

Needs Professionals  
For its different businesses

### THE COMPANY

Balmer Lawrie, a public sector company under the Ministry of Petroleum & Natural Gas, is a professionally managed, multi-location, diversified conglomerate having presence in manufacturing as well as services sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the Organization to achieve leadership position in many of its businesses. For the year ending 31.03.2012, the Company achieved a Turnover of Rs.2450 crores and a Profit of Rs. 190 crores.

### PRODUCTS AND SERVICES

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

### CURRENT OPENINGS

The company is looking for qualified and experienced professionals to man some of the key roles in Senior, middle and junior management levels in its SBUs - Tours & Travel, Industrial Packaging, Greases & Lubricants and Refinery & Oil Field Services as per details given below:

S. No	Role	Level (Grade)	Indicative Place of Posting	No. of Vacancies	Minimum Qualification	Desired Qualification	Max Age	Minimum Post Qualification Experience (years)
1	<a href="#">Vice President (Marketing)</a>	Vice President (E7)	Delhi	1	MBA (Sales/Marketing)	-	45	13 years
2	<a href="#">Senior Manager/Chief Manager (SCM)</a>	Senior Manager/Chief Manager (E4/E5)	Mumbai	1	Graduate Engineer (Mechanical/Chemical/Production)	MBA (Operations/SCM/MM/Logistics/Transportation related domain)	40	9 years for E5 7 years for E4
3	<a href="#">Deputy Manager/Manager (Business Development)</a>	Deputy Manager/Manager (E2/E3)	Kolkata	1	Graduate Engineer (Petroleum/Mechanical/Chemical)	MBA/PGDM	35	5 years for E3 3 years for E2
4	<a href="#">Deputy Manager (Site Operations)</a>	Deputy Manager (E2)	Western Region	1	Graduate Engineer (Mechanical or Chemical)	MBA/PGDM	30	3 years for E2
5	<a href="#">Assistant Manager/Deputy Manager (Research &amp; Development) - Product Development</a>	Assistant Manager/Deputy Manager (E1/E2)	Kolkata	1	M. Sc. in Organic or Polymer Chemistry	Ph. D. in Organic or Polymer Chemistry	35	3 years for E2 1 year for E1
6	<a href="#">Assistant Manager/Deputy Manager (Research &amp; Development) - Analytical</a>	Assistant Manager/Deputy Manager (E1/E2)	Kolkata	1	M. Sc. in Analytical or Organic Chemistry	Ph. D. in Analytical/Organic Chemistry or M. Tech. in Instrumentation	35	3 years for E2 1 year for E1

## COMPENSATION

Position No.	Grade(s)	Basic Scale (Rs.)	CTC Range (Rs/lakhs per annum)
1	E7	43200-66000	16 - 20
2	E4 or E5	29100-54500 or 32900-58000	10 - 16
3 & 4	E2 or E3	20600-46500 or 24900-50500	7 - 13
5 & 6	E1 or E2	16400-40500 or 20600-46500	6 - 12

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

## RESERVATION

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

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

## TO APPLY

Apply in the prescribed application format attached and E-Mail to [chrdc@balmerlawrie.com](mailto:chrdc@balmerlawrie.com) mentioning clearly the post applied for. For any clarification/query please contact Associate Vice President [CHRD], Balmer Lawrie & Co. Ltd.; 21 Netaji Subhas Road, Kolkata - 700001. Ph. No. 033-2222-5429/402.

Last date for submission of Applications is 3<sup>rd</sup> April, 2013.

**PERSON PROFILES**

Position No.	1
Position Title	<b>Vice President (Marketing)</b>
SBU/Function	Tours & Travel
Level & Grade	Vice President; Senior Management; Executives' Grade E7
Qualification	The applicant must be MBA in Sales/Marketing.
Indicative Job Description	<p>The incumbent will be responsible for strengthening &amp; driving the tours &amp; travel business with more focus on enhancing the market share of the business from private sector. S/He shall be required to introduce innovative IT-enabled travel solutions and computerisation of entire travel &amp; Tour operations. S/He should have ability in evolving innovative Tour packages to suit customer requirements. The key roles and responsibilities are:</p> <ol style="list-style-type: none"> <li>Develop comprehensive marketing strategy aimed at increasing the revenues for SBU-TT with particular focus on Private sector business.</li> <li>Increase inquiries from non-advertising sources</li> <li>Draw up an annual advertising plan. Oversee the design, presentation and implementation of the plan ensuring optimum utilization of the available resources and keeping in consideration cost limitations.</li> <li>Increase sales of the tour/tickets/ packages especially to the private sector customers.</li> <li>Introduce new/innovative tour solutions to suit customer requirements.</li> <li>Introduce innovative IT-enabled travel solutions and computerisation of entire travel &amp; tour operations.</li> <li>To achieve overall top-line and bottom-line growth plans at SBU Level, along with physical and budgetary parameter in relation to sales and collection.</li> <li>Plan and drive MOU targets related to Tours &amp; Travel Marketing.</li> <li>Lead the process of managing relationships with key customers and other stakeholders in the business.</li> <li>Evaluate emerging trends in the business, identify change requirement in the business, processes, practices, technology platform etc. and drive such changes.</li> <li>Review performance of the Branch Marketing Teams in terms of sales generated, collection and aging of debtors on a regular basis.</li> <li>Identify areas where process standardization and benchmarking will help improve marketing performance. Explore areas where the Tours and Travel businesses can mutually benefit by leveraging cross linkages.</li> <li>Team Management.</li> </ol> <p><b>The above list is only indicative and not exhaustive</b></p>
Experience Profile	Minimum 13 years of post qualification marketing/managerial experience as on the date of notification in reputed/leading tours & travel companies with pan-India presence.
Maximum Age	Maximum age as on the date of notification should be 45 years.
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Position No.	2
Position Title	<b>Senior Manager/Chief Manager (Supply Chain Management)</b>
SBU/Function	Industrial Packaging
Level & Grade	Senior Manager/Chief Manager; Middle Management; Executives' Grade E4/E5
Qualification	The applicant must be an Engineering Graduate (Mechanical/Chemical/Production). Candidates with MBA in Operations/Supply Chain Management/Materials Management/Logistics/Transportation related domain will be preferred.
Indicative Job Description	<p>The incumbent will be responsible for driving operational issues related to implementation of SAP in SBU - IP, Supply Chain Management function, ensuring smooth and on time implementation. S/He will also be responsible for steel procurement and disposal of scrap for the SBU. The key roles and responsibilities are:</p> <ol style="list-style-type: none"> <li>To implement SAP in SCM domain</li> <li>To achieve budgeted parameters linked to procurement</li> <li>To achieve centralization of procurement function through planned process changes</li> <li>To be responsible for steel procurement &amp; disposal of scrap for the SBU</li> <li>To achieve reduction of lead time for centralized procurement</li> <li>To optimize inventory holding block</li> <li>To achieve planned objectives to meet working capital utilization plan.</li> </ol> <p><b>The above list is only indicative and not exhaustive</b></p>
Experience Profile	Should have minimum post qualification experience of 9 years for E5 and 7 years for E4 as on the date of notification.
Maximum Age	Maximum age as on the date of notification should be 40 years.
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Position No.	3
Position Title	<b>Deputy Manager/Manager (Business Development)</b>
SBU	Refinery & Oil Field Services
Level & Grade	Deputy Manager/Manager; Junior Management; Executives' Grade E2/E3
Qualification	The applicant must be an Engineering Graduate (Mechanical/Chemical/Petroleum). Candidates with MBA/PGDM will be preferred.
Indicative Job Description	<p>The incumbent will be responsible for promoting the existing service offerings of the SBU. This role will involve making technical presentations to existing and potential clients, preparation of techno-commercial bids and effective follow-up for securing orders. The incumbent will also coordinate effective execution of contracts and continuous improvement in customer service. The incumbent will be responsible for achieving yearly business plan in the areas of identified businesses.</p> <p><b>The above is only indicative and not exhaustive</b></p>
Experience Profile	Should have minimum post qualification experience of 5 years for E3 and 3 years for E2 as on the date of notification.
Maximum Age	Maximum age as on the date of notification should be 35 years.
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Position No.	4
Position Title	<b>Deputy Manager (Site Operations)</b>
SBU	Refinery & Oil Field Services
Level & Grade	Deputy Manager; Junior Management; Executives' Grade E2
Qualification	The applicant must be an Engineering Graduate (Mechanical/Chemical). Candidates with MBA/PGDM will be preferred.
Indicative Job Description	<p>The incumbent will be responsible for timely execution of jobs on award of contract to the SBU in the region assigned. He would develop plans capturing various levels of detailing, monitor and drive achievement of plans, coordinate with all stakeholders on resource availability and deployment issues. Incumbent will be responsible for ensuring compliance to applicable rules &amp; regulations at site of job and with policies/ standards of the Company/ Clients. The incumbent will be required to coordinate with clients facilitating inspection / review at various stages. Is expected to proactively manage customer expectations and ensure satisfactory performance vis-a-vis contract terms such that stage-specific and final sign-offs are obtained amicably. He would be the overall In-Charge of the project at the implementation site and will be responsible to ensure safety and security of personnel as well as assets [equipment and facilities] at site.</p> <p><b>The above is only indicative and not exhaustive</b></p>
Experience Profile	Should have minimum post qualification experience of 3 years for E2 as on the date of notification.
Maximum Age	Maximum age as on the date of notification should be 30 years.
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Position No.	5
Position Title	<b>Assistant Manager/ Deputy Manager (Research &amp; Development) - Product Development</b>
SBU	Greases & Lubricants
Level & Grade	Assistant Manager/ Deputy Manager; Junior Management; Executives' Grade E1/E2
Qualification	The applicant must be M. Sc. in Organic or Polymer Chemistry. Ph. D. in Organic or Polymer Chemistry will be preferred.
Indicative Job Description	<p>The incumbent will be responsible for development &amp; evaluation of high performance Greases &amp; synthetic/biodegradable lubricants. Handling of advanced &amp; state of art test equipments in the field of Greases &amp; Lubricants. The incumbent is also expected to undertake physio-chemical &amp; performance testing of lubricants/polymers/additives. The key responsibilities are:</p> <ol style="list-style-type: none"> <li>Development and evaluation of high performance greases and synthetic/biodegradable lubricants</li> <li>Testing of various developmental, in-process, customer samples of greases and lubricants</li> <li>Physical and chemical testing of greases and lubricant samples</li> <li>Analysis of fats/fatty acids/additives and various raw materials used in greases and lubricants</li> <li>Operations of sophisticated test rigs and instruments</li> <li>Competitor sample analysis and building of data bank on competitor products</li> <li>Maintenance and up - keep of lab equipments and test rigs</li> <li>Attending trials of newly developed products at customer's premises</li> <li>Assist in development of greases and lubricants</li> </ol> <p><b>The above is only indicative and not exhaustive</b></p>
Experience Profile	Should have minimum post qualification experience of 3 years for E2 and 1 year for E1 preferably in chemicals/lubricant industries as on the date of notification.
Maximum Age	Maximum age as on the date of notification should be 35 years.
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Position No.	6
Position Title	<b>Assistant Manager/ Deputy Manager (Research &amp; Development) - Analytical</b>
SBU	Greases & Lubricants
Level & Grade	Assistant Manager/ Deputy Manager; Junior Management; Executives' Grade E1/E2
Qualification	The applicant must be M. Sc. in Analytical or Organic Chemistry. Ph. D. in Analytical/Organic Chemistry or M. Tech. in Instrumentation will be preferred.
Indicative Job Description	<p>The incumbent will be responsible for development &amp; evaluation of specialty/niche lubricants along with handling of Advanced analytical instruments like AAS, FTIR, EdXRF, ICP, UV-Visible Spectrometer, SEM and provide support services.</p> <p>The key responsibilities are:</p> <ol style="list-style-type: none"> <li>Development and evaluation of specialty / niche lubricants</li> <li>Handling of advanced analytical instruments like AAS, FTIR, ED XRF, ICP, GC, TGA etc</li> <li>Chemical Analysis of fats / fatty acids / additives and various raw materials used in greases and lubricants</li> <li>Competitor sample analysis and building of data bank on competitor products</li> <li>Maintenance and upkeep of analytical equipments and test rigs</li> <li>Attending trials of newly developed products at customer's premises</li> <li>Assist in development of greases &amp; lubricants</li> </ol> <p><b>The above is only indicative and not exhaustive</b></p>
Experience Profile	Should have minimum post qualification experience of 3 years for E2 and 1 year for E1 preferably in chemicals/lubricant industries as on the date of notification.
Maximum Age	Maximum age as on the date of notification should be 35 years.
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#### Other General Conditions:

1. Before applying for the post, candidates should ensure that he/she fulfills the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD. being the Appointing Authority would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.
2. In case the post applied for is not mentioned clearly & correctly an application is LIABLE FOR BEING REJECTED SUMMARILY
3. Incomplete applications, applications not as per the prescribed format or applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY.
4. Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
5. The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for shortlisting and or final selection. Candidates will be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised role. The Company's decision shall be final in this regard.
6. 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.
7. Category (SC/ST/OBC/PWD) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
8. The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions
9. Relaxations / Reservations etc for SC/ST, PWD and OBC (Non Creamy Layer) will be as per Government Rules/Presidential Directives.
10. Candidates from SC/ST/OBC (non-creamy layer) category should produce the original caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim, at the time of interview. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered and his/ her travelling expenses will not be reimbursed.
11. 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.
12. 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.
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 recruitment whether through Interview / Written Test/ Group Discussion 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. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kolkata Court only.
17. 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.
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 recruitment process.
19. 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.
20. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
21. In respect of exceptionally qualified & qualitatively experienced candidates the minimum overall years of experience as prescribed, may be relaxed at the sole discretion of the Company.

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