posting.

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)	
<ul style="list-style-type: none"> ➤ 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:

- 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.
 - 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.
 - Chief Presidency Magistrate/ Additional Chief Presssidency Magistrate/Presidency Magistrate;
 - Revenue Officer not below the rank of Tehsildar; and
 - Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- 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.
- 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.
- Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules shall be applicable.
- 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.
- Reservation of posts for SC, ST and OBC (Non-Creamy Layer) & Economically Weaker Sections (EWS) will be as per Govt. Guidelines. For EWS category applicants, appointment 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 services of the concerned applicant(s) will be terminated forthwith without assigning any further reasons.**
- Upper age limit is relaxable for Ex-Servicemen [ES] as per extant applicable rules issued by the Competent Authority subject to production of proper documents in support thereof.
- 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.**
- The candidate's appointment 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 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 [NCL]/PwBD/ EWS/ ES category and other testimonials 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 / testimonials.

PLACE OF POSTING

The initial place of posting may be as per the table below:

Sl. No.	Post	SBU/ Function/ Vertical	Grade	Vacancies	Initial Place of Posting	Category of City	Note
1.	Senior Manager [Digital Marketing]	Travel	E4	1	NRO, Okhla	X	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(s) in future in similar role at same or different locations subject to validity of panel
2.	Manager [ESG]	HSE	E3	1	Kolkata	X	
3.	Deputy Manager [IT]	Corporate IT	E2	1	Kolkata	X	
4.	Deputy Manager [IT]	Corporate IT	E2	1	Kolkata	X	
5.	Deputy Manager [Operations]	Logistics Services	E2	1	NRO, Okhla	X	
6.	Assistant Manager [Operations]	Logistics Services	E1	1	Andheri [Mumbai]	X	
7.	Assistant Manager [Production]	Chemicals	E1	1	Manali [Chennai]	X	

However, selected candidates may be placed at any of the locations in India or abroad where the Company or its Joint Ventures has its operations and the decision on the matter shall be made at the time of joining at the sole discretion of the Company 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(s) in future in similar role at same or different locations subject to validity of panel.

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

Other General Conditions:

- 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.
- 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 selection process if the applicant does not meet the minimum eligibility conditions.
- 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.
- In case the post applied for is not mentioned clearly & correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.
- 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.
- All the details given in the online application form will be treated as final and no changes will be entertained.
- Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
- The prescribed qualification / experience is 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.
- 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. Candidates, shall be required to submit an undertaking in the prescribed format to that effect at the time of submission of original testimonials before being advised for Medical Examination. Application of such shortlisted candidates not submitting the undertaking in the prescribed format shall be summarily rejected & no refund of fees (submitted if any) shall be made. In the event where the qualification acquired is not found to be recognized by UGC/AICTE/ Govt. of India/State Govt recognised University/ Institutes post selection, the appointment shall be terminated without further notice.
- The job description(s) mentioned above is only indicative. It may change based on the requirement of the company and discretion of the management.
- 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.
- 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.
- 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 Minimum Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
- The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions
- Relaxations / Reservations etc. for SC/ST, PWBD and OBC (Non-Creamy Layer) & EWS will be as per Government Rules.
- Candidates from SC/ST/OBC (Non-Creamy Layer)/EWS/PwBD category should produce the original caste/ class/ disability/Income & Asset 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.
- 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.
- The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
- 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.

20. The Company reserves the right to offer position in appropriate lower Grade & Salary.
21. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
22. 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.
23. At any stage of this recruitment process including after recruitment or joining, in case it is found that the candidate has given incorrect information while filling up the online application form or has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred for all appointments in BALMER LAWRIE & CO LTD and his / her application / appointment shall be rejected with no reimbursement of travel fare.
- Has submitted misleading information or false documents
 - Has suppressed any relevant material fact(s)
 - Has submitted information not in conformity with the eligibility criteria mentioned in the advertisement
 - Has resorted to unfair means during the Written Test /Recruitment process
 - Is found guilty of impersonation
 - 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
 - Has uploaded non-human or irrelevant photograph.
- BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.
24. Those short listed for the Selection Process 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 may not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed.
25. 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 for travel undertaken.
26. 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.
27. The Location / Place of posting if 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.
28. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
29. Any communication as regards extension of last date of application, shall be published on the Company's website only.
30. 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.
31. 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.
32. No Correspondence shall be entertained by the Company with regard to recruitment. The list of selected candidates shall be uploaded on the company website career page.
33. 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.
34. Any query with regard to the application process may be sought by putting a feedback in the <https://balmerlawrie.com/feedback> link.
35. Selected candidate(s) before joining will be required to get Medical Fitness Certificate. Selected candidate who is declared Medically fit will only be allowed to join. Their confirmation will also be subject to verification of character antecedents from concerned District Authorities.
36. The court of jurisdiction for any dispute will be at Kolkata.

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