



# Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS PROFESSIONALS

Ref No. : BL/HR/CHR/RECT/RECFT/202627/0001/A

Date : 13 May 2026

## 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, 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.

## OPENINGS

The Company is looking for qualified and experienced professionals to man the following position(s) on 3-year fixed term contract and the details of the position are as given below:-

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Experience (in Years)	Preferred Qualification	Preferred Experience
1	Unit Head [W&D]	FTE-3	1	Logistics Infrastructure - Kolkata	38	Full Time Engineering Graduate or 2 years' Full Time MBA or Post Graduate Degree / Diploma# in Management	6 years in Warehouse Operations / Logistics	Candidates With Specialization In Logistics And Other Management Area Shall Be Preferred	Applicants With Experience Of Working In Logistics And Warehouse Operations Will Be Preferred
2	Assistant Manager [Sales & Marketing]	FTE-1	1	Logistics Services - NRO, Okhla	32	Full Time Engineering Graduate or 2 years' Full Time MBA or Post Graduate Degree / Diploma# in Management	2 years	-	Sales & Marketing within the Logistics services industry
3	Officer [Commercial]	FTO-2	1	Logistics Services - NRO, Okhla	30	Bachelor's Degree (10+2+3)	2 years of post-qualification experience in Commercial Operations in any industry	-	Experience In Commercial Operations Within The Logistics Services Industry Will Be Preferred
4	Officer [Accounts & Finance]	FTO-2	1	Logistics Services - NRO, Okhla	30	Bachelor Of Commerce (Honours)	2 years of experience in Accounting & Finance	Preference May Be Given to Candidates Pursuing CA Or CMA Courses	Experience In Accounting Or Finance Along With Knowledge Of Accounting Software (SAP) And Proficiency In MS Excel Will Be Preferred
5	Officer [Accounts & Finance]	FTO-2	2	Logistics Services - Kolkata	30	Bachelor of Commerce (Honours)	2 years of experience in Accounting & Finance	Preference May Be Given to Candidates Pursuing CA Or CMA Courses	Experience In Accounting Or Finance Along With Knowledge Of Accounting Software (SAP) And Proficiency In MS Excel Will Be Preferred
6	Officer [Sales & Marketing]	FTO-2	1	Logistics Services - Baroda	30	Bachelor's Degree (10+2+3)	2 years	-	-
7	Officer [Production]	FTO-2	1	Industrial Packaging - Silvassa	30	Bachelor's Degree (10+2+3)	2 years of post-qualification experience in shop floor operation in engineering plant	B.E / B.Tech / Diploma (Mechanical Engineering or Paint Technology)	Experience In Shop Floor Operation In Engineering Plant Of Semi Automatic Machines And / Or In Sheet Metal Fabrication Industry And / Or Day To Day Production Planning & Control In Batch Production Facility And / Or Steel Forming Products Would Be Preferred
8	Junior Officer [Accounts & Finance]	FTO-1	1	Greases & Lubricants - Silvassa	30	Bachelor Of Commerce	Freshers may apply	CA INTER / M.COM	1 Year With Hands On Experience Of Working In SAP (FICO) Or Other Accounting Software
9	Junior Officer [Import Operations]	FTO-1	1	Logistics Infrastructure - Manali, Chennai	30	Bachelor's Degree (10+2+3)	Freshers may apply	-	Minimum One Year Experience In Import & Warehouse Operations Especially In Logistics And / Or Shipping Industry Is Preferable
10	Junior Officer [Electrical & Maintenance]	FTO-1	1	Logistics Infrastructure - Manali, Chennai	30	Diploma Undergraduate in Electrical Engineering with C License	Freshers may apply	-	Minimum one year in IN HT/LT Power Supply Unit / Warehouse / CFS with C license

**Note:**

1. The cut-off date for post-qualification experience & maximum age is **05.06.2026**. All candidates who are eligible as on the cut-off date may apply.
2. The no. of vacancies is only indicative. Panel may be drawn from the engagement process to fill drop-out or future vacancies.
3. **The locations mentioned against each vacancy are indicative. The selected and/or empaneled candidates may be placed anywhere in the Country depending upon business requirements.**
4. No candidates beyond 58 years of age shall be engaged.
5. 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 courses done through ODL Mode will also not be considered except where IGNOU has granted the B.Tech Degree or Diploma in Engineering to students who were enrolled up to academic year 2011-12 with IGNOU and not post 2012.
6. Post Graduate Diploma in Management should be certified as equivalent to Post Graduate by AICTE valid for the year when the PG Diploma has been completed.
7. 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.

**INDICATIVE JOB DESCRIPTION**

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
1	Unit Head [W&D]	FTE-3	1	Logistics Infrastructure - Kolkata	<ol style="list-style-type: none"> <li>1. <b>Business &amp; Financial Performance</b> <ul style="list-style-type: none"> <li>• Responsible for achieving consolidated budgeted targets of W&amp;D - Sonapur &amp; HRC in terms of handling quantity, turnover, and profitability.</li> <li>• Identify, develop, and onboard new customers for W&amp;D to enhance business volumes and revenue.</li> <li>• Plan, coordinate, and manage rake handling operations in line with approved monthly business plans.</li> </ul> </li> <li>2. <b>Credit Control &amp; Revenue Assurance</b> <ul style="list-style-type: none"> <li>• Monitor, control, and reconcile customer SDC balances on a weekly basis.</li> <li>• Initiate timely follow-up and corrective actions for recovery of outstanding bills.</li> <li>• Ensure 100% adherence to company credit policy and timely realization of customer payments.</li> <li>• Ensure 100% collection of TDS certificates from customers within two months from the end of each quarter.</li> <li>• Coordinate with customers and share collected TDS certificates with the Accounts Department within defined timelines.</li> </ul> </li> <li>3. <b>Tender &amp; Compliance Management</b> <ul style="list-style-type: none"> <li>• Plan and initiate Public Tender processes at least 90 days prior to expiry of existing contracts and ensure:</li> <li>• Timely finalization of tenders, and placement of orders minimum one week before contract expiry for WD HRC &amp; Sonapur.</li> <li>• Initiate and complete Limited Tender formalities at least 60 days prior to contract expiry, ensuring order placement before expiry.</li> <li>• Ensure full compliance with Customs rules and regulations, including timely renewal of Customs Bond Licenses.</li> <li>• Ensure zero high-risk audit observations for W&amp;D, HRC &amp; Sonapur and 100% implementation of audit recommendations.</li> <li>• Ensure vendor bills are scrutinized and processed within 48 hours of receipt.</li> <li>• Maintain a vendor payment tracking register, capturing details from bill receipt through final payment to ensure transparency and timely settlement.</li> </ul> </li> <li>4. <b>Health, Safety &amp; Environment (HSE)</b> <ul style="list-style-type: none"> <li>• Ensure accident-free operations, achieving: <ul style="list-style-type: none"> <li>• Nil fatalities</li> <li>• Nil Lost Time Injuries (LTI)</li> <li>• Nil lost man-days</li> </ul> </li> <li>• Conduct at least 50 HSE inspections annually as per approved checklists.</li> <li>• Encourage and ensure reporting of minimum 5 near-miss cases per year.</li> <li>• Achieve zero non-compliance with EHS norms and zero man-hour loss due to accidents at WD Sonapur &amp; HRC.</li> </ul> </li> <li>5. <b>Operations &amp; Customer Service</b></li> </ol>

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					<ul style="list-style-type: none"> <li>• Ensure nil customer loss due to SLA non-compliance.</li> <li>• Act as the Nodal Point of Contact for customers to resolve operational issues promptly across both W&amp;D units.</li> <li>• Conduct mandatory monthly stock verification on the 1st day of every month, without exception.</li> <li>• Prepare and submit monthly stock verification reports by the 7th of every month.</li> <li>• Ensure optimum utilization of cranes, forklifts, and handling equipment to maximize operational efficiency and cost effectiveness.</li> </ul> <p><b>6. Yard Management &amp; Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Ensure world-class housekeeping standards across yard and operational areas.</li> <li>• Implement and monitor effective traffic management systems to ensure safe, smooth, and congestion-free yard operations.</li> </ul> <p><b>7. Any other tasks assigned time to time.</b></p>
2	Assistant Manager [Sales & Marketing]	FTE-1	1	Logistics Services - NRO, Okhla	<ol style="list-style-type: none"> <li>1. Identify potential customers and pursue relentlessly to generate new business in all segment.</li> <li>2. Maintain records of customer details / sales visits / Compliance on all MIS reports / data maintenance and statutory requirements.</li> <li>3. Managing Team Sales activities along with Sales and Revenue targets.</li> <li>4. Responsible for individual and team performance.</li> <li>5. Arranging for periodic review and presentations.</li> <li>6. Should have sound knowledge &amp; experience of International Freight forwarding &amp; to Provide all the information requested by the customers like shipment details, delivery status etc. in Co-Ordination with the Operations team.</li> <li>7. Follow up with clients for outstanding supported by the Finance Controller Continuous monitoring of market dynamics/ competitor strategies and devise strategies to gain market leadership</li> <li>8. Assimilate market information and take part in the overall business development through weekly / monthly sales meetings.</li> <li>9. Communicate and negotiate with the parties (external and internal) to maximize the revenue.</li> <li>10. Regular feedback from and to the customers to achieve highest level of customer satisfaction to ensure future businesses and retention of the customers.</li> <li>11. Perform any other task assigned time to time</li> </ol>
3	Officer [Commercial]	FTO-2	1	Logistics Services - NRO, Okhla	<ol style="list-style-type: none"> <li>1. Responsible for assisting in major procurements of the SBU as assigned, including drafting of Notice Inviting enders [NIT], hoisting of NIT, processing Tender Committee Recommendations [TCR], release of Purchase Orders [PO] to successful vendors, verification of vendor bills and generation of liability in BL's internal system. Work closely with the branches and central pricing desk to continuously optimize cost-of-service and enhance working capital utilization by effectively planning, monitoring supplier side market condition and developing close connect with a large base of capable service providers, particularly in the area of transportation, Equipment Suppliers, Specialized Service providers in the trade.</li> <li>2. Monitor performance of the vendor and shall be responsible for monitoring and coordinating with the branches in terms of service delivery for POs placed on TCRs processed by her/ him.</li> <li>3. Ensure compliance to laid down and applicable rules, including and not limited to Purchase Manual [PM] of the Company and Delegation of Authority [DoA].</li> <li>4. Responsible for CAPEX planning, execution if any other commercial assignment as delegated on time-to-time basis.</li> <li>5. Any Other job assigned time to time Above list is indicative only and not exhaustive.</li> </ol>
4	Officer [Accounts & Finance]	FTO-2	1	Logistics Services - NRO, Okhla	<ol style="list-style-type: none"> <li>1. Record day-to-day accounting entries purchases, expenses, and journal entries</li> <li>2. Maintain proper books of accounts in ERP/accounting software</li> <li>3. Account for revenue from air, ocean, and domestic logistics services</li> <li>4. Verify supporting documents like invoices, airway bills (AWB), bills of lading (BL), delivery notes, etc.</li> <li>5. Process vendor invoices and ensure timely booking and payment</li> <li>6. Assist in debtor adjustment</li> <li>7. Support of reconciliation of Job expenses.</li> <li>8. Prepare bank reconciliations on a regular basis</li> <li>9. Any Other job assigned time to time.</li> </ol>
5	Officer [Accounts & Finance]	FTO-2	2	Logistics Services - Kolkata	<ol style="list-style-type: none"> <li>1. Record day-to-day accounting entries purchases, expenses, and journal entries</li> <li>2. Maintain proper books of accounts in ERP/accounting software</li> <li>3. Account for revenue from air, ocean, and domestic logistics services</li> <li>4. Verify supporting documents like invoices, airway bills (AWB), bills of lading (BL), delivery notes, etc.</li> <li>5. Process vendor invoices and ensure timely booking and payment</li> <li>6. Assist in debtor adjustment</li> </ol>

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					<ul style="list-style-type: none"> <li>7. Support of reconciliation of Job expenses.</li> <li>8. Prepare bank reconciliations on a regular basis</li> <li>9. Any Other job assigned time to time.</li> </ul>
6	Officer [Sales & Marketing]	FTO-2	1	Logistics Services - Baroda	<ul style="list-style-type: none"> <li>1. To generate business from assigned territory /market in line with Budget.</li> <li>2. Branch collections and reporting.</li> <li>3. Coordinate with Operations team, Central Pricing Desk and other Intra departments to ensure service delivery to customer.</li> <li>4. Collection of Database of EXIM customers and segregating them in to sectors.</li> <li>5. Maintain database of customers and competitors.</li> <li>6. Compliance with all MIS reports/data maintenance and statutory requirements.</li> <li>7. Liaising with Agencies including customs when required, shipping lines / Airlines and customer for smooth delivery of service.</li> <li>8. Perform any other task that may be assigned from time to time.</li> </ul>
7	Officer [Production]	FTO-2	1	Industrial Packaging - Silvassa	<ul style="list-style-type: none"> <li>1. Supervise and carry out day-to-day manufacturing operations in the assigned production area to achieve shift-wise and periodic production targets.</li> <li>2. Perform hands-on machine operations including starting, setting, changeovers, trial runs, inspection, and minor troubleshooting in line with SOPs.</li> <li>3. Ensure availability and effective utilization of manpower, materials, consumables, utilities, and equipment during assigned shifts.</li> <li>4. Carry out routine, preventive, and breakdown maintenance activities such as cleaning, lubrication, inspection, testing, and data recording without affecting production schedules.</li> <li>5. Handle movement of raw materials, work-in-progress, finished goods, and waste materials using material handling equipment as required.</li> <li>6. Ensure adherence to production plans, customer specifications, quality standards, and safety requirements.</li> <li>7. Monitor key operational parameters such as yields, machine availability, rejections, and productivity in the assigned area.</li> <li>8. Maintain production data, records, and MIS; ensure timely system entries.</li> <li>9. Supervise contractor manpower and ensure compliance with safety, discipline, and work instructions.</li> <li>10. Implement and sustain 5S and participate in Operational Excellence and continuous improvement initiatives.</li> <li>11. Ensure strict compliance with Health, Safety, and Environment policies, including use of personal protective equipment.</li> </ul>
8	Junior Officer [Accounts & Finance]	FTO-1	1	Greases & Lubricants - Silvassa	<ul style="list-style-type: none"> <li>1. Preparation of monthly MIS reporting.</li> <li>2. Timely Preparation of Quarterly/half yearly/Annual Financial Statements.</li> <li>3. Assessment and timely Preparation of Income tax TDS return, advance tax, GST returns, etc.</li> <li>4. Receivable management, monitor vendor payment and reconciliation.</li> <li>5. Co-ordination with Auditors of the Company for Statutory Audit, Internal Audit, Tax Audit, CAG Audit, etc.</li> <li>6. Preparation and submission of all documents as per requirements of Auditors and preparation of replies to Audit observations.</li> <li>7. Preparation of bank reconciliation statement.</li> <li>8. Responsible for all regulatory and statutory compliances related to Accounts/ Finance/ Taxation/ Audit etc.</li> <li>9. Responsible for day-to day fund management and financial operations.</li> <li>10. Assisting branch accounts in-charge in any other work as may be assigned from time to time.</li> </ul>
9	Junior Officer [Import Operations]	FTO-1	1	Logistics Infrastructure - Manali, Chennai	<ul style="list-style-type: none"> <li>1. Handle complete documentation related to import containers and cargo in CFS operations.</li> <li>2. Prepare, verify, and process billing for all import-related services including storage, handling, LOLO, ground rent, and other applicable charges.</li> <li>3. Ensure accurate entry/exit documentation and authorization of import containers in coordination with operations and gate teams.</li> <li>4. Scrutinize and verify all Customs-related import documents to ensure correctness and compliance.</li> <li>5. Check the authenticity and completeness of all documentation prior to processing.</li> <li>6. Verify Delivery Orders issued by Shipping Lines before permitting cargo/container movement.</li> <li>7. Maintain a detailed checklist for all import cargo/containers gated out from the CFS to ensure proper documentation and approvals.</li> <li>8. Ensure strict adherence to Customs guidelines and instructions for all import documentation and cargo clearance processes.</li> <li>9. Monitor the de-stuffing of cargo from containers to ensure proper handling and accuracy.</li> <li>10. Conduct physical stock verification of cargo and cross-check with system records on a regular basis.</li> </ul>

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					<ol style="list-style-type: none"> <li>11. Maintain proper records of invoices, Delivery Orders, EIR (Equipment Interchange Receipt), and other statutory documents.</li> <li>12. Coordinate with customers, shipping lines, CHA, and internal teams for timely documentation and billing closure.</li> <li>13. Ensure compliance with Customs regulations, including documentation for bonded import cargo and coordination for clearances.</li> <li>14. Maintain and update system records for all transactions, ensuring data accuracy and audit readiness.</li> <li>15. Monitor and reconcile billing data with operations to avoid revenue leakage.</li> <li>16. Address customer queries and resolve billing/documentation-related issues within defined timelines.</li> <li>17. Prepare periodic MIS reports related to billing, revenue, and documentation status.</li> <li>18. Support audits by providing required documents and ensuring compliance with company policies and statutory requirements.</li> <li>19. Ensure adherence to HSE and organizational compliance standards in all documentation processes.</li> </ol>
10	Junior Officer [Electrical & Maintenance]	FTO-1	1	Logistics Infrastructure - Manali, Chennai	<ol style="list-style-type: none"> <li>1. Ensure preventive, routine, and breakdown maintenance of all electrical systems, equipment, and utilities to achieve maximum uptime and reliability.</li> <li>2. Maintain optimal availability and performance of electrical infrastructure, including HT systems, transformers, DG sets, panels, and yard lighting systems.</li> <li>3. Manage and ensure compliance of HT power connectivity, including coordination with State Electricity Board for load management, shutdowns, appr ovals, and statutory requirements.</li> <li>4. Liaise with local Electricity Distribution Authority officials for resolving electrical issues related to HT connectivity, power supply interruptions, metering, and coordination between State Electricity Board network and CFS transformers; ensure timely fa u lt rectification and restoration of supply.</li> <li>5. Ensure adherence to applicable electricity regulations, statutory norms, including connectivity norms and safety compliance.</li> <li>6. Oversee efficient functioning, maintenance, and upkeep of the Solar Power Plant, including cleaning and monitoring of solar panels to ensure maximum efficiency and generation.</li> <li>7. Monitor solar generation performance and take corrective actions to optimize output and minimize losses.</li> <li>8. Manage and monitor AMC vendors for Electrical Systems, Transformers, DG Sets, and Fire Hydrant Systems to ensure timely service and compliance.</li> <li>9. Coordinate with vendors for timely availability of materials, spares, and consumables required for maintenance activities.</li> <li>10. Implement measures to improve efficiency, reduce downtime, and minimize energy wastage through operational excellence practices.</li> <li>11. Ensure compliance with EHS (Environment, Health &amp; Safety) norms, with special focus on electrical safety, HT operations, and safe installations.</li> <li>12. Conduct regular inspections, testing, and audits of electrical systems (including HT panels and transformers) and ensure corrective actions.</li> <li>13. Maintain proper documentation and logs for all maintenance activities, breakdowns, HT/LT records, and statutory compliance</li> <li>14. Liaise with approved vendors/agencies for carrying out electrical inspections and testing such as earth pit testing, relay testing, transformer oil testing, and other statutory checks.</li> <li>15. Ensure proper illumination, power supply, and electrical support across yard and warehouse areas.</li> <li>16. Ensure immediate reporting and handling of incidents such as electrical failures, accidents, fire, or any abnormal events.</li> <li>17. Drive customer service support by ensuring uninterrupted operations through reliable power and equipment availability.</li> <li>18. Prepare MIS reports related to maintenance, energy consumption, uptime, downtime, and incidents.</li> <li>19. Perform any other duties assigned from time to time.</li> </ol>

## COMPENSATION

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

Sl. No.	Post(s)	Grade(s)	SBU/Function/Vertical	Indicative Place of Posting	Maximum Take Home Salary (Rs / per month before deduction of taxes)	Maximum CTC (Rs / lakhs per annum)
1	Unit Head [W&D]	FTE-3	Logistics Infrastructure	Kolkata	INR 1,11,096	16.09 lakhs per annum
2	Assistant Manager [Sales & Marketing]	FTE-1	Logistics Services	NRO, Okhla	INR 74,077	10.81 lakhs per annum
3	Officer [Commercial]	FTO-2			INR 43,184	6.38 lakhs per annum
4	Officer [Accounts & Finance]	FTO-2			INR 43,184	6.38 lakhs per annum
5	Officer [Accounts & Finance]	FTO-2		Kolkata	INR 43,184	6.38 lakhs per annum
6	Officer [Sales & Marketing]	FTO-2		Baroda	INR 40,897	6.14 lakhs per annum
7	Officer [Production]	FTO-2	Industrial Packaging	Silvassa	INR 38,630	5.81 lakhs per annum
8	Junior Officer [Accounts & Finance]	FTO-1	Greases & Lubricants	Silvassa	INR 34,594	5.24 lakhs per annum
9	Junior Officer [Import Operations]	FTO-1	Logistics Infrastructure	Manali, Chennai	INR 38,687	5.82 lakhs per annum
10	Junior Officer [Electrical & Maintenance]	FTO-1			INR 38,687	5.82 lakhs per annum

## HOW TO APPLY

1. Pls. apply through the e-recruitment portal <https://www.balmerlawrie.com/careers/current-openings>. To apply through the portal you need to first register. You can register using the following link: [https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf\\_a\\_candidate\\_registration?sap-client=100#](https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#)
2. After creation of your profile, pls. ensure that you apply against the appropriate position by going to the “Employment Opportunities” tab. The link for the same is [https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf\\_a\\_startpage\\_ext\\_cand?sap-client=100#](https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=100#).
3. Only creation of profile does not ensure consideration of your candidature for a job.
4. In case of any difficulty, please send your feedback by clicking on the “Feedback” link.
5. Online submission of application is permitted on the website <https://www.balmerlawrie.com/careers/current-openings> between 1000 hours on 13.05.2026 till 2359 hours on 05.06.2026.
6. Please read The Other General Conditions before applying for the positions.
7. The applicant must provide his/her correct and updated email id & mobile number. Please note that the intimation for interview, if shortlisted, will be sent through email only. 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.
8. 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.
9. 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.

## 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)	

Category Applicable	Age relaxation (in years)
<ul style="list-style-type: none"> <li>➤ Relaxations for PwBD candidates would be as per Govt. of India notification</li> <li>➤ 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</li> </ul>	

**Details on Concessions, Relaxations & Reservations are enumerated below:**

1. 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.
  - a. 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.
  - b. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
  - c. Revenue Officer not below the rank of Tehsildar; and
  - d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
2. 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.
3. 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.
4. Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules shall be applicable.
5. 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.
6. Reservation of posts for SC, ST and OBC (Non-Creamy Layer), Persons with Benchmark Disability & Economically Weaker Sections (EWS) will be as per Govt. Guidelines.
7. Upper age limit is relaxable for Ex-Servicemen [ES] as per extant applicable rules issued by the Competent Authority.
8. 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.
9. The candidate's fixed term engagement 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 engagement 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, 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.

**Other General Terms & Conditions:**

1. Before applying for the post, candidates should ensure that he/she fulfills the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD. being the Appointing Authority would be free to reject any application at any stage of the engagement process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.
2. **Incomplete applications, applications not as per the prescribed format or applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.**
3. Request for change of Mailing address / Email / Category / posts as mentioned in the application will not be entertained.
4. All the details given in the online application form will be treated as final and no changes will be entertained.
5. **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 engagement process if the applicant does not meet the minimum eligibility conditions.**
6. **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.**
7. **In case the post applied for is not mentioned clearly and correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.**
8. **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.**
9. 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.
10. The job description mentioned is only indicative. It may change based on the requirement of the Company and discretion of the management.
11. 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 etc. and / or personal interview as the case may be.
12. Candidature of the candidate is liable to be rejected at any stage of the engagement process or after or joining, if any information provided by the candidate is found to be misleading or is not found in conformity with eligibility criteria mentioned in the advertisement.
13. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.

14. 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 engagement whether through Interview / Written Test/ Group Discussion etc. or all of these and the venue/schedule thereof.
  15. The Company reserves the right to offer the position in appropriate lower Grade & Salary.
  16. 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 relevant Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
  17. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
  18. 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 engagement process.
  19. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
  20. **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.**
  21. **The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions.**
  22. **For EWS category applicants, engagement 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 engagement of the concerned applicant(s) will be terminated forthwith without assigning any further reasons.**
  23. 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.
  24. At any stage of this process including after joining, in case it is found that the candidate has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred from applying in BALMER LAWRIE & CO LTD and his/her application / engagement shall be rejected forthwith or in case of detection after engagement, his/ her engagement will be summarily terminated:
    - a. Has submitted misleading information or false documents
    - b. Has suppressed any relevant material fact(s)
    - c. Has submitted information not in conformity with the eligibility criteria mentioned in the advertisement
    - d. Has resorted to unfair means during the Written Test / Engagement process
    - e. Is found guilty of impersonation
    - f. 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
    - g. Has uploaded non-human or irrelevant photograph.
- BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.
25. 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.
  26. Those short listed 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:
    - a. Proof of Age,
    - b. 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]
    - 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) (where applicable)
    - e. 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.
    - f. NOC (where applicable)
    - g. Past employment proof
    - h. Present employment proof
    - i. Identity Proof (AADHAAR / PAN / Passport)
    - j. Latest passport size photo
    - k. In the absence of any of the above documents, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed
  27. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company. 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 (in original) for travel undertaken.
  28. Any communication as regards extension of last date of application shall be published on the Company's website only.
  29. 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.
  30. The application process will be closed at 11:59 pm on the last date for submission of applications.
  31. Candidates are advised to complete the application process within official working hours i.e. 18:00 hours on the last date of receipt of applications (as notified in this advertisement) as technical support may not be available after 18:00 Hours. No request for consideration of application/ candidature shall be entertained by the Company in case a candidate is unable to complete application process due to a technical issue after 23:59 hours on the last date of receipt of applications.
  32. No Correspondence shall be entertained by the Company with regard to engagement .
  33. Please note that no applications sent directly over email or telephone will be entertained. Interested applicants have to necessarily apply online on our website for the position. APPLICATIONS NOT RECEIVED THROUGH OUR WEBSITE SHALL NOT BE CONSIDERED.
  34. Selected candidate(s) before joining will be required to undergo Medical examination. If found unfit, he / she will be debarred from engagement.
  35. Any query with regard to the application process may be sought by putting feedback in the <http://balmerlawrie.com/feedback> link.
  36. The court of jurisdiction for any dispute will be at Kolkata.

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