

बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक प्रतिष्ठान)
Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

[A Government of India Enterprise]
Needs Professionals
For its Human Resources Function

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.

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 HR function, as per details given below:

S. No	Role	Level (Grade)	SBU/ Function	Indicative Place of Posting	No. of Vacancies	Minimum Qualification	Desired Qualification	Max Age	Minimum Post Qualification Experience (years)
1	Associate Vice President (HR) - SR	Associate Vice President - E6	Associate Services, Chennai	Chennai	1	MBA in HR or PM & IR (full-time).	-	45	11
2	Deputy Manager/ Manager (HR)	Deputy Manager/ Manager - E2/E3	Corporate HRD	Kolkata	1	MBA (HR) / PGDM (HR) (full-time).	-	35	3 yrs for E2/5 yrs for E3
3	Deputy Manager/ Manager (HR Systems)	Deputy Manager/ Manager - E2/E3	Corporate HRD	Kolkata	1	MBA (HR) / PGDM (HR) (full time).	Certification in ERP (SAP).	35	3 yrs for E2/5 yrs for E3
4	Asst. Manager / Deputy Manager (HR) - HRC	Asst. Manager / Deputy Manager - E1/E2	SBU - G&L	Kolkata	1	MBA (HR)/PGDM (HR)/ MSW (PM & IR)	-	35	1 yr for E1/3 yrs for E2

COMPENSATION

Position No.	Grade(s)	Basic Scale (Rs.)	CTC Range (Rs/lakhs per annum)
1	E6	36600 - 62000	13 - 17
2, 3 & 4	E1, E2 & E3	16400 - 40500, 20600 - 46500, 24900 - 50500	5 - 9

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

RESERVATION

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

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

TO APPLY

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

Last date for submission of Applications is 19th December, 2012.

PERSON PROFILES

Position No.	1
Position Title	Associate Vice President (HR) - SR
Level & Grade	Associate Vice President; Senior Management; Executives' Grade E6
Qualification	The applicant must be a MBA in HR or PM&IR (full-time).
Indicative Job Description	<p>The incumbent shall be responsible for</p> <ol style="list-style-type: none">1. Helping create conducive work environment which promotes employee performance.2. Ensure effective and timely implementation of Corporate Change Management and other HR interventions/initiatives.3. Work towards creating harmonious employee & industrial relations.4. Ensure effective administration of salary (for executives upto Grade E3) and perquisite & benefit administration for all employees in the Southern region.5. Ensure compliance to the laws of the land/extant statutes and proactively build and manage relationships involving key stakeholders in the region.6. Responsible for legal/disciplinary matters representing Company before Quasi-judicial bodies and/or appropriate court of law.7. Ensure achieving the region specific plan of action as regards CSR.8. Ensure zero loss of man-hours on account of industrial unrest. <p>The above is only indicative and not exhaustive.</p>
Experience Profile	Should have a minimum post qualification experience of 11 years.
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Position No.	2
Position Title	Deputy Manager/Manager (HR)
Level & Grade	Deputy Manager / Manager; Junior/Middle Management; Executives' Grade E2/E3
Qualification	The applicant must be MBA / PGDM (HR) (full time).
Indicative Job Description	The key responsibilities of the incumbent will be:- <ol style="list-style-type: none">1. Facilitating MoU projects implementation, special HR projects, Organizations Development initiatives and SAP implementation at the go-live phase.2. Providing operational support as regards Business HR initiatives for SBUs - Logistics Services, Logistics Infrastructure, Refinery & Oil Field Services (ROFS) and all corporate functions of the Company. The above is only indicative and not exhaustive.
Experience Profile	Should have a minimum post qualification experience of 3 years for E2 and 5 years for E3.
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Position No.	3
Position Title	Deputy Manager/Manager (HR Systems)
Level & Grade	Deputy Manager / Manager; Junior/Middle Management; Executives' Grade E2/E3
Qualification	The applicant must be MBA / PGDM (HR) (full time). Certification in ERP (SAP) desirable.
Indicative Job Description	<p>The key responsibilities of the incumbent will be:-</p> <ol style="list-style-type: none"> 1. Ensuring smooth implementation of the HCM module of SAP. 2. Developing process flows in SAP. 3. Preparing enterprise structure/organization structure in SAP. 4. Providing codification range of personnel area/sub-area. 5. Acting as trainer to the end-users in the realisation phase of SAP HR. 6. Monitoring & ensuring smooth running of the application in the go-live phase. 7. Ensuring smooth running of all modules of <i>Swayam</i> (HRMS). 8. Liaisoning with RHRs, employees and the IT dept. For smooth functioning of HRMS. 9. Reconciliation of leave & other benefits in close co-ordination with the RHRs. <p>The above is only indicative and not exhaustive.</p>
Experience Profile	Should have a minimum post qualification experience of 3 years for E2 and 5 years for E3.
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Position No.	4
Position Title	Assistant Manager / Deputy Manager (HR) - HRC
Level & Grade	Assistant Manager / Deputy Manager; Junior Management; Executives' Grade E1/ E2
Qualification	The applicant must be MBA/PGDM (HR)/MSW (PM&IR) (full-time).
Indicative Job Description	<p>The key responsibilities of the incumbent will be:-</p> <ol style="list-style-type: none"> 1. Interaction with the unions 2. Statutory compliances & follow up of industrial disputes at Labour courtys/tribunals etc. 3. Establishment matters including promotions, increments, pay & salary administration, leave, settlement of various claims of unionized & supervisory staff. 4. MIS reports, HR inventory updation. 5. Training & Development initiatives 6. Security, Contract & Outsourced employees. 7. Administration matters. 8. Liaison with Govt. Authority related to labour. <p>The above is only indicative and not exhaustive.</p>
Experience Profile	Should have a minimum post qualification experience of 3 years for E2 and 5 years for E3.
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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. Candidates applying from other CPSEs must send their applications through proper channel.
7. Only short listed candidates who are found prima facie eligible based on the details given in the application form will be called for the written test and / or personal interview as the case may be.
8. Category (SC/ST/OBC/PWD) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
9. The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions
10. Relaxations / Reservations etc for SC/ST, PWD and OBC (Non Creamy Layer) will be as per Government Rules/Presidential Directives.
11. Candidates from SC/ST/OBC (non-creamy layer) category should produce the original caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim, at the time of interview. In case, the candidate fails to produce the certificate issued by Competent Authority, his / her candidature will not be considered and his/ her travelling expenses will not be reimbursed.
12. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
13. The Company reserves the right to relax age in case of candidates with longer years of experience/in case of exceptionally qualified or experienced candidates.
14. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
15. The Company reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for recruitment whether through Interview / Written Test/ Group Discussion or all of these and the venue/schedule thereof.
16. The Company reserves the right to the offer position in appropriate lower Grade & Salary.
17. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kolkata Court only.
18. The candidates should clearly and correctly write their mobile number and correct email address. Please note that the intimation for interview will be given through email addresses only.
19. The number of vacancies is indicative. The Company reserves the right to increase or decrease the number of vacancies purely on need basis at any point of time during recruitment process.
20. The Location/ Place of posting mentioned are indicative, selected candidate shall be required to work in any location in India or outside the Country including assignments to Company's Joint Ventures/ Associates.
21. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company.
22. In respect of exceptionally qualified & qualitatively experienced candidates the minimum overall years of experience as prescribed, may be relaxed at the sole discretion of the Company.

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