

THE COMPANY

Balmer Lawrie, a Miniratna-1 public sector enterprise under the Ministry of Petroleum and Natural Gas, Government of India, is a professionally managed, multi-location, and multi-business diversified conglomerate having presence in manufacturing as well as services sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the Organization to achieve leadership position in many of its businesses.

PRODUCTS AND SERVICES

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

CURRENT OPENINGS

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

S. No.	Role / Designation	SBU/ Function/ Vertical	Grade	No. of Vacancies**	Minimum Eligibility Criteria			Preferred Experience	Preferred Qualification
					Max. Age (in Years)*	Minimum Qualification (only AICTE/ UGC/ MHRD/ AITA/ UFTAA/ Govt. of India/ State Govt. approved Institutes/ Universities	Minimum Post-Qualification Experience (in Years)*		
1	Deputy Manager [Operations]	Logistics Services	E2	1	32	Full Time Engineering Graduate (any specialization) or 2 years' MBA or Post Graduate Degree / Diploma [#] in Management ^{##}	05 years	-	MBA in Logistics & Supply Chain Management
2	Unit Head [Cold Chain]	Cold Chain	E2	1	32	Full Time Engineering Graduate or 2 years' MBA or Post Graduate Degree / Diploma [#] in Management ^{##}	05 years	Applicants with experience of working in Temperature-Controlled Warehouses / Cold Chains	Candidates with specialization in Logistics and other management area shall be preferred
3	Deputy Manager [Accounts & Finance]	Logistics Infrastructure	E2	1	32	CA / ICWA	05 years	Experience in SAP FICO	-
4	Assistant Manager [SCM]	Chemicals	E1	1	27	Full Time Engineering Graduate	01 year	At least one year in purchase function	-
5	Assistant Manager [Commercial & Purchase]	Travel & Vacations	E1	1	27	2 years' MBA or Post Graduate Degree / Diploma [#] in Management ^{##}	01 year in Commercial Domain	-	-

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<p><i>* The cut-off date for minimum post-qualification experience & maximum age is 19.12.2025. All candidates who are eligible as on the cut-off date may apply for the currently advertised positions. Panel may be drawn as against interviews conducted, if any, during this recruitment process, for filling of similar vacancies arising in future as per the Recruitment Rules of the Company.</i></p> <p><i>Post Qualification Experience shall be considered as Minimum relevant Experience for the above Position(s)</i></p> <p><i>** This is only indicative. Panel may be drawn from the recruitment process to fill drop out or future vacancies.</i></p> <p><i>PwBD (Persons with Benchmark Disabilities) are eligible to apply.</i></p> <p><i># Post Graduate Diploma in Management should be certified as equivalent to Post Graduate Degree by AICTE valid for the year when the PG Diploma has been completed</i></p> <p><i>##Degrees / Diploma (other than the ones specified in UGC Notice dated 23.2.2018) which are UGC recognized Open and Distance Learning (ODL) programmes treated as equivalent with the Degrees / Diploma acquired from regular Universities / Institutes in the country conducted by ODL Institutions recognized by UGC or an institution Deemed to be a University so declared by the Central Government, will be accepted. However, for ODL Degree / Diploma in Management and / or Information Technology recognition of AICTE shall be mandatory. CA / ICWA will however not be considered. Engineering course done through ODL Mode will also not be considered except where IGNOU has granted the B. Tech Degree or Diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2011-12 with IGNOU and not for post 2012.</i></p> <p><i>No claim of possession of equivalent educational qualification(s) to the advertised educational qualification would be entertained and decision of the Company in this regard would be final and binding.</i></p>									

INDICATIVE JOB DESCRIPTION

S. No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
1	Deputy Manager [Operations]	Logistics Services	E2	<ol style="list-style-type: none"> Responsible for managing and overseeing Air Import Customs Clearance operations. Must possess sound knowledge of customs clearance procedures related to air imports. Handle all customs-related activities including: <ul style="list-style-type: none"> Preparation and filing of Bill of Entry on ICEGATE. HS code classification as per the nature of the goods. Delivery coordination for timely and accurate release of cargo. Customer coordination for documentation and shipment updates. Lead and manage a team of 10-15 personnel ; provide direction and supervision. Ensure timely collection and dispatch of goods to meet customer and inter-destination expectations. Responsible for timely billing and credit control related to operations. Must be computer literate and able to work with relevant logistics and customs software systems. Exhibit strong written and verbal communication skills for internal and external stakeholder management. Any other task as may be assigned from time to time.

S. No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
2	Unit Head [Cold Chain]	Cold Chain	E2	<ol style="list-style-type: none"> 1. Responsible for overall Store Management, Labour and Transport Management, Coordination with the Marketing team, Planning team, Dispatch Schedule. 2. To closely interact with Marketing team, improve capacity utilization. 3. To bring in systems for timely billing, collection, and reconciliation. 4. Coordinate with other cross-functional departments for inbound/outbound planning & scheduling. 5. Ensure timely revalidation and calibration of equipment in the temperature-controlled warehouse. 6. To continuously look for providing value added services to customers to improve profitability. 7. To ensure EHS compliance at every stage of material handling shall be required to act as Factory Manager under the applicable statutes. 8. Shall have overall responsibility for the generation of reports on Non-moving & slow-moving inventory and to take appropriate actions. 9. Shall be required to implement international quality system & procedure addressing related issues viz. 10. Deviation handling, conducting the audit, O line and on job training & further procedure with the hand of cost-effective work and resource utilization. 11. Familiar with Temperature Mapping process, Temperature monitoring process, Change control, Deviation etc. 12. Responsible for timely MIS, monthly, quarterly and annual reviews. 13. Monitoring Transport Business at Warehouse Level. Well versed with international quality system & Procedure. 14. Ensure compliance of all legal matters such as renewal of labour license, renewal of fire NOC, regular submission of reports to the pollution control board, obtaining and renewal license from FSSAI, Factory & Shop establishment and any other legal matters. 15. Co-ordination with labour contractor in consultation with warehouse supervisor for day-to-day monitoring.
3	Deputy Manager [Accounts & Finance]	Logistics Infrastructure	E2	<ol style="list-style-type: none"> 1. Responsible for accounts, audit, GST issues, budget, MIS functions. 2. Maintenance of systems and procedures. 3. Exposure in SAP/FICO is a must. 4. Providing functional guidance to accountants / other operational heads 5. Carrying out special studies aimed at reducing costs, improving efficiency and profitability. 6. The incumbent is expected to keep abreast of significant developments and practices in the fields relating to his/ her responsibilities, viz. accounting, audit, finance and taxes. 7. The incumbent will be required to provide expert advice / assistance to personnel at all levels of the organisation, if such need arises. 8. Ensure correct and on time availability of all financial information required to be submitted to the Government, Parliament and committees of parliament covering accounts, finance, tax budget, plan /non plan expenditure etc. 9. Maintaining accurate financial records based on established norms and statutes. 10. Debtors review and monitoring and Working Capital management. 11. Leading and motivating a team and getting the best out of them. 12. In relation to his/ her task, the incumbent is expected to ensure adherence / compliance to various extant policies / rules and the DOA. 13. Responsible for championing core values of the company, Viz. maintaining high standards of transparency, championing the use of customer /client among others. 14. Finalization of the annual budget of the department Finalization of accounts of the department as per schedule. 15. Summarise and finalize the annual write off / write back and provision proposals of the company as a whole for putting up to the Board including reconciliation of the same with the final accounts. 16. Preparation of monthly vigilance report for the company as a whole. 17. Preparation of report required as per SEBI LODR guidelines for the company as a whole. 18. Review of creditors and advances of department. 19. Ensure compliance and adherence to internal financial control (IFCR) over financial reporting.

S. No.	Role	SBU/ Function/ Vertical	Grade	Indicative Job Description (Lists provided below are indicative and not exhaustive)
4	Assistant Manager [SCM]	Chemicals	E1	<ol style="list-style-type: none"> 1. Assisting in planning for regular procurement activities based on requisitions, stock level, production plan etc. 2. Assisting in identifying potential suppliers and evaluating for vendor development 3. Obtaining best offers and evaluation for procurement on bazaar 4. Preparation of tender documents & Floating tenders (offline, GeM portal and BL e-portal) 5. Evaluation of tenders, preparation of comparison and recommendation notes 6. Preparation of SAP Orders and release to vendors 7. Order tracking and delivery co-ordination with suppliers and user depts 8. SAP entries pertaining to bill processing against PO 9. Maintaining records pertaining to purchase, tenders, pricing, supplier information and all relevant approvals 10. Maintaining other documents: Bank Guarantees submitted by vendors, Vendor approvals, QC documents pertaining to purchase etc 11. All the above shall be handled in accordance with company's policy, procedures and to follow circulars received from time to time. Procurement with right price and quality at right time is essential.
5	Assistant Manager [Commercial & Purchase]	Travel & Vacations	E1	<ol style="list-style-type: none"> 1. Manage end-to-end procurement and commercial processes, from tendering to purchase order issuance, ensuring compliance with policies, DOA, and vigilance guidelines. 2. Prepare and maintain MIS reports (including MSME reporting) and support audit requirements for procurement and commercial activities. 3. Coordinate with vendors and stakeholders to ensure timely contract execution, logistics, and deliveries. 4. Maintain vendor data, oversee registration processes, and monitor vendor performance against quality, cost, and timelines. 5. Identify and mitigate procurement and commercial risks while ensuring adherence to laws, regulations, and internal controls. 6. Support cross-functional teams for smooth execution of purchase and commercial operations, ensuring efficiency and compliance.

Note:

1. Online submission of application is permitted on the website <https://www.balmerlawrie.com/careers/current-openings> between 1000 hours on 25.11.2025 till 2359 hours on 19.12.2025.
2. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

For any queries please mail to chrd.recruitment@balmerlawrie.com with the ref.no. of the advertisement and position name as subject or contact 033-22225218.

*Applications sent directly to the above mail id shall be summarily rejected, Applications submitted using the 'Online' format shall only be considered.

HOW TO APPLY

Please register yourself using the link https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#

After creation of your profile, please apply against the appropriate job by going into the "Employment Opportunities" tab.

COMPENSATION

Grade(s)	Basic Scale (Rs.)	Initial Basic Pay (Rs.)	CTC at the beginning of the scale (Rs / lakhs per annum)					
			X Category City		Y Category City		Z Category City	
			Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)	Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)	Net Take Home (before deduction of Income Tax)	CTC (INR Lakhs per annum)
E2	50000 - 160000	50000	86574	17.78	81574	17.18	76574	16.58
E1	40000 - 140000	40000	69219	14.22	65219	13.74	61219	13.26

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

Basic, Net Take Home and CTC is non-negotiable for personnel applying for the post(s).

CTC shall include Basic Pay, DA, HRA, Medical (for self, spouse and two dependent children), Other Perks & Allowances, Performance Related Pay, encashment of earned leaves, work related benefits and Retiral benefits as applicable in the grade as per rules of the Company. Post-Retirement Medical Coverage Scheme is applicable to candidates who are 50 years of age or below as on date on which they come on the regular

rolls of the Company. However, this condition shall not be applicable in case of candidates who join with NOC after resigning from any CPSE, provided the total of past service in the CPSE and future service in the company till the date of normal retirement is 10 years or more. All the benefits will be governed by the policy of the Company in force and as amended from time to time.

Candidates employed with Government Departments/ CPSUs / Autonomous Bodies should apply through proper channel, obtaining necessary NOC which is required to be submitted at the time of the interview.

CONCESSIONS, RELAXATIONS & RESERVATION

Reservation/ relaxation/ concession to OBC (NCL)/ EWS/ SC/ST/PwBD/Ex-SM shall be as per Government of India directives

Category Applicable	Age relaxation (in years)
Scheduled Caste / Scheduled Tribe	5
OBC(Non-Creamy Layer)	3
PwBD belonging to GENERAL/EWS	10
PwBD belonging to OBC(Non-Creamy Layers)	13
PwBD belonging to Scheduled Caste / Scheduled Tribe	15
Ex-Servicemen	As per Govt. regulations
Relaxations for Persons with Benchmark Disability (PwBD)	
<ul style="list-style-type: none"> ➤ Relaxations for PwBD candidates would be as per Govt. of India notification ➤ Persons suffering from not less than 40% of the relevant disability shall only be eligible for relaxations under PwBD category. Persons claiming concessions/ relaxations under PwBD category are required to upload their Disability certificate in the format prescribed by Government of India 	

Details on Concessions, Relaxations & Reservations are enumerated below:

- The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs as per format available on the Company website will only be accepted as proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe or the Other Backward Class. Certificates received in any other format shall not be considered for availing reservation benefits.
 - District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - Chief Presidency Magistrate/ Additional Chief Presssidency Magistrate/Presidency Magistrate;
 - Revenue Officer not below the rank of Tehsildar; and
 - Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- The reserved category candidates are required to produce the original caste/ PwBD certificate/s in prescribed format as given in our website or of Government of India, issued by the competent authority at the time of interview, in support of their claim. In addition, the OBC-NCL (OBC-Non-Creamy layer) candidates will be required to submit a valid caste certificate in the prescribed format as given in our web site as applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36036/2/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement. Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews if called for, indicating that they belong to OBC-Non-Creamy Layer.
- If the SC/ST/OBC-NCL/PwBD/EWS certificate has been issued in a language other than English, the candidates will be required to submit a self-certified translated copy of the same in English.
- Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules shall be applicable.
- The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years (15 years for SCs/ STs & 13 years for OBC [NCL]). Persons with 40% or more Disability shall be eligible for relaxation. The PwBD candidates must possess a Certificate to this effect issued by the Board/ countersigned by the Medical Superintendent/ Chief Medical Officer/ Head of Hospital of Government as per the format available on the Company website. Certificates received in any other format shall not be considered for availing reservation benefits. Necessary assistance for access, seating and scribe/reader in terms of Govt. guidelines shall be provided to PwBD candidates during the selection process. However, to avail this facility, separate specific communication to this effect must be sent in the <http://balmerlawrie.com/feedback> within 7 days of submission of application.
- Reservation of posts for SC, ST and OBC (Non-Creamy Layer) & Economically Weaker Sections (EWS) will be as per Govt. Guidelines. For EWS category applicants, appointment shall be provisional and subject to the Income and Asset Certificate to be verified through proper channels and if the verification reveals that the claim to belong to EWS is fake / false, the services of the concerned applicant(s) will be terminated forthwith without assigning any further reasons.**
- Upper age limit is relaxable for Ex-Servicemen [ES] as per extant applicable rules issued by the Competent Authority subject to production of proper documents in support thereof.
- Candidates from SC/ST/OBC (Non-Creamy Layer)/ PwBD/ EWS category must mention their caste/disability details correctly in the application form and upload their self-attested Caste/ Tribe/ Community/Disability/Income & Asset Certificate at relevant portion in the Application Form. **In case the candidate does not upload the self-attested certificate in the correct format as detailed above, such candidates shall be treated as belonging to General Category and no reservation benefits shall be extended to such candidates.**
- The candidate's appointment shall remain provisional till such time as the Caste/ Tribe/ Class (NCL / EWS) certificates and other testimonials are verified and certified by appropriate authority as genuine. The candidate's services shall be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC [NCL]/PwBD/ EWS/ ES category and other testimonials is found false. BALMER LAWRIE & CO LTD also reserves the right to take such further action against the candidate, as it may deem proper, for production of such false caste / class certificate / testimonials.

PLACE OF POSTING

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

Sl. No.	Post	SBU/ Function/ Vertical	Grade	Vacancies	Initial Place of Posting	Category of City	Note
1	Deputy Manager [Operations]	Logistics Services	E2	1	NRO, Okhla	X	The Company reserves the right to create a panel through empanelment of candidates if more than one candidate is found suitable and offer employment opportunity to such empaneled candidate(s) in future in similar role at same or different locations subject to validity of panel
2	Unit Head [Cold Chain]	Cold Chain	E2	1	Bhubaneswar	Y	
3	Deputy Manager [Accounts & Finance]	Logistics Infrastructure	E2	1	Vizag	Y	
4	Assistant Manager [SCM]	Chemicals	E1	1	Manali, Chennai	X	
5	Assistant Manager [Commercial & Purchase]	Travel & Vacations	E1	1	NRO, Okhla	X	

However, selected candidates may be placed at any of the locations in India or abroad where the Company or its Joint Ventures has its operations and the decision on the matter shall be made at the time of joining at the sole discretion of the Company depending on the exigencies of work.

The Company reserves the right to create a panel through empanelment of candidates if more than one candidate is found suitable and offer employment opportunity to such empaneled candidate(s) in future in similar role at same or different locations subject to validity of panel.

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

Other General Conditions:

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 qualification / experience is the minimum and mere possession of the same does not entitle a candidate for shortlisting and or final selection. Candidates will be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised role. The Company's decision shall be final in this regard.
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. The job description(s) mentioned above 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 and / or personal interview as the case may be.
12. 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.
13. 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.
14. The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions
15. Relaxations / Reservations etc. for SC/ST, PWBD and OBC (Non-Creamy Layer) & EWS will be as per Government Rules.
16. Candidates from SC/ST/OBC (Non-Creamy Layer)/EWS/PwBD category should produce the original caste/ class/ disability/Income & Asset certificate issued by Competent Authority in the prescribed format as given in our website as per the guidelines of Government of India in support of their claim, at the time of interview. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered and his/ her travelling expenses will not be reimbursed.
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.
 - 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 /Recruitment 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.
24. Those short listed for the Selection Process shall be intimated through e-mail. They are required to bring the following original certificates as documentary proof along with self-attested photocopies for submission at the time of interview:
 - Proof of Age,
 - Educational Qualifications (All the Mark sheets & Certificates) [wherever CGPA / DGPA or letter grade is awarded, equivalent % of marks should be indicated as per norms adopted by the University / Institute]
 - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
 - Last Salary Certificate/ Payslips (Last 3 months) (where applicable)
 - Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) - NCL/ Persons with Benchmark Disability (PWBD)/ EWS/ ES certificate, if applicable from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.
 - NOC (where applicable)
 - Past employment proof
 - Present employment proof
 - Identity Proof (AADHAAR / PAN / Passport)
 - Latest passport size photo
 - In the absence of any of the above documents, the candidate may not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed.
25. Out Station Candidates called for Interview shall be entitled for to & fro travel reimbursement from the mailing address mentioned in the on-line application form to the venue of interview by the shortest route as per rules. The mode and class of travel shall be intimated to the candidates as part of the mail sent to the candidates with details of the interview. Candidates providing mailing address of a country other than India, in the application form, will be reimbursed to and fro fares as per the entitlements, from the port of arrival in India to the venue of interview by the shortest route as per rules. The candidate will be required to fill in the Travelling Allowance (TA) form at the Interview centre and submit proof for travel undertaken.
26. The number of vacancies is indicative. The Company reserves the right to increase or decrease the number of vacancies purely on need basis at any point of time during recruitment process.
27. The Location / Place of posting if mentioned are indicative, selected candidate shall be required to work in any location in India or outside the Country including assignments to Company's Joint Ventures/ Associates.
28. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
29. Any communication as regards extension of last date of application, shall be published on the Company's website only.
30. In case it is found at any stage that the candidate is not meeting the requirements as laid down in the advertisement, his/her candidature may be cancelled.
31. Balmer Lawrie shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
32. No Correspondence shall be entertained by the Company with regard to recruitment. The list of selected candidates shall be uploaded on the company website career page.
33. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on the Company's website only. So, the candidates must check the Company's website for updated details.
34. Any query with regard to the application process may be sought by putting a feedback in the <https://balmerlawrie.com/feedback> link.
35. Selected candidate(s) before joining will be required to get Medical Fitness Certificate. Selected candidate who is declared Medically fit will only be allowed to join. Their confirmation will also be subject to verification of character antecedents from concerned District Authorities.
36. The court of jurisdiction for any dispute will be at Kolkata.



Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS PROFESSIONALS

Ref No. : BL/Rect./FTC/25-26-10/01

Date : 25 November 2025

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.

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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 Essential Experience (in Years)	Preferred Qualification	Preferred Experience
1	Assistant Manager [Ocean Operations]	FTE-1	1	Logistics Services - NRO, Okhla	32	Full Time Engineering Graduate or 2 years' MBA or Post Graduate Degree / Diploma [#] in Management	2	-	Relevant experience in Freight Forwarding / Shipping / Logistics Operations (specifically in Ocean and Air Export-Import documentation, coordination with shipping lines and agents, and end-to-end shipment handling).
						Full Time Graduate (10+2+3)	4		
2	Assistant Manager [Sales & Marketing]	FTE-1	1	Logistics Services - NRO, Okhla	32	Full Time Engineering Graduate or 2 years' MBA or Post Graduate Degree / Diploma [#] in Management	2	-	Sales & Marketing within the Logistics services industry
3	Junior Officer [Domestic Operations]	FTO-1	1	Logistics Services - Bengaluru	30	Full Time Graduate	Freshers may apply	-	01 year
4	Junior Officer [Operations]	FTO-1	1	Logistics Services - Rourkela	30	Full Time Graduate	Freshers may apply	-	Any experience in Rail Logistics will be preferred.
5	Junior Officer [Ocean Operations]	FTO-1	1	Logistics Services - NRO, Okhla	30	Full Time Graduate	Freshers may apply	-	3 years of relevant experience in ocean freight operations (both Import and Export) within a Freight Forwarding or Logistics environment

Note:

1. The cut-off date for post-qualification experience & maximum age is **19.12.2025**. 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 empanelled 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	Assistant Manager [Ocean Operations]	FTE-1	1	Logistics Services - NRO, Okhla	<ol style="list-style-type: none"> 1. Coordinate with suppliers, shipping lines, overseas agents, clearing agents, and transporters to ensure timely clearance and movement of goods. 2. Provide competitive rates and quotations to clients; manage all procedures including Pre-alerts, bookings, job opening, VGM, Shipping Instructions (S.I.), draft Bill of Lading (BL), TR, and IGM submissions, agent remittances, and delivery order process. 3. Oversee the complete cycle of export and import shipments via sea and air, ensuring documentation accuracy and timely payment realization in the company's account. 4. Ensure smooth execution of internal procedures, including transportation logistics, documentation, and coordination with various internal stakeholders. 5. Cultivate and maintain strong relationships with shipping lines, NVOCCs, co-loaders, IATAs, CHAs, and transporters to ensure effective pricing, space availability, and operational efficiency. 6. Coordinate with shipping lines and agents to procure competitive air and sea freight rates for both import and export shipments. 7. Conduct market analysis and prepare monthly rate sheets and sales inquiry reports to support business development. 8. Ensure compliance with all statutory, regulatory, and internal requirements related to logistics operations, documentation, and reporting. 9. Perform any other task assigned time to time
2	Assistant Manager [Sales & Marketing]	FTE-1	1	Logistics Services - NRO, Okhla	<ol style="list-style-type: none"> 1. Identify potential customers and pursue relentlessly to generate new business in all segment. 2. Maintain records of customer details / sales visits / Compliance on all MIS reports / data maintenance and statutory requirements. 3. Managing Team Sales activities along with Sales and Revenue targets. 4. Responsible for individual and team performance. 5. Arranging for periodic review and presentations. 6. Should have sound knowledge & experience of International Freight forwarding & to Provide all the information requested by the customers like shipment details, delivery status etc. in Co-Ordination with the Operations team. 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 8. Assimilate market information and take part in the overall business development through weekly / monthly sales meetings. 9. Communicate and negotiate with the parties (external and internal) to maximize the revenue. 10. Regular feedback from and to the customers to achieve highest level of customer satisfaction to ensure future businesses and retention of the customers. 11. Perform any other task assigned time to time
3	Junior Officer [Domestic Operations]	FTO - 1	1	Logistics Services - Bengaluru	<ol style="list-style-type: none"> 1. Operational Management <ul style="list-style-type: none"> • Plan, coordinate, and oversee transportation routes and schedules. • Optimize fleet utilization to minimize costs and maximize efficiency. • Ensure timely deliveries while maintaining service quality. 2. Compliance & Regulatory Adherence <ul style="list-style-type: none"> • Ensure compliance with transport laws, safety regulations, and permits. • Maintain records related to vehicle inspections, insurance, and licenses. • Liaise with regulatory authorities for smooth operations. 3. Fleet & Vehicle Management

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"> • Oversee vehicle maintenance, repairs, and fuel management. • Ensure roadworthiness of all vehicles in the fleet. • Implement tracking systems to monitor vehicle movement and performance. <ol style="list-style-type: none"> 4. Cost Control & Budgeting <ul style="list-style-type: none"> • Monitor fuel costs, tolls, and overall operational expenses. • Negotiate contracts with transport vendors and suppliers. • Implement cost-saving measures without compromising efficiency. 5. Team & Driver Management <ul style="list-style-type: none"> • Supervise drivers and transport staff, ensuring adherence to company policies. • Train and educate drivers on safety protocols and best practices. • Address grievances and ensure employee satisfaction for smooth operations. 6. Customer & Stakeholder Coordination <ul style="list-style-type: none"> • Communicate with clients regarding shipment status and delivery timelines. • Resolve transportation-related complaints and service issues. • Work closely with suppliers and logistics teams for seamless coordination. 7. Technology & Process Improvement <ul style="list-style-type: none"> • Implement GPS tracking and transport management software. • Analyze data to improve delivery efficiency and route planning. • Stay updated with industry trends and technological advancements.
4	Junior Officer [Operations]	FTO - 1	1	Logistics Services - Rourkela	<ol style="list-style-type: none"> 1. Assist in day-to-day coordination of rake loading/unloading activities at SAIL-RSP and related yards. 2. Support liaison with the exchange yard and maintenance teams to ensure smooth rake operations. 3. Support in monitoring turnaround times, trip schedules, and rake readiness. 4. Provide regular updates to the Reporting Manager on progress and exceptions. 5. Escalate operational constraints or breakdowns to ensure timely resolution. 6. Maintain accurate operational records and logs in the system provided. 7. Ensure adherence to safety and compliance protocols during ground operations. 8. Coordinate with operational staff of SAIL, RSP and Railway officials for daily updates. 9. Support effective communication between contractors, maintenance teams, and internal staff. 10. Assist in the collation of bills and required documentation for timely payments
5	Junior Officer [Ocean Operations]	FTO-1	1	Logistics Services - NRO, Okhla	<ol style="list-style-type: none"> 1. Coordination & Communication: Coordinate with suppliers, shipping lines, overseas agents, clearing agents, and transporters to ensure timely clearance and movement of goods. 2. Operational Execution: Handle the end-to-end process of export and import shipments (Sea and Air), including documentation, pre-alerts, booking, job opening, VGM, Shipping Instructions (S.I.), draft BL, TR, and IGM submissions. 3. Rate Management & Client Servicing: Provide competitive rates and quotations to clients while ensuring adherence to operational standards and customer commitments. 4. Shipment Monitoring & Documentation: Oversee the smooth execution of all internal procedures, logistics movements, and statutory documentation requirements for both inbound and outbound shipments. 5. Financial Closure: Ensure payment realization in the company's account for all completed shipments in coordination with Finance and Accounts. 6. Stakeholder Management: Maintain professional communication and service excellence with customers, overseas agents, and internal departments to support business continuity and growth. 7. Any other job assigned time to time.

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 the 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	Assistant Manager [Ocean Operations]	FTE-1	Logistics Services	NRO, Okhla	INR 73,193 /-	10.68 lakhs per annum
2	Assistant Manager [Sales & Marketing]	FTE-1	Logistics Services	NRO, Okhla	INR 73,193 /-	10.68 lakhs per annum
3	Junior Officer [Domestic Operations]	FTO-1	Logistics Services	Bengaluru	INR 38,226 /-	5.75 lakhs per annum
4	Junior Officer [Operations]	FTO-1	Logistics Services	Rourkela	INR 36,170 /-	5.46 lakhs per annum
5	Junior Officer [Ocean Operations]	FTO-1	Logistics Services	NRO, Okhla	INR 38,226 /-	5.75 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#
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#.
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 25.11.2025 till 2359 hours on 19.12.2025.
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)	
<ul style="list-style-type: none">➤ Relaxations for PwBD candidates would be as per Govt. of India notification➤ Persons suffering from not less than 40% of the relevant disability shall only be eligible for relaxations under PwBD category. Persons claiming concessions/ relaxations under PwBD category are required to upload their Disability certificate in the format prescribed by Government of India	

Details on Concessions, Relaxations & Reservations are enumerated below:

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.



Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS PROFESSIONALS

Ref No. : BL/Rect./T&V/FTC/25-26-09/01

Date : 25th November 2025

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 Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Steel Barrel, Industrial Greases & Specialty Lubricants, Tours & Travel and Logistics Services. It also has significant presence in most of the other businesses it operates, namely, Chemicals, Logistics Infrastructure, Refinery & Oil Field Services [ROFS], Cold Chain etc.

OPENING

The SBU Travel & Vacations is a major SBU of the Company & its team consists of handpicked professionals from the industry. The combined wealth of experience of the team tops more than 300 years in the Ticketing and Holiday Business. The Company has ambitious growth plans for the SBU. In pursuance of these objectives, the SBU seeks to bring on board professionals with dynamism, initiative and an innovative approach to business. The current openings are on 3 year fixed term contract in the Travel & Vacations Verticals of the SBU and the details of the positions are as given below:-

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
1	Deputy Manager [Travel]	FTE-2	1	Travel - Delhi	35	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	4 years in in Travel domain for MTM or Equivalent/ MBA/ Graduate Engineer OR 7 years in Travel domain for Bachelor's degree (10+2+3)	-	Experience in domain as indicated on the Job description
2	Junior Officer/ Officer [Sales & Marketing]	FTO - 1/ FTO-2	4	Travel - Delhi	30	Any Graduate Bachelor's Degree (10+2+3)	For FTO-1: Freshers may apply For FTO-2: 2 years in Travel domain	-	-

Note:

- The cut-off date for post-qualification experience & maximum age is **19.12.2025**. All candidates who are eligible as on the cut-off date may apply.
- The no. of vacancies is only indicative. Panel may be drawn from the engagement process to fill drop-out or future vacancies.
- 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.**
- No candidates beyond 58 years of age shall be engaged.
- 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	Deputy Manager [Travel]	FTE-2	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Report operational or technical issues to IT through the reporting office and maintain a track record of these issues. 2. Maintain records of corporate deal codes, ensure proper incorporation into tools, and monitor deal code expiries. 3. Randomly monitor deals updated in the tools to ensure accuracy and compliance. 4. Obtain necessary approvals from BM or RM before extending credit to customers, as per policy and SOP, and maintain records for audit purposes. 5. Ensure proper booking instructions are received prior to bookings and accurately updated in the system for auditing purposes. 6. Ensure 100% customer service delivery at the counter. Track ACM/ADM and conduct timely follow-ups. 7. Follow-up on payments for Delhi Travel Accounts, including LTC, Delhi Travel Approval Codes, and walk-ins. 8. Track payments and service delivery for SBT clients. 9. Manage protocol services and coordinate activities related to protocol requirements. 10. Prepare and maintain the counter roster. 11. Facilitate training and development of ticketing staff, including implants, and maintain a tracker for progress. 12. Coordinate with the Call Centre Manager and team to ensure proper customer handling. <p>The above list is only indicative and not exhaustive.</p>
2	Junior Officer/ Officer [Sales & Marketing]	FTO - 1/ FTO-2	4	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> 1. Acquire and manage new customers across private, institutional and public-sector segments. 2. Develop customized pitches and proposals aligned with client budgets, procurement processes, and travel needs 3. Promote adoption of value-added offerings such as tech-enabled booking tools, hotel tie-ups, and MICE services. 4. Deliver proactive client service and strategic account management to drive retention and contract renewals. 5. Identify upselling and cross-selling opportunities to maximize revenue within the existing customer base. 6. Build long-term partnerships by managing stakeholder relationships and creating recurring revenue pipelines 7. Track tender opportunities and position companies offer competitively in the market. <p>The above list is only indicative and not exhaustive.</p>

COMPENSATION

Selected candidates will be placed on a three-year fixed-term contract. Compensation will be linked to qualification and experience. The selected candidates will also be entitled to eligible Statutory benefits including PF, ESI, (if covered), Bonus as per the Payment of Bonus Act, 1965 (if covered) etc. and Gratuity as per rules.

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#
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#.
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 25.11.2025 till 2359 hours on 19.12.2025.
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)	
<ul style="list-style-type: none"> ➤ Relaxations for PwBD candidates would be as per Govt. of India notification ➤ Persons suffering from not less than 40% of the relevant disability shall only be eligible for relaxations under PwBD category. Persons claiming concessions/ relaxations under PwBD category are required to upload their Disability certificate in the format prescribed by Government of India 	

Details on Concessions, Relaxations & Reservations are enumerated below:

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.
