

### Needs Professionals in SBU Logistics Services

#### **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.

#### **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, Industrial Packaging, Corporate Travel and Logistics. The Company also has significant presence in most of the other businesses it operates in, namely, Refinery & Oil Field Services [ROFS], Performance Chemicals, etc.

#### **CURRENT OPENINGS**

SBU Logistics (Freight Forwarding) of the Company seeks to induct young talent on **CONTRACTUAL BASIS** at Mumbai. The details of vacancies are as below:

Sl.	Role	SBU/ Function	Level	Indicative Place of posting	No. of Vacancies	Minimum Qualification	Desired Qualification	Max Age	Minimum post- qualification experience (years)	Preferred experience(Quality &/Year)
1	ASSOCIATE /SR ASSOCIATE (CUSTOMS OPERATION)	Logistics (Freight Forwarding)	Direct Contract	Mumbai	1**	GRADUATE [ANY DISCIPLINE]	Holding Customs G/H Card in addition to Minimum Qualification	40*	5 years	EXPERIENCE IN HANDLING CHA OPERATIONS ARE PREFERRED

\* The cut-off date for post-qualification relevant experience & maximum age is **11<sup>th</sup> October 2022**. 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.

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

PwBD (Persons with Benchmark Disabilities) are eligible to apply.

#### **Note:**

- Online submission of application is permitted on the website <http://www.balmerlawrie.com/pages/currentopening> **between 0000 hours on 11<sup>th</sup> Oct 2022 till 2359 hours on 25<sup>th</sup> Oct 2022.**
- 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 [khan.shajrunnisa@balmerlawrie.com](mailto:khan.shajrunnisa@balmerlawrie.com) with the ref.no. of the advertisement and position name as subject.

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

## COMPENSATION

Level	Designation	Basic Scale (Rs.)	Initial Basic Pay (Rs.)	CTC at the beginning of the scale (Rs / lakhs per annum)
Direct Contract	Associate	Rs. 11720-25000	11720	3.00 Lakhs per annum
	Sr Associate	Rs. 12135-35000	12135	3.17 Lakhs per annum

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, encashment of earned leaves, work-related benefits and Retiral benefits as applicable in the grade as per rules of the Company. All the benefits will be governed by the policy of the Company in force and as amended from time to time.

Selected candidate for the above position would be placed under Direct Contract with the Company. The contract would be for one year. It may be considered for renewal from time to time. Actual compensation package offered would depend on qualification, experience etc.

**PLEASE READ THE OTHER GENERAL CONDITIONS BEFORE APPLYING FOR THE POSITIONS**

## HOW TO APPLY

Please register yourself using the link [https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf\\_a\\_candidate\\_registration?sap-client=100#](https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100#)

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

Last date for submission of applications is **25<sup>th</sup> October 2022**.

## PERSON PROFILE

No. of Vacancies	1
Position Title	ASSOCIATE / SR. ASSOCIATE [CUSTOM OPERATIONS]
SBU/ Function	Logistics Services
Place of Posting	Mumbai (Andheri)
Level & Grade	Direct Contract
Qualification	GRADUATE (ANY DISCIPLINE)
Indicative Job Description	<p>The key role and responsibilities will be:</p> <ol style="list-style-type: none"><li>1. Looking after EDI submission, checking, and amendment on daily basis and solving the problems with customs AC, and DCs. This includes all types of EDI and manual amendment, which has to be attended on immediate basis.</li><li>2. Follow up with airlines and their ground-handling agents for problems like cargo arrived without HAWB No. On pkgs or wrong HAWB No. On the package, damage condition etc. Writing letters to airlines for short landing, missing documents, not traceable, demurrage claims for warehouse refund and all types of letters for consol problems.</li><li>3. Doing transshipment of cargo to various destinations, liaising with customs for obtaining permission for retrieval for wrong cargo forwarded to Mumbai, and also re-export of wrong packages back to origin after completion of all customs formalities.</li><li>4. Attending all urgent field-related work for all clients to their satisfaction and keeping our company service level high in the present competitive market.</li><li>5. Intending for cheque/cash payments of all airlines and their handling agent's dues on the same day.</li><li>6. Collection of documents from all the concerned airlines on day to day basis.</li><li>7. Every month DSR/CSR report and onforwarding debit notes on associates.</li></ol>
Experience Profile	Post qualification experience of minimum 5 years, (EXPERIENCE IN HANDLING CHA OPERATIONS ARE PREFERRED)
Maximum Age	Maximum age as on <b>11<sup>th</sup> October 2022</b> should be 40 years

## **CONCESSIONS, RELAXATIONS & RESERVATION**

- Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) - non-creamy layer (NCL) candidates.
- 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.
  - (i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
  - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
  - (iii) Revenue Officer not below the rank of Tehsildar; and
  - (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- The reserved category candidates are required to produce the original caste/ 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-NC/PwBD certificate has been issued in a language other than English, the candidates will be required to submit a self-certified translated copy of the same in English.
- Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules.
- The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years (15 years for SCs/ STs & 13 years for OBCs). 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, OBC (non-creamy layer) & Economically Weaker Sections (EWS) will be as per Govt. Guidelines.
- Upper age limit is relaxable for Ex-Servicemen as per extant applicable rules issued by the Competent Authority.
- Candidates from SC/ST/OBC (non-creamy layer)/ PwBD category must mention their caste/disability details correctly in the application form and upload their self-attested Caste/ Tribe/ Community/Disability Certificate at relevant portion in the Application Form. In case the candidate does not upload the self-attested certificate, 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) 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/PWBD/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 certificate.

**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 selection 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 or applications received after the due date **ARE LIABLE FOR BEING REJECTED SUMMARILY**.
4. **Applications submitted without Age / Qualification 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. Only shortlisted candidates who are found prima facia eligible based on the details given in the application will be called for the written test and/or personal interview as the case may be.
7. Candidature of the candidate is liable to be rejected at any stage of the selection process or after selection or joining if any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in the advertisement.
8. 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.
9. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
10. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to the selection process against this advertisement will be settled within the jurisdiction of Kolkata Court only.
11. The candidates should clearly and correctly write their mobile number.
12. 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.
13. 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 Venture/ Associates.
14. In respect of exceptionally qualified and qualitatively experienced candidates the minimum overall years of experience as prescribed, may be relaxed at the sole discretion of the company.

