



# Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS PROFESSIONALS

Ref No. : BL/Rect./T&V/FTC/25-26-12/01

Date : 18<sup>th</sup> February 2026

## THE COMPANY

Balmer Lawrie, a Miniratna-1 public sector enterprise under the Ministry of Petroleum and Natural Gas, Government of India, is a professionally managed, multi-location, and multi-business 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 Steel Barrel, Industrial Greases & Specialty Lubricants, Tours & Travel and Logistics Services. It also has significant presence in most of the other businesses it operates, namely, Chemicals, Logistics Infrastructure, Refinery & Oil Field Services [ROFS], Cold Chain etc.

## OPENING

The SBU Travel & Vacations is a major SBU of the Company & its team consists of handpicked professionals from the industry. The combined wealth of experience of the team tops more than 300 years in the Ticketing and Holiday Business. The Company has ambitious growth plans for the SBU. In pursuance of these objectives, the SBU seeks to bring on board professionals with dynamism, initiative and an innovative approach to business. The current openings are on 3 year fixed term contract in the Travel & Vacations Verticals of the SBU and the details of the positions are as given below:-

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
1	Jr. Officer/ Officer [Visa]	FTO-1/ FTO-2	1	Travel - Mumbai	30	Any Graduate Bachelor's Degree (10+2+3)	For FTO-1: Freshers may apply For FTO-2: 2 years in VISA processing	-	2 Years Experience in VISA Process Handling within the Travel Domain
2	Officer [Travel]	FTO-2	Mumbai - 2; Indore - 1	Travel - Mumbai, Travel - Indore	30	Any Graduate Bachelor's Degree (10+2+3)	2 years of experience in the travel domain after completing a bachelor's degree (10+2+3)	Graduate (10+2+3) plus IATA	Prior experience in travel and ticketing especially international ticketing and corporate travel Management aligned with the requirements of this role is preferred

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3	Officer [Travel]	FTO-2	1	Travel - Delhi	30	Any Graduate Bachelor's Degree (10+2+3)	2 years of relevant experience in the travel & Hotel domain after completing a bachelor's degree (10+2+3)	Graduate (10+2+3) plus IATA	Prior experience in international and domestic ticketing, GDS operations, hotel/cab bookings, and corporate travel management
4	Assistant Manager [Travel]	FTE-1	1	Travel - Mumbai	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years of experience in the travel domain following completion of an MTM or equivalent qualification, MBA, or Graduate Engineer degree  OR 4 years of experience in the travel domain after completing a bachelor's degree (10+2+3)	Graduate (10+2+3) with MTM/MBA along with IATA certification	Candidate with prior exposure to the travel and ticketing segment, particularly in international ticketing, GDS operations, and corporate travel management will be preferred, in line with the roles and responsibilities of this position
5	Assistant Manager [Travel]	FTE-1	2	Travel - Delhi	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years' post qualification experience in Travel business for MTM or Equivalent/ MBA/ Graduate Engineer  OR 4 years' post qualification experience in Travel business for bachelor's degree (10+2+3)	-	Managing day-to-day travel operations, including end-to-end arrangements for international and domestic air bookings, hotels, visas, and related travel services
6	Assistant Manager (Sales)	FTE-1	1	Vacations - Ahmedabad	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years for MTM or Equivalent/ MBA/ Graduate Engineer  OR 4 years for Bachelor's degree (10+2+3)	-	Candidates with Sales experience in the travel Industry shall be Preferred

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7	Jr. Officer [Sales]	FTO-1	1	Vacations - Bengaluru	30	Bachelor's Degree (10+2+3)	Freshers may apply	Certificate / Diploma Course in Travel and Tourism	Candidates with relevant experience in Sales in Travel & Tourism companies will be preferred
8	Officer [Visa]	FTO-2	1	Vacations - Chennai	30	Bachelor's Degree (10+2+3)	2 years' prior experience of VISA processing	-	Candidates with prior experience of VISA processing, documentation etc. in the Holidays/Hospitality sector shall be preferred
9	Jr. Officer [Operations]	FTO-1	1	Vacations - Chennai	30	Bachelor's Degree (10+2+3)	Freshers may apply	Certificate / Diploma Course in Travel and Tourism	Candidates with relevant experience in Operations in Travel & Tourism Companies will be preferred
10	Officer [Sales]	FTO-2	2	Vacations - Delhi	30	Bachelor's Degree (10+2+3)	2 years	Certificate / Diploma Course in Travel and Tourism	Candidates with relevant experience in Sales in Travel & Tourism Companies will be preferred

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
11	Jr. Officer [Sales]	FTO-1	1	Vacations - Mumbai	30	Bachelor's Degree (10+2+3)	Freshers may apply	Candidates with specialization in Travel and/or Tourism and related domains or those having additional Certifications / Diploma etc. in Travel and/or Tourism shall be preferred.	Candidates with relevant experience in Sales in Travel & Tourism Companies will be preferred
12	Officer [Sales] - MICE	FTO-2	1	Travel, MICE - Delhi	30	Any Graduate: Bachelor's Degree (10+2+3)	2 years	Specialization in Travel & Tourism	Candidates with Relevant Experience in Sales in travel & Holiday industry Will be preferred
13	Assistant Manager [Sales]	FTE-1	1	Vacations - Vijayawada	32	MTM or Equivalent / MBA / Graduate Engineer OR Bachelor's Degree (10+2+3)	2 years for MTM or Equivalent / MBA / Graduate Engineer OR 4 years for Bachelors (10+2+3)	Candidates with post graduate degree / diploma (MBA/ equivalent)	Candidates with sales experience in travel & holiday industry shall be preferred
14	Junior Officer [Sales]	FTO-1	1	Vacations - Vijayawada	30	Graduate (any discipline) Bachelor's Degree (10+2+3)	Freshers may apply	Candidates with specialization in tourism & travel	Candidates with relevant experience in sales in Travel & Holidays industry will be preferred

Sl. No.	Position	Grade	No. of Post(s)	SBU/Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
15	Junior Officer (Travel)	FTO-1	1	Travel -Ahmedabad	30	Graduate (any discipline) Bachelor's Degree (10+2+3)	Freshers can apply	Candidates who have completed Bachelor's Degree (10+2+3) along with Diploma/Certification in Ticketing will be preferred	Candidates with relevant experience in domestic and/or international ticketing will be preferred.
16	Assistant Manager (Sales)	FTE-1	1	Vacations - Bangalore	32	MTM or Equivalent/ MBA/ Graduate Engineer OR Bachelor's degree (10+2+3)	2 years for MTM or Equivalent/ MBA/ Graduate Engineer OR 4 years for Bachelor's degree (10+2+3)	Candidates who have specialization in Travel and/or Tourism and related domains or those having additional certifications etc. in Travel and/or Tourism shall be preferred	Candidates with Sales experience in Travel industry would be preferred

**Note:**

- The cut-off date for post-qualification experience & maximum age and last date of application is **13.03.2026**. All candidates who are eligible as on the cut-off date may apply.
- The no. of vacancies is only indicative. Panel may be drawn from the engagement process to fill drop-out or future vacancies.
- The locations mentioned against each vacancy are indicative. The selected and/or empaneled candidates may be placed anywhere in the Country depending upon business requirements.**
- No candidates beyond 58 years of age shall be engaged.
- Degrees / Diploma (other than the ones specified in UGC Notice dated 23.2.2018) which are UGC recognized Open and Distance Learning (ODL) programmes treated as equivalent with the Degrees / Diploma acquired from regular Universities / Institutes in the country conducted by ODL Institutions recognized by UGC or an institution Deemed to be a University so declared by the Central Government, will be accepted. However, for ODL Degree/Diploma in Management and/or Information Technology recognition of AICTE shall be mandatory. CA / ICWA will however not be considered. Engineering courses done through ODL Mode will also not be considered except where IGNOU has granted the B.Tech Degree or Diploma in Engineering to students who were enrolled up to academic year 2011-12 with IGNOU and not post 2012.
- Post Graduate Diploma in Management should be certified as equivalent to Post Graduate by AICTE valid for the year when the PG Diploma has been completed.
- No claim of possession of equivalent educational qualification(s) to the advertised educational qualification would be entertained and decision of the Company in this regard would be final and binding.

**INDICATIVE JOB DESCRIPTION**

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
1	Jr. Officer/ Officer [Visa]	FTO-1/ FTO-2	1	Travel - Mumbai	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>Review and verify client documents, ensuring accuracy and compliance with current visa rules and procedures.</li> <li>Handle end-to-end visa application processing, including online submissions, scheduling appointments, and coordinating biometrics or interviews.</li> <li>Liaise with embassies, consulates, and visa application centers for updates, clarifications, and document submissions.</li> <li>Track application progress, maintain accurate records, and ensure timely delivery of processed visas and passports.</li> </ol> <p>The above list is only indicative and not exhaustive.</p>

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
2	Officer [Travel]	FTO-2	Mumbai - 2; Indore - 1	Travel - Mumbai, Travel - Indore	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Handle basic domestic and international travel bookings, including flights, hotels, cars, and visa-related coordination.</li> <li>2. Coordinate with client staff to gather travel requirements and ensure accurate booking.</li> <li>3. Follow company travel policies and approval processes for all requests.</li> <li>4. Assist with itinerary changes, cancellations, and travel-related issues as they arise.</li> <li>5. Maintain updated travel records and support documentation for reconciliation and audits.</li> <li>6. Communicate with airlines, hotels, and vendors to confirm bookings and resolve simple issues.</li> <li>7. Provide basic travel guidance on destinations, visa needs, and travel regulations</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
3	Officer [Travel]	FTO-2	1	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Manage end-to-end domestic and international travel bookings, including flights, hotels, cabs, and other travel-related services.</li> <li>2. Coordinate visa processing, travel insurance, and compliance with corporate travel policies.</li> <li>3. Plan, organize, and support MICE activities (meetings, incentive tours, conferences, exhibitions, seminars).</li> <li>4. Serve as the on-site implant, providing real-time assistance for itinerary changes, cancellations, and emergency travel situations.</li> <li>5. Liaise with airlines, hotels, and service providers to ensure optimal rates, service quality, and timely issue resolution.</li> <li>6. Maintain accurate records of bookings, invoices, and travel documentation for reporting and audit purposes.</li> <li>7. Act as the primary point of contact for client personnel, ensuring high-quality service delivery and client satisfaction</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
4	Assistant Manager [Travel]	FTE-1	1	Travel - Mumbai	<p>The incumbent will be responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Manage end-to-end domestic and international travel arrangements, including flight bookings, hotel accommodation, car rentals, visa processing, and other related travel services.</li> <li>2. Coordinate directly with client personnel to understand their travel requirements, preferences, and any special considerations to ensure accurate and efficient delivery service.</li> <li>3. Ensure strict adherence to corporate travel policies, budgetary guidelines, and approval protocols while processing all travel requests.</li> <li>4. Provide real-time support for itinerary modifications, cancellations, reissuances, and any travel-related emergencies, ensuring minimal disruption to the traveller.</li> <li>5. Maintain accurate and updated travel records, including bookings, invoices, and travel reports, to facilitate timely reconciliation and audit compliance.</li> <li>6. Liaise with airlines, hotels, and other travel service providers to secure optimal rates, ensure service quality, and resolve operational issues promptly.</li> <li>7. Offer professional travel advisory services, including guidance on destinations, visa and immigration requirements, travel regulations, safety considerations, and best travel practices</li> </ol> <p>The above responsibilities are indicative and not exhaustive.</p>
5	Assistant Manager [Travel]	FTE-1	2	Travel - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Manage day-to-day travel operations, including end-to-end arrangements for international and domestic air bookings, hotels, visas, and related travel services.</li> <li>2. Ensure adherence to service-level agreements (SLAs), resolve service issues or escalations, and deliver timely MIS and performance reports.</li> <li>3. Ensure compliance with contracted airline agreements, hotel rate structures, and client-specific travel policies.</li> <li>4. Follow up for timely payments, coordinate closely with the finance team for collections and reconciliations, and maintain accurate documentation.</li> <li>5. Lead, guide, and support implant staff to drive operational excellence and seamless service delivery.</li> <li>6. Maintain strong engagement with large private and PSU clients, ensuring high customer satisfaction and service quality</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
6	Assistant Manager (Sales)	FTE-1	1	Vacations - Ahmedabad	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Qualifying leads from digital campaigns, conferences, references, tradeshow, etc.</li> <li>2. Interaction with Government/PSU/Private Clients</li> <li>3. Developing quotes and proposals</li> <li>4. Attending conferences, meetings and industry events &amp; Interaction with Government/PSU/Private Clients</li> <li>5. Building and maintaining business relationship with current and potential clients and all related associates</li> <li>6. To be abreast with the latest happenings in the MICE business segment</li> <li>7. Issuing operational documents including billing &amp; Prepare MIS</li> </ol> <p>The above list is only indicative and not exhaustive.</p>

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7	Jr. Officer [Sales]	FTO-1	1	Vacations - Bengaluru	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Meets assigned both Revenue Target &amp; contribution target from Direct clients</li> <li>2. Customer service skills - conversion of queries &amp; accuracy in quotes</li> <li>3. Complying with all extant policies / norms of the company / applicable statutory regulations</li> <li>4. Timely completion of all travel formalities of all the booked clients and on time collection of the payments whereby ensuring complaint free service to the customers</li> <li>5. Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance</li> <li>6. Help subordinates to be more self-reliable, efficient, disciplined, and motivated for their development</li> <li>7. Ensure training of staff at regular intervals to ensure that they are competent with product knowledge &amp; selling skills.</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
8	Officer [Visa]	FTO-2	1	Vacations - Chennai	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. To ensure 100% of booked passengers travelling on the booked departure date with timely &amp; correct visa issued</li> <li>2. To ensure timely immediate and accurate updates of the visa requirements, visa fees, visa forms are emailed to passengers / sales staff</li> <li>3. To ensure development of rapport with the consulates / VFS wherever possible</li> <li>4. To ensure all invoices / payments / outstanding are cleared daily basis</li> <li>5. To update &amp; maintain the daily visa tracking sheet</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
9	Jr. Officer [Operations]	FTO-1	1	Vacations - Chennai	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Day to day operations of tours</li> <li>2. Itinerary Planning</li> <li>3. Maintain / update records of booked / cancelled passengers.</li> <li>4. Liaising with DMC's, Sales Team &amp; Ticketing Team</li> <li>5. Adherence of Operational Procedures</li> <li>6. Market Research &amp; Analysis</li> <li>7. Enhance profitability and optimize revenues.</li> <li>8. Ensuring proper execution of the tours and co-ordinate with regards to operational issues to ensure seamless travel experience</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
10	Officer [Sales]	FTO-1	2	Vacations - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Meets assigned both Revenue Target &amp; contribution target from Direct clients</li> <li>2. Customer service skills - conversion of queries &amp; accuracy in quotes</li> <li>3. Complying with all extant policies / norms of the company/ applicable statutory regulations</li> <li>4. Timely completion of all travel formalities of all the booked clients and on time collection of the payments whereby ensuring complaint free service to the customers</li> <li>5. Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance</li> <li>6. Help subordinates to be more self-reliable, efficient, disciplined, and motivated for their development.</li> <li>7. Ensure training of staff at regular intervals to ensure that they are competent with product knowledge &amp; selling skills</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
11	Jr. Officer [Sales]	FTO-1	1	Vacations - Mumbai	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Meets assigned both Revenue Target &amp; contribution target from Direct clients</li> <li>2. Customer service skills - conversion of queries &amp; accuracy in quotes</li> <li>3. Complying with all extant policies / norms of the company / applicable statutory regulations</li> <li>4. Timely completion of all travel formalities of all the booked clients and on time collection of the payments whereby ensuring complaint free service to the customers</li> <li>5. Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance</li> <li>6. Help subordinates to be more self-reliable, efficient, disciplined, and motivated for their development.</li> <li>7. Ensure training of staff at regular intervals to ensure that they are competent with product knowledge &amp; selling skills</li> </ol> <p>The above list is only indicative and not exhaustive.</p>

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
12	Officer [Sales] - MICE	FTO-2	1	Travel, MICE - Delhi	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Meets assigned both Revenue Target &amp; contribution target from Govt / PSU / Private clients</li> <li>2. Qualifying leads from digital campaigns, conferences, references, tradeshows &amp; prospect by telephone cold calling to establish new business</li> <li>3. Developing quotes and proposals</li> <li>4. Attending conferences, meetings and industry events &amp; Interaction with Government/PSU/Private Clients</li> <li>5. Building and maintaining business relationship with current and potential clients and all related associates</li> <li>6. To be abreast with the latest happenings in the MICE business segment &amp; Issuing operational documents including billing &amp; Prepare MIS reports</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
13	Assistant Manager [Sales]	FTE-1	1	Vacations - Vijayawada	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Meets assigned both Revenue Target &amp; contribution target from Govt/ PSU/ Private clients</li> <li>2. Qualifying leads from digital campaigns, conferences, references, tradeshows &amp; prospect by telephone cold calling to establish new business</li> <li>3. Developing quotes and proposals/ Debtors</li> <li>4. Attending conferences, meetings and industry events &amp; Interaction with Government/PSU/Private Clients</li> <li>5. Building and maintaining business relationship with current and potential clients and all related associates</li> <li>6. To be abreast with the latest happenings in the MICE business segment, issuing operational documents including billing &amp; Prepare MIS reports</li> </ol> <p>And any other jobs assigned based on business requirement.</p>
14	Junior Officer [Sales]	FTO-1	1	Vacations - Vijayawada	<p>The incumbent shall be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Meets assigned both Revenue Target &amp; contribution target from Direct clients</li> <li>2. Customer service skills - conversion of queries &amp; accuracy in quotes</li> <li>3. Complying with all extant policies / norms of the company / applicable statutory regulations.</li> <li>4. Timely completion of all travel formalities of all the booked clients and on time collection of the payments whereby ensuring complaint free service to the customers</li> <li>5. Track activities of competition in his/ her area of control and proactively initiate counter measures to retain or better market performance.</li> <li>6. Help subordinates to be more self-reliable, efficient, disciplined, and motivated for their development.</li> <li>7. Ensure training of staff at regular intervals to ensure that they are competent with product knowledge &amp; selling skills.</li> </ol> <p>The above list is only indicative and not exhaustive.</p>
15	Junior Officer (Travel)	FTO-1	1	Travel - Ahmedabad	<p>The incumbent will be responsible for the following: -</p> <ol style="list-style-type: none"> <li>1. Providing support in carrying out day today travel operations including <ol style="list-style-type: none"> <li>a. Itinerary preparation</li> <li>b. Fare construction</li> <li>c. Making reservations</li> <li>d. Issuance/delivery of tickets to the clients</li> <li>e. Generation/submission of bills to the clients</li> <li>f. Provide fault-free services to the customers</li> </ol> </li> </ol> <p>The above list is only indicative and not exhaustive.</p>
16	Assistant Manager (Sales)	FTE-1	1	Vacations - Bangalore	<p>The incumbent shall be responsible for the following: -</p> <ul style="list-style-type: none"> <li>□ Qualifying leads from digital campaigns, conferences, references, tradeshows, etc.</li> <li>□ Interaction with Government/PSU/Private Clients</li> <li>□ Developing quotes and proposals.</li> <li>□ Attending conferences, meetings, and industry events and interaction with Government/PSU/Private Clients.</li> <li>□ Building and maintaining business relationships with current and potential clients and all related associates.</li> <li>□ To be abreast with the latest happenings in the MICE business segment.</li> <li>□ Issuing operational documents including billing &amp; preparing MIS Reports.</li> </ul> <p>The above list is indicative and not exhaustive.</p>

#### COMPENSATION

Selected candidates will be placed on a three-year fixed-term contract. Compensation will be linked to qualification and experience. The selected candidates will also be entitled to eligible Statutory benefits including PF, ESI, (if covered), Bonus as per the Payment of Bonus Act, 1965 (if covered) etc. and Gratuity as per rules.

## HOW TO APPLY

1. Pls. apply through the e-recruitment portal <https://www.balmerlawrie.com/careers/current-openings>. To apply through the portal you need to first register. You can register using the following 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#)
2. After creation of your profile, pls. ensure that you apply against the appropriate position by going to the “Employment Opportunities” tab. The link for the same is [https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf\\_a\\_startpage\\_ext\\_cand?sap-client=100#](https://careers.balmerlawrie.com/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=100#) .
3. Only creation of profile does not ensure consideration of your candidature for a job.
4. In case of any difficulty, please send your feedback by clicking on the “Feedback” link .
5. Online submission of application is permitted on the website <https://www.balmerlawrie.com/careers/current-openings> between 1000 hours on **18.02.2026** till 2359 hours on **13.03.2026**.
6. Please read The Other General Conditions before applying for the positions.
7. The applicant must provide his/her correct and updated email id & mobile number. Please note that the intimation for interview, if shortlisted, will be sent through email only. 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.
8. 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.
9. 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 only. So, the candidates must check the Company’s website for updated details.

## CONCESSIONS, RELAXATIONS & RESERVATION

### Reservation/ relaxation/ concession to OBC (NCL)/ EWS/ SC/ST/PwBD/Ex-SM shall be as per Government of India directives

Category Applicable	Age relaxation (in years)
Scheduled Caste / Scheduled Tribe	5
OBC(Non-Creamy Layer)	3
PwBD belonging to GENERAL/EWS	10
PwBD belonging to OBC(Non-Creamy Layers)	13
PwBD belonging to Scheduled Caste / Scheduled Tribe	15
Ex-Servicemen	As per Govt. regulations
<b>Relaxations for Persons with Benchmark Disability (PwBD)</b>	
➤ Relaxations for PwBD candidates would be as per Govt. of India notification	
➤ Persons suffering from not less than 40% of the relevant disability shall only be eligible for relaxations under PwBD category. Persons claiming concessions/ relaxations under PwBD category are required to upload their Disability certificate in the format prescribed by Government of India	

### Details on Concessions, Relaxations & Reservations are enumerated below:

1. 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.
  - a. District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
  - b. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
  - c. Revenue Officer not below the rank of Tehsildar; and
  - d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
2. 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.
3. If the SC/ST/OBC-NCL/PwBD/EWS 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.
4. Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules shall be applicable.
5. The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years (15 years for SCs/ STs & 13 years for OBC [NCL]). 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.
6. Reservation of posts for SC, ST and OBC (Non-Creamy Layer), Persons with Benchmark Disability & Economically Weaker Sections (EWS) will be as per Govt. Guidelines.
7. Upper age limit is relaxable for Ex-Servicemen [ES] as per extant applicable rules issued by the Competent Authority.

8. Candidates from SC/ST/OBC (Non-Creamy Layer)/ PwBD/ EWS category must mention their caste/disability details correctly in the application form and upload their self-attested Caste/ Tribe/ Community/Disability/Income & Asset Certificate at relevant portion in the Application Form. In case the candidate does not upload the self-attested certificate in the correct format as detailed above, such candidates shall be treated as belonging to General Category and no reservation benefits shall be extended to such candidates.
9. The candidate's fixed term engagement shall remain provisional till such time as the Caste/ Tribe/ Class (NCL / EWS) certificates and other testimonials are verified and certified by appropriate authority as genuine. The candidate's engagement 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 [NCL]/PwBD/ EWS/ 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 / class certificate.

**Other General Terms & 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 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. **Incomplete applications, applications not as per the prescribed format or applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.**
  3. Request for change of Mailing address / Email / Category / posts as mentioned in the application will not be entertained.
  4. All the details given in the online application form will be treated as final and no changes will be entertained.
  5. **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.**
  6. **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.**
  7. **In case the post applied for is not mentioned clearly and correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.**
  8. **All minimum eligibility qualifications, where applicable, should be recognized by UGC/AICTE/ Govt. of India/State Govt and from UGC/AICTE/ Govt. of India/State Govt recognized/affiliated institutes/colleges/universities as on the date of passing.**
  9. 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.
  10. The job description mentioned is only indicative. It may change based on the requirement of the Company and discretion of the management.
  11. 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 etc. and / or personal interview as the case may be.
  12. Candidature of the candidate is liable to be rejected at any stage of the engagement process or after or joining, if any information provided by the candidate is found to be misleading or is not found in conformity with eligibility criteria mentioned in the advertisement.
  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 engagement whether through Interview / Written Test/ Group Discussion etc. 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. The Candidates should correctly enter the Start Date & End Date in DD.MM.YYYY FORMAT for work experience details as the same shall be reckoned for checking eligibility against relevant Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
  17. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
  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 engagement process.
  19. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
  20. **Category (SC/ST/OBC/PwBD/Ex-Servicemen/EWS/General) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.**
  21. **The OBC candidates who belong to "CREAMY LAYER" are not entitled for relaxation of age and/or for consideration against reserved positions.**
  22. **For EWS category applicants, engagement shall be provisional and subject to the Income and Asset Certificate to be verified through proper channels and if the verification reveals that the claim to belong to EWS is fake / false, the engagement of the concerned applicant(s) will be terminated forthwith without assigning any further reasons.**
  23. 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.
  24. At any stage of this process including after joining, in case it is found that the candidate has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred from applying in BALMER LAWRIE & CO LTD and his/her application / engagement shall be rejected forthwith or in case of detection after engagement, his/ her engagement will be summarily terminated:
    - 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 Written Test / Engagement process
    - e. Is found guilty of impersonation
    - f. Has created disturbance affecting the smooth conduct of the Selection Process at the centre/ venue for the process selected by the Company or at any other stage
    - g. Has uploaded non-human or irrelevant photograph.
- BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.
25. 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.
  26. 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:
    - a. Proof of Age,

- b. Educational Qualifications (All the Mark sheets & Certificates) [wherever CGPA / DGPA or letter grade is awarded, equivalent % of marks should be indicated as per norms adopted by the University / Institute]
  - c. Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
  - d. Last Salary Certificate/ Payslips (Last 3 months) (where applicable)
  - e. Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) - NCL/ Persons with Benchmark Disability (PWBD)/ EWS/ ES certificate, if applicable from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.
  - f. NOC (where applicable)
  - g. Past employment proof
  - h. Present employment proof
  - i. Identity Proof (AADHAAR / PAN / Passport)
  - j. Latest passport size photo
  - k. In the absence of any of the above documents, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed
27. Outstation candidates called for interview will be reimbursed travel expenses as per the rules of the Company. Out Station Candidates called for Interview shall be entitled for to & fro travel reimbursement from the mailing address mentioned in the on-line application form to the venue of interview by the shortest route as per rules. The mode and class of travel shall be intimated to the candidates as part of the mail sent to the candidates with details of the interview. Candidates providing mailing address of a country other than India, in the application form, will be reimbursed to and fro fares as per the entitlements, from the port of arrival in India to the venue of interview by the shortest route as per rules. The candidate will be required to fill in the Travelling Allowance (TA) form at the Interview centre and submit proof (in original) for travel undertaken.
28. Any communication as regards extension of last date of application shall be published on the Company's website only.
29. 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 only. So, the candidates must check the Company's website for updated details.
30. The application process will be closed at 11:59 pm on the last date for submission of applications.
31. Candidates are advised to complete the application process within official working hours i.e. 18:00 hours on the last date of receipt of applications (as notified in this advertisement) as technical support may not be available after 18:00 Hours. No request for consideration of application/ candidature shall be entertained by the Company in case a candidate is unable to complete application process due to a technical issue after 23:59 hours on the last date of receipt of applications.
32. No Correspondence shall be entertained by the Company with regard to engagement .
33. Please note that no applications sent directly over email or telephone will be entertained. Interested applicants have to necessarily apply online on our website for the position. APPLICATIONS NOT RECEIVED THROUGH OUR WEBSITE SHALL NOT BE CONSIDERED.
34. Selected candidate(s) before joining will be required to undergo Medical examination. If found unfit, he / she will be debarred from engagement.
35. Any query with regard to the application process may be sought by putting feedback in the <http://balmerlawrie.com/feedback> link.
36. The court of jurisdiction for any dispute will be at Kolkata.

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