



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)

Balmer Lawrie & Co. Ltd
(A Government of India Enterprise)

SINCE 1867

NEEDS IN SBU LOGISTICS , BENGALURU

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 Services, Steel Barrel, Industrial Greases & Speciality Lubricants and Corporate Tours & Travel. It also has significant presence in most of the other businesses it operates, namely, Performance Chemicals, Logistics Infrastructure, Refinery & Oil Field Services etc

CURRENT OPENINGS

SBU Logistics of the Company seeks to induct young talent on the rolls of the Company for its Bengaluru Office. The details of vacancies in the cadre are as follows:

Sl No	Role	SBU/ Function	Level	Indicative place of posting	No.of vacancies	Minimum Qualification	Desired qualification	Experience	Maximum Age
1.	Jr.Officer [Air Operations]	Logistics	Junior Officer	Bengaluru	1	Graduate	Diploma in Management / Logistics/Supply Chain Management	3 years preferably in Logistic Industry	35 yrs as on 1.7.2015

PERSON PROFILE

No. of Vacancies	1
Position Title	Jr.Officer [Air Operations]
SBU/ Function	Logistics
Place of Posting	Bengaluru
Level & Grade	Jr.Officer, Grade O1
Qualification	Graduate
Preference	Diploma in Management/ Logistics / Supply chain Management
Indicative Job Description	The incumbent will be responsible for: <ul style="list-style-type: none">- Handling Air Import Documentation and Operations- Coordination with CHA team to ensure clearance within free time- Reducing unrecoverable demurrage payout- Co-ordination with Customers and Airlines <p>The above list is only indicative and not exhaustive.</p>
Experience profile	3 years preferable in Logistic Industry
Maximum Age	35 years as on 1.7.2015

COMPENSATION

Scale of Pay – Rs.9000 – 22000/- ; CTC: Rs.3.8 – 8.6 [in lacs /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.

Selected candidate for the above position will be offered compensation package depending on qualification, experience, etc.

HOW TO APPLY

Please register your self using the link given below:

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 10.12.2015

Other General Terms & Conditions for Permanent Employees:

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. 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 the 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 candidates.

14. The Company reserves the right to fill or not to fill all or any of the advertised positions 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 Kolkata 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 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:

a. Proof of Age,

b. Educational Qualifications (All the Mark sheets & Certificates)

c. Service Certificate of past employment & proof of date of joining & its continuity in the present Organization

d. Last Salary Certificate/ Payslips (Last 3 months) (if applicable)

e. 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.

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 will 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 at any stage that 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 traveling 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 Kolkata.

28. The advertisement will be taken down from the company website at 06:30 pm on the last date for submission of applications.