

Needs Professionals
For its different businesses/functions

THE COMPANY

Balmer Lawrie, a public sector company under the Ministry of Petroleum & Natural Gas, is a professionally managed, multi-location, diversified conglomerate having presence in manufacturing as well as services sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the Organization to achieve leadership position in many of its businesses. For the year ending 31.03.2012, the Company achieved a Turnover of Rs. 2762 crores and a Profit before tax of Rs. 224 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 Industrial Greases & Specialty Lubricants, Steel Barrel, Corporate Travel and Logistics Services. The Company also has significant presence in most of the other businesses it operates in, namely, Refinery & Oil Field Services [ROFS], Leather / Performance Chemicals, Logistics Infrastructure, etc.

CURRENT OPENINGS

The company is looking for qualified and experienced professionals to man some of the key roles in middle and junior management levels in its Corporate Accounts & Finance Department, Engineering & Projects Department, SBUs - Industrial Packaging and Greases & Lubricants as per details given below:

S. No	Role	Level (Grade)	Indicative Place of Posting	No. of Vacancies	Minimum Qualification	Desired Qualification	MaxAge	Minimum Post Qualification Experience (years)
1	Senior Manager/Chief Manager (Accounts & Finance)	Senior Manager/Chief Manager (E4/E5)	Kolkata	1	CA/ICWA	-	45	9 years for E5 7 years for E4
2	Senior Manager/Chief Manager (Industrial Marketing)	Senior Manager/Chief Manager (E4/E5)	Delhi	1	Graduate Engineer (Mechanical/Chemical) or M. Sc. (Physics/Chemistry/Maths)	MBA/PGDBM (Sales & Marketing)	40	9 years for E5 7 years for E4 <i>Candidates should have minimum 7 years of experience in marketing of greases & lubricants.</i>
3	Assistant Manager/Deputy Manager/Manager (Accounts & Finance)	Assistant Manager/Deputy Manager/Manager (E1/E2/E3)	Kolkata	1	CA/ICWA	-	32	5 years for E3 3 years for E2 1 year for E1
4	Assistant Manager/Deputy Manager (Civil)	Assistant Manager/Deputy Manager (E1/E2)	Kolkata	1	Graduate Engineer (Civil)	M. E./M. Tech. (Civil)	33	3 years for E2 1 year for E1
5	Assistant Manager/Deputy Manager/Manager (Operational Excellence)	Assistant Manager/Deputy Manager/Manager (E1/E2/E3)	Silvassa	1	Post Graduate Qualification in Mgmt.	Graduate Engineer (Mech.) with Post Graduate Qualification in Management will be preferred.	35	5 years for E3 3 years for E2 1 year for E1 <i>Candidates with approx. 3 years of experience in Industrial Engineering will be preferred.</i>

COMPENSATION

Position No.	Grade(s)	Basic Scale (Rs.)	CTC Range (Rs/lakhs per annum)
1 & 2	E4/E5	29100-54500/32900-58000	11 - 17
3, 4 & 5	E3/E2/E1	24900-50500/20600-46500/16400-40500	6 - 15

Selected candidate for each of the above position will be placed in the appropriate Grade and Scales of Pay, and actual compensation package offered will depend on qualification, experience, etc.

RESERVATION

The Government of India directives with regard to reservations of SC / ST / OBC / Physically Handicapped shall apply. Candidates belonging to this category should specifically mention the same in their applications. Relaxation in maximum age prescribed is applicable in case of SC / ST / OBC and Physically Handicapped candidates as per Government of India directives. Candidates belonging to OBC category seeking the benefit of reservation should produce certificate from Revenue Officer not below the rank of Tehsildar, certifying that they do not belong to the creamy layer.

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

TO APPLY

Apply in the prescribed application format attached and E-Mail to chrdc@balmerlawrie.com mentioning clearly the post applied for. For any clarification/query please contact Associate Vice President [CHRD], Balmer Lawrie & Co. Ltd.; 21 Netaji Subhas Road, Kolkata - 700001.

Last date for submission of applications is 11th September, 2013

PERSON PROFILES

Position No.	1
Position Title	Senior Manager/Chief Manager (Accounts & Finance)
SBU/Function	Corporate Accounts & Finance Department
Level & Grade	Senior Manager/Chief Manager; Middle Management; Executives' Grade E4/E5
Qualification	The applicant must be CA/ICWA.
Indicative Job Description	<p>The incumbent will act as the financial controller for the joint ventures of Balmer Lawrie and would be responsible for</p> <ol style="list-style-type: none">1. Overseeing accounting activities for Balmer Lawrie Joint Ventures2. Coordinating with Balmer Lawrie Corporate Accounts & Finance Department on accounting and finance issues3. Closing of books of accounts as per overall BL plans4. Ensuring that appropriate and adequate mechanism are in place as regards financial controls5. Acting as a professional resource (CFO) in the Top Management team of the JVs6. Continuously exploring opportunities for improving financial performance of the assigned JV, advising & assisting the JV CEO in such matters. <p>The above list is only indicative and not exhaustive</p>
Experience Profile	Should have minimum post qualification experience of 9 years for E5 and 4 years for E4 as on the date of notification. Must have experience of managing profit centre operations.
Maximum Age	Maximum age as on the date of notification should be 45 years.
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Position No.	2
Position Title	Senior Manager/Chief Manager (Industrial Packaging)
SBU/Function	Industrial Packaging
Level & Grade	Senior Manager/Chief Manager; Middle Management; Executives' Grade E4/E5
Qualification	The applicant must be a Graduate Engineer (Mechanical/Chemical) or M. Sc. (Physics/Chemistry/Maths). Candidates with MBA/PGDBM (Sales & Marketing) will be preferred.
Indicative Job Description	<p>The incumbent will be responsible for</p> <ol style="list-style-type: none"> 1. Promoting products in Industrial market (in the respective segment) and for achieving the techno commercial and industrial sales targets. 2. Penetrating new market segments 3. Meeting the strategic targets framed as per the company's vision by increasing sales in the existing customer base as well as developing new initiatives towards increasing the customer base in the industrial segments. 4. Managing techno commercial negotiation, order processing, offer processing within specified timeframe. 5. Providing inputs and suggestions for development of niche/new products through ARL, technical arrangements etc. 6. Networking with key customers, industry influencers, advisors and marketing associates to create new business opportunities 7. Controlling debtors in line with the credit policy of the organization. 8. Interacting with technical service wing to extend customer support for ensuring customer satisfaction. 9. Building, motivating & leading the Industrial Marketing team - for the respective sector to achieve sales target 10. Ensuring proper documentation and feedback control for all activities of Industrial marketing 11. Compliance of all statutory and other requirements relevant to the Industrial marketing dept. including ISO 9000, ISO 14000, OHSAS. <p>The above list is only indicative and not exhaustive</p>
Experience Profile	Should have minimum post qualification experience of 9 years for E5 and 4 years for E4 as on the date of notification. Candidates should have minimum 7 years of experience in marketing of greases & lubricants.
Maximum Age	Maximum age as on the date of notification should be 40 years.
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Position No.	3
Position Title	Assistant Manager/Deputy Manager/Manager (Accounts & Finance)
Function	Corporate Accounts & Finance Department
Level & Grade	Asst. Manager/Deputy Manager/Manager; Junior Management; Executives' Grade E1/E2/E3
Qualification	The applicant must be CA/ICWA.
Indicative Job Description	<p>The incumbent would be responsible for</p> <ol style="list-style-type: none"> 1. Salary administration for all Executives 2. Management and Administration of Direct Tax related matters 3. Fund management activities related to Trust Funds 4. Manage day to day activities related to Internal Audit 5. Maintenance of all financial accounting records 6. Managing day-to-day banking activities 7. Monthly Bank reconciliation 8. Maintaining all Bank Accounts across the country with the consortium of banks 9. Issuance and maintenance of records related to Bank Guarantees issued for the Company 10. Preparation of quarterly, half yearly and annual accounts as per schedule 11. Maintenance of Cost Accounting Records 12. To prepare budget for the units within the stipulated time, in consultation with stake holders. 13. To address all audit related matters, relating to Statutory Audit, Internal Audit, Cost Audit and Audits under C&AG 14. To facilitate SAP implementation at the unit / branch / SBU level 15. To submit the MIS as required within the dates fixed 16. To jointly review debtors position on monthly basis and circulation of minutes thereof by the 15th of the following month. <p>The above list is only indicative and not exhaustive</p>
Experience Profile	Should have minimum post qualification experience of 5 years for E3, 3 years for E2 and 1 year for E1 as on the date of notification.
Maximum Age	Maximum age as on the date of notification should be 32 years.
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Position No.	4
Position Title	Assistant Manager/Deputy Manager (Civil)
Function	Engineering & Projects Department
Level & Grade	Asst. Manager/Deputy Manager; Junior Management; Executives' Grade E1/E2
Qualification	The applicant must be an Engineering Graduate (Civil). Candidates with M.E./M. Tech. (Civil) will be preferred.
Indicative Job Description	<p>The incumbent would be responsible for</p> <ol style="list-style-type: none"> 1. Undertaking all designs of steel and concrete structures for existing and upcoming projects. 2. Carrying out structural analysis in a time bound manner on need basis. 3. Exploring the opportunities of using new materials and methods, after duly assessing the impact on design and structure. 4. Reviewing and processing technical approvals related to vendor drawings, fabrication drawings, product data sheets etc. 5. Preparing tender documents and facilitating material take-off. 6. Interpreting technical reports (Structural Audit Reports, Soil Investigation Reports, and Material Test Reports etc.) from time to time. 7. Undertaking site supervision and certifying contractors' bill as per requirement. <p>The above list is only indicative and not exhaustive</p>
Experience Profile	Should have minimum post qualification experience of 3 years for E2 and 1 year for E1 as on the date of notification. Candidates with experience in Civil Design & Civil Project Management will be preferred.
Maximum Age	Maximum age as on the date of notification should be 33 years.
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Position No.	5
Position Title	Assistant Manager/Deputy Manager/Manager (Operational Excellence)
SBU	Industrial Packaging
Level & Grade	Assistant Manager/Deputy Manager/Manager; Junior Management; Executives' Grade E1/E2/E3
Qualification	The applicant must have Post Graduate Qualification in Management. Graduate Engineer (Mech.) with post graduate qualification in management will be preferred.
Indicative Job Description	<p>The incumbent would be responsible for</p> <ol style="list-style-type: none"> 1. Setting efficiency parameters for various facets of operations and driving the system towards achieving the same 2. Achieving set standards of excellence in all areas of operations 3. Setting quality parameters and drawing systems for achievement of the same 4. Health & safety 5. Preventing wastage 6. Achieving OTIF (On Time In Full) 7. Achieving the financial parameters of cost saving consequent to operational excellence <p>The above list is only indicative and not exhaustive</p>
Experience Profile	Should have minimum post qualification experience of 1 year for E1, 3 years for E2, and 5 years for E3 as on the date of notification. Candidates with approximately 3 years of experience in industrial engineering will be preferred.
Maximum Age	Maximum age as on the date of notification should be 35 years.
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Other General 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 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 the 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. 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.
20. 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.
21. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
22. 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.
23. The advertisement will be taken down from the company website at 06:30 pm on the last date for submission of applications.
