

**Require Full Time Retainer at Kolkata**

**THE COMPANY**

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

**PRODUCTS AND SERVICES**

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

**CURRENT OPENINGS**

The Company is looking for qualified and experienced professionals to man key role on Retainership Basis as per details given below for the Company's R&D function of SBU: Greases & Lubricants -

<b>Role</b>	Retainer
<b>No. of Vacancies**</b>	1 (One)
<b>Minimum Qualification</b>	M.Sc / M.Tech (in areas related to Field of Chemistry)
<b>Max Age (years)*</b>	64 Years
<b>Minimum Experience (years)*</b>	Must have served in a PSU for more than 15 years. Must have experience of working in Research and Development Function for at least 10 years
<b>Preferred Experience</b>	Should have hands-on experience of working in a complex and dedicated R&D Setup for Greases & Lubricant Industry and experience in handling a team
<b>Retainership Fee#</b>	Restricted to last drawn Basic Pay and Dearness Allowance drawn in the PSU last served
<b>Place of Posting</b>	Kolkata
<b>#Special Note</b>	Incumbent to be engaged on full time basis
<b>Period of Engagement</b>	Period of engagement will be of one year subject to extension on yearly basis based on Company's needs and satisfactory performance upto a maximum age of 65 years or 3 years whichever is lower
<b>Indicative Job Description</b>	The position will involve work/ role and deliverables as under which is, however, only illustrative: <ul style="list-style-type: none"> <li>a. Lead the R&amp;D Function of entire SBU G&amp;L.</li> <li>b. Product Development experience in making varieties of Greases, different oils like engine oils/gear oils and Metal Working Fluids.</li> <li>c. Handle the major projects leading to Product Development and Commercialisation, meeting the SBU G&amp;L Budget Objectives.</li> <li>d. Technical and Analytical Support to address customer complaints.</li> <li>e. Advisory role in new Product Development.</li> <li>f. Formulation modification to meet the Customer Requirements.</li> <li>g. Any other responsibilities / duties as may be assigned from time to time.</li> </ul>

\* The cut-off date for minimum experience & maximum age is 06.06.2023. 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 engagement process, for filling of similar vacancies arising in future.

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

**Note:**

1. Applications are to be submitted through e-mail only as given below.
2. Applications submitted must mention in the subject line the following; "Application for Retainership in SBU Greases & Lubricants". Applications submitted without the correct subject-line, may be rejected.
3. All applications must include along with application, the detailed Curriculum Vitae, and Scan of documents in support of qualifying criteria related to Age, Experience and Qualification. Applications not accompanied with appropriate supporting documents, may be rejected.
4. The submission of application is permitted on [chrd.recruitment@balmerlawrie.com](mailto:chrd.recruitment@balmerlawrie.com) between 1000 hours on 24.05.2023 till 2359 hours on 06.06.2023.

For any queries please mail to [chrd.recruitment@balmerlawrie.com](mailto:chrd.recruitment@balmerlawrie.com) with the ref.no. of the advertisement and position name as subject or contact 033-22225295.

**HOW TO APPLY**

The application should be emailed to Corporate HR Department, Balmer Lawrie at [chrd.recruitment@balmerlawrie.com](mailto:chrd.recruitment@balmerlawrie.com) by 06.06.2023.

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 roles at same or different locations.

**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 Engaging 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. 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.
  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. Request for change of Mailing address / Email / Posts as mentioned in the application will not be entertained.
  6. The prescribed qualification / experience is the minimum and mere possession of the same does not entitle a candidate for shortlisting and or engagement. 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.
  7. Only short-listed candidates who are found prima facie eligible will be called for the personal interview.
  8. Candidature of the candidate is liable to be rejected at any stage of the engagement process or after engagement 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.
  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. 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 and the venue/schedule thereof.
  11. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
  12. 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.
  13. At any stage of this engagement process including after joining, in case it is found that the candidate has given incorrect information or has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred and his/her application / engagement shall be rejected.
    - 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 Engagement process
    - e. Is found guilty of impersonation
    - f. Has created disturbance affecting the smooth conduct of the Engagement Process at the centre/ venue for the process selected by the Company or at any other stage
- BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.
14. 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:
    - Proof of Age
    - Educational Qualifications (All the Mark sheets & Certificates)
    - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
    - Last Salary Certificate/ Payslips (Last 3 months) (where applicable)
  15. Interview of Out Station Candidates shall be conducted via Online mode only.
  16. 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.

17. Any communication as regards extension of last date of application or any other information, shall be published on the Company's website <https://www.balmerlawrie.com/> only.
18. 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 without any intimation to the candidate.
19. 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.
20. No Correspondence shall be entertained by the Company with regard to engagement of Retainer.
21. 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 <https://www.balmerlawrie.com/> only. So, the candidates must check the Company's website for updated details.
22. Any query with regard to the application process may be sought by sending email at [chrd.recruitment@balmerlawrie.com](mailto:chrd.recruitment@balmerlawrie.com)
23. The court of jurisdiction for any dispute will be at Kolkata.

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