



Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS in SBU Logistic 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 service 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 31.03.2011, the Company achieved a Turnover of Rs.2148 crores and a Profit of Rs.181 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 Logistics Services, Steel Barrel, Industrial Greases & Specialty Lubricants and Corporate Travel. It also has significant presence in most of the other businesses it operates, namely, Leather Chemicals, Logistics Infrastructure, Refinery & Oil Field Services [ROFS] etc.

OPENING

SBU Logistics Services of the Company is the biggest 'mover' for the key Departments of the Government of India and a leading service provider to the PSUs in the country. In pursuance of its growth objectives, the SBU seeks to strengthen its position in the public sector and enhance its presence among private sector businesses. **Accordingly the SBU-LS seeks to induct young talent in regular rolls and on contractual basis in SBU-LS-Bangalore.** The details of the vacancies in the cadres are as under:-

Position Sl. No.	Designation	Number of Vacancies	Posting	Minimum Qualification	Maximum Age (as on date of advertisement)	Minimum Experience	Remarks
1	Jr Officer (CHA Operations)	1	Bengaluru	Graduate	35 yrs	3 yrs	Must hold valid Customs G/H card
2	Jr Officer (Cargo Operations)	1	Bengaluru	Graduate	35 yrs	3 yrs	
3	Jr Officer (HR)	1	Bengaluru	Graduate	35 yrs	3 yrs	PGDBM/ MBA (PMIR/ HR or MSW) will be preferred
4.	Office Assistant (Air Export) (on contractual)	1	Bengaluru	Graduate	30 yrs	3 yrs	Computer knowledge. Customs G/H card preferred
5	Office Assistant (CHA Operation) (on contractual)	1	Bebgaluru	Gradudate	30 yrs	3 yrs	Computer knowledge. Customs G/H card preferred

COMPENSATION

For Jr Officers position

Selected candidate will be placed in Grade S-1 (Scale of Pay Rs. 9000 – 22000) in the Non-Unionised Supervisory Category of the Company. All perks & benefits, will be as applicable to the Grade as per Company Policy.

For Contractual positions

Selected candidates will be placed on contract basis considering the Qualification and Experience as applicable to the as per Company Policy

JOB PROFILE

Position Sl. No.	1
Role	Jr. Officer (CHA Operations)
Level & Grade	Non-Unionised Supervisory Category, Grade – S1
Qualification	The applicant should be a graduate and must hold a valid Customs G Card. Those with IATA/ DGR certification on Basic Cargo Operations will be preferred.
Indicative Job Description	<p>Handle all activities related to CHA operations, which interalia includes; [a] documentation, [b] coordination with customers and customs officials; [c] time bound completion of de-bonding of cargo and movement of the same to warehouse.</p> <p>The incumbent must be familiar with Customs Act - policies and procedures with regard to Import & Exports. Should also be familiar with Import/ export policies including Drawback claims.</p> <p>The incumbent will be also be responsible for overseeing the performance of the team deployed under his control and ensure that they are effectively & gainfully deployed.</p>
Experience Profile	Should have at least 3 years of relevant experience.

Position Sl. No.	2
Role	Jr Officer (Cargo Operations)
Level & Grade	Non-Unionised Supervisory Category, Grade – S1
Qualification	The applicant should be a graduate. Those with IATA/ DGR certification on Basic Cargo Operations will be preferred.
Indicative Job Description	<p>Oversee the branch operations on a day to day basis. Must be conversant with Customs Act - policies and procedures with regard to Import & Exports. Should also be familiar with Import/ export policies including Drawback claims etc.</p> <p>Lead the business development activities for the branch through:- [a] cold calling with corporate clients, [b] promoting new products/ services of the branch, [c] understanding customer requirements and facilitate launching of new products.</p> <p>The incumbent will be required to ensure increase in business volume with existing customers and increase revenue form new customers as planned.</p> <p>The incumbent will also be responsible for all activities related to collection. In this matters he will be required to ensure strict implementation of customer specific credit policy of the SBU.</p>
Experience Profile	Should have at least 3 years of relevant experience.

Position Sl. No.	1
Role	Jr Officer (HR)
Level & Grade	Non-Unionised Supervisory Category, Grade – S1
Qualification	The applicant should be a graduate. Those with Post Graduate Qualification with specialization PM&IR/ HR or MSW will be preferred.
Indicative Job Description	<p>The incumbent will be responsible for:- [a] Providing admin support to the Bangalore, Hyderabad, Thiruvananthapuram and Kochi offices of LS and TT. [b] Estate management and statutory compliance matters for Bangalore, Hyderabad, Thiruvananthapuram and Kochi offices. [c] Taking care of establishment matters viz. attendance records, administration and processing of employee benefits and maintenance of records relating thereto of all personnel in the region. [d] Management of non-regular personnel in SBUs, LS and TT in the region. [e] Ensuring effective administrative support To the Branch personnel including matters related to guest house/ Offices/ Management of the assigning of vehicles. [f] Coordinating with respective nodal agencies on matters related to GD & OLI, etc. [g] Handling all admin related procurement issues ensuring compliance to purchase policy of the Company. Handling and managing all service providers related to the function.</p> <p>Provide necessary support to the SBUs LS & TT in the region for their Business Expansion plan in terms of opening new branches etc.</p>
Experience Profile	Should have at least 3 years of relevant experience.

Position Sl. No.	1
Role	Office Assistant (Air Exports)
Level & Grade	Contractual basis
Qualification	The applicant should be a graduate and having Computer knowledge. Customs G/H card preferred.
Indicative Job Description	The incumbent will be responsible for:- [a] Preparation of pre-clearance documentation required for Ex- port, filing of shipping bill and execution of airway bill, customer co-ordination during export process, post clearance documentation like billing to customer.
Experience Profile	Should have at least 3 years of relevant experience.

Position Sl. No.	1
Role	Office Assistant (CHA operation)
Level & Grade	Contractual basis
Qualification	The applicant should be a graduate and having Computer knowledge. Customs G/H card preferred.
Indicative Job Description	The incumbent will be responsible for:- [a] handle activities to custom clearance operations, including documentation, coordination with customers and customs officials, time bound clearance of cargo and transportation to customers factory/warehouse. The candidate should be familiar with Customs Act, policies and procedures in context to import and exports like EPCG, Advance Licence and Duty drawback.
Experience Profile	Should have at least 3 years of relevant experience.

OTHER INFORMATION

- [a] Depending on qualification and experience, selected candidates will be fitted in the appropriate scale of pay in non-unionised supervisory grade (for position 1, 2 & 3), as per rules of the Company.
- [b] Outstation candidates attending for interview will be reimbursed to & fro 2nd class rail/ bus fare .
- [c] The Company may relax age/ no.of years of experience in the case of exceptionally qualified / experienced candidates.
- [d] The location mentioned is only indicative, selected candidates may be required to work in any location in India or outside the Country including assignments to the Company's Joint Ventures / associates.

OTHER INFORMATION

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.

HOW TO APPLY

- (a) Interested candidates may forward their candidature in the attached application format by post/courier addressed to Sr Manager (HR)-Southern Region, Balmer Lawrie & Co. Ltd, Manali, Chennai 600 068 or by e-mail attaching the application format duly completed in all respect to shyama.g@balmerlawrie.com. The last date for receipt of applications is 2nd April 2013.
- (b) Candidates sending application by post/courier should clearly write the post applied for on the envelope.
- (c) Candidates should submit their applications, in the attached application format only.
- (d) Incomplete applications or those not in the prescribed format will not be entertained.
- (e) Those who apply through e-mail need not send their application by post/courier.