

## SPECIAL RECRUITMENT DRIVE FOR SC & ST



Ref. No.: BL/Rect./Exe/SRD/22-23/01

Date of Advertisement: **29.03.2023**

Needs Professionals

### THE COMPANY

Balmer Lawrie, a Mini Ratna Category I 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], Chemicals, Logistics Infrastructure, etc.

### CURRENT OPENINGS

As part of a **Special Recruitment Drive** for SC and ST categories, the Company is looking for qualified and experienced Indian Nationals to man multiple positions across grades in Executives' Cadre (Group A) as per details given below:

S. No	Designation	SBU/ Function	Grade		No. of Vacancies*		
					SC	ST	Total
1	<a href="#">Assistant Manager</a>	Any SBU/ Function - location where the Company has its operations	E1 (Rs. 40000 - 140000)	Rs. 13.13 LPA [X Class City] Rs. 12.70 LPA [Y Class City] Rs. 12.27 LPA [Z Class City]	07	07	14
2	<a href="#">Deputy Manager</a>		E2 (Rs. 50000 - 160000)	Rs. 16.42 LPA [X Class City] Rs. 15.88 LPA [Y Class City] Rs. 15.34 LPA [Z Class City]	00	05	05
3	<a href="#">Manager</a>		E3 (Rs. 60000 - 180000)	Rs. 19.67 LPA [X Class City] Rs. 19.02 LPA [Y Class City] Rs. 18.37 LPA [Z Class City]	03	00	03
4	<a href="#">Senior Manager</a>		E4 (Rs. 70000 - 200000)	Rs. 23.38 LPA [X Class City] Rs. 22.62 LPA [Y Class City] Rs. 21.87 LPA [Z Class City]	02	01	03
5	<a href="#">Chief Manager</a>		E5 (Rs. 80000 - 220000)	Rs. 26.69 LPA [X Class City] Rs. 25.83 LPA [Y Class City] Rs. 24.97 LPA [Z Class City]	01	01	02
<b>TOTAL</b>					<b>13</b>	<b>14</b>	<b>27</b>

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

The minimum requirements for the positions are as follows:

**Table 1:**

Sl. No.	Qualification	Qualification Details
1	Graduate Engineers	Degree in Engineering, AMIE and BSc. Engineering
2	Management Graduates	Two [02] years full time Post Graduate Degree / Diploma in Management / Two years full time MBA/ MSW/ MA (Human Resource Management & Labour Relations) / MA (Labour Studies and Practice) / MA (Organisation Development, Change and Leadership) / MCA / Corp Communication / Information Technology / Computer Application etc.
3	Accounts & Finance (A&F)	CA/ ICWA

**NOTE:**

1. All the above degrees / diplomas must have been obtained from AICTE/ UGC/ MHRD / AITA / UFTAA / Govt. of India/State Govt approved / affiliated Institutes/ Universities
2. As per Government, UGC guidelines, UGC recognised ODL programs will be considered and accordingly, the following will be incorporated in addition to the qualification as prescribed above, as is being done in case of other job advertisements: “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. However, for Engineering qualifications obtained on ODL basis shall not be considered.”

Further the minimum qualifying criteria in terms of Age, Qualification and Experience, with Industry/ Functional In-Line experience requirement, which shall be used for shortlisting of candidates for being called for undergoing the selection process, shall be as mentioned in Table - 2 hereunder:

**Table 2:**

Grade	Maximum Age (after according 5 years' relaxation in age as per Government guidelines) *	Minimum in-line Experience (years) **	Industry / Functional in-line experience in relevant field / area of work as detailed below
1	2	3	4
E1	SC/ ST - 32 years	1 year	<ul style="list-style-type: none"><li>• Chemicals [Greases / Lubricants / Specialty / Industrial Chemicals]</li><li>• Steel/ Metal Fabrication</li><li>• Logistics [Freight Forwarding / Project Logistics / Container Freight Stations / Cold Chain]</li><li>• HR and allied functions<sup>§</sup></li><li>• Information Technology<sup>§</sup></li><li>• Accounts &amp; Finance<sup>§</sup></li></ul>
E2	SC/ ST - 37 years	5 years	
E3	SC/ ST - 42 years	9 years	
E4	SC/ ST - 45 years	11 years	
E5	SC/ ST - 47 years	13 years	

\*-Age Relaxation (in years) SC / ST 5 years, PWD - SC / ST 15 years Ex. Servicemen As per Govt. Guideline and Maximum upper age of the applicant shall not exceed 56 years including all possible age relaxations  
\*\*- In case of CA/ ICWA only post qualification in-line experience will be counted and for all other posts completed apprenticeship experience under The Apprentices Act (1961) or NAPS will be counted as experience.  
§- [a] In case of HR function those having qualification as mentioned in Para - 2.b would be considered, only if they have specialisation and experience relevant to the concerned function, [b] for IT those with experience in Para - 2a and 2.c would be considered along with those having qualification as mentioned in Para - 2.b, only if they have specialisation and in line experience relevant to the concerned function and [c] For A&F only those with qualification as mentioned in para 2.c would be considered with in line A&F experience.

**Note on Table - 3:**

- a. Candidates would be required to detail their in-line experience while submitting their application as the aspect of experience would be a deciding factor besides qualifications etc. A mention to this effect will be made in the Advertisement and applications of any applicant who fails to submit the declaration for in-line experience (Annexure A), as per prescribed proforma (to be uploaded), shall be rejected.
- b. The cut-off date for relevant experience & maximum age shall be the last date of submission of application. All candidates who are eligible as on the cut-off date may apply. Subject to availability of suitable candidates, panel will be drawn from the recruitment process - SBU / Function wise - which will be valid for 1 year from the date of approval of the same.
- c. PwBD (Persons with Benchmark Disabilities) are eligible to apply in line with Government Guidelines.
- d. Applications to be invited based on the qualification category as mentioned in Para - 2, linked to the in-line experience mentioned at Table - 3 (Column - 3).

Indicative Role Description for the various posts are as detailed in Table 3.

**Table 3:**

S. No	Designation	Job Description
1	<a href="#">Assistant Manager (Grade E1) / Deputy Manager (Grade E2) / Manager (Grade E3)</a>	<p>The key role and responsibilities shall be to:-</p> <ol style="list-style-type: none"> <li>Assume frontline/ operational responsibilities as a managerial resource in assigned function/ department of the Strategic Business Unit/ Corporate Function</li> <li>Act as a member of the execution team and deliver on assigned targets/ projects</li> <li>Contribute as a cross-functional team member in system augmentation initiatives in her/ his unit/ department</li> <li>Independently take charge of projects/ improvement initiatives in assigned work area</li> <li>Develop, build and maintain cordial business relations with all stakeholders</li> <li>Adopt and adapt to various on-the-job learning assignments on a continuous basis</li> <li>Learn and lead implementation of various compliances as applicable in the assigned role</li> <li>Manage, maintain and report on information/ data related to her/ his assigned work area</li> <li>The above list is only indicative and not exhaustive.</li> </ol>
2	<a href="#">Senior Manager (Grade E4) / Chief Manager (Grade E5)</a>	<p>The key role and responsibilities shall be to:-</p> <ol style="list-style-type: none"> <li>Understand and execute Organizational Strategies and Business Plan to achieve annual as well as long term business goals</li> <li>Facilitate any changes needed in a Unit/ Department/ Function and create an effective working environment</li> <li>Developing, maintaining and enhancing core competencies of the business/ function in which she/ he is placed</li> <li>Manage a team in the assigned operation/ function such as production/ operation/ Supply Chain/ IT in a Strategic Business Unit</li> <li>Act as the team lead and ensure delivery by front line</li> <li>Liaison between her/ his unit/ department and other units/ departments/ external stakeholders</li> <li>Develop, build and maintain cordial business relations with all stakeholders</li> <li>Learn and lead implementation of various compliances as applicable in the assigned role</li> <li>The above list is only indicative and not exhaustive.</li> </ol>

Note:

- PwBD (Persons with Benchmark Disabilities) are eligible to apply for all positions
- Relaxation of age criteria for PWBD and Ex-Servicemen shall be as per Govt. Guidelines
- Online submission of application is permitted on the website <http://www.balmerlawrie.com/pages/currentopening> between 0000 hours on 29.03.2023 till 2359 hours on 21.04.2023.
- 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](mailto:chrd.recruitment@balmerlawrie.com) with the ref.no. of the advertisement and position name as subject or contact 033-22225218 on all working days from 29.03.2023 to 21.04.2023.

\*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#](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**

<b>Grade(s)</b>	<b>Basic Scale (Rs.)</b>	<b>Initial Basic Pay (Rs.)</b>	<b>CTC at the beginning of the scale (Rs / lakhs per annum)</b>
E1	40000 - 140000	40000	Rs. 13.13 [X Class City] Rs. 12.70 [Y Class City] Rs. 12.27 [Z Class City]
E2	50000 - 160000	50000	Rs. 16.42 [X Class City] Rs. 15.88 [Y Class City] Rs. 15.34 [Z Class City]
E3	60000 - 180000	60000	Rs. 19.67 [X Class City] Rs. 19.02 [Y Class City] Rs. 18.37 [Z Class City]
E4	70000 - 200000	70000	Rs. 23.38 [X Class City] Rs. 22.62 [Y Class City] Rs. 21.87 [Z Class City]
E5	80000 - 220000	80000	Rs. 26.69 [X Class City] Rs. 25.83 [Y Class City] Rs. 24.97 [Z Class City]

CTC shall include Basic Pay, DA, HRA, 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 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, however, 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, 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 scale above depending on the place of posting.

## **CONCESSIONS, RELAXATIONS & RESERVATION**

- THIS IS A SPECIAL RECRUITMENT DRIVE FOR PERSONS BELONGING TO SC/ ST CATEGORIES ONLY. IN CASE AN APPLICANT FAILS TO UPLOAD CASTE CERTIFICATES WHICH ARE VALID IN ALL RESPECTS, THE COMPANY SHALL BE FREE TO REJECT THE APPLICATION FORTHWITH WITHOUT ANY COMMUNICATION ON THE SUBJECT
- Upper age limit is relaxable by 5 years for SC/ST candidates.
- The Caste/Tribe/ Certificate issued by the following authorities in the prescribed form for SCs/STs 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 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/1<sup>st</sup> Class Stipendiary 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 reserved category candidates are required to produce the original caste/ tribe /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.
- If the SC/ST/ PwBD 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. Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for reservation. The reserved categories of disabilities mentioned under this Act are namely (a) Blindness and low vision; (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) including deaf-blindness in the posts identified for each disabilities. It may be noted that definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.
- Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines “person with benchmark disability” as a person duly certified by the certifying authority with: a. not less than 40% of a specified disability where specified disability has not been defined in measurable terms and; b. disability where specified disability has been defined in measurable terms. Accordingly, a person with a specified disability listed in the schedule but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, in terms of provisions 7 of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions/relaxations available to PwBDs as mentioned in this advertisement and will be considered against unreserved vacancies. Further, those candidates, who want to avail of benefit of reservation, are required to submit a Disability Certificate issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should submit a self- certified translated copy of the same either in English or Rajbhasha (Hindi).
- The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years (15 years for SCs/ STs). 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 & PwBD will be as per Govt. Guidelines.**
- Upper age limit is relaxable for Ex-Servicemen [ES] as per extant applicable rules issued by the Competent Authority.
- Candidates from SC/ST/ PwBD category must mention their caste/disability details correctly in the application form and upload their self-attested Caste/ Tribe/ /Disability/ 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. In the event the caste certificate is found to be false, the candidature of the applicant or the employment shall be dispensed with.**
- The candidate's appointment shall remain provisional till such time as the Caste/ Tribe 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/PwBD/ 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 / class certificate.
- Government Guidelines with respect to recruitment of SC/ST and PwBD category shall be followed.

#### **PLACE OF POSTING**

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 appointment 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 in future in similar role at same or different location.

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

### 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. 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.
3. 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.
4. In case the post applied for is not mentioned clearly & correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.
5. 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.
6. All the details given in the online application form will be treated as final and no changes will be entertained.
7. Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
8. The prescribed age / qualification / experience are the minimum requirements 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.
9. 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.
10. In case of ODL degree the following would apply:  
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. However, for Engineering qualifications obtained on ODL basis shall not be considered.
11. The job description(s) mentioned above is only indicative. It may change based on the requirement of the company and discretion of the management.
12. 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.
13. Category (SC/ST/PwBD/Ex-Servicemen/ /) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
14. 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.
15. Relaxations / Reservations etc. for SC/ST & PWBD and will be as per Government Rules.
16. Candidates from SC/ST & 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.
17. 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.
18. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
19. 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)
  - 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/ Persons with Benchmark Disability (PWBD)/ ES certificate, if applicable from the Competent Authority..
  - NOC (where applicable)
  - 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 if 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 <http://balmerlawrie.com/feedback> link.
35. The court of jurisdiction for any dispute will be at Kolkata.

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**Annexure A**

**DECLARATION ON IN-LINE EXPERIENCE**

Name : \_\_\_\_\_ Candidate ID : \_\_\_\_\_

Field of In-Line Experience (Please tick wherever applicable)	<input type="checkbox"/> Chemicals [Greases / Lubricants / Specialty / Industrial Chemicals]	<input type="checkbox"/> Steel/ Metal Fabrication	<input type="checkbox"/> Logistics [Freight Forwarding / Project Logistics / Container Freight Stations / Cold Chain]
	<input type="checkbox"/> HR and allied functions	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Accounts & Finance

Employer Number (Chronologically)	Employer Name	Start Date	End Date	Designation Held	Responsibilities
Employer 1					
Employer 2					
Employer 3					
Employer 4					
Employer 5					
Employer 6					
Employer 7					
Employer 8					
Employer 9					
Employer 10					

Signature:

Date: