Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

NEEDS PROFESSIONALS

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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 its Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Industrial Steel Barrels, Greases & Specialty Lubricants, Corporate Travel and Logistics Services. It also has a significant presence in most other businesses it operates in, namely, Logistics Infrastructure, Cold Chain, Chemicals and Refinery & Oil Field Services [ROFS]. The Company has eight SBUs: Industrial Packaging, Greases & Lubricants, Chemicals, Travel & Vacations, Logistics Infrastructure, Logistics Services, Cold Chain and Refinery & Oil Field Services [ROFS] with offices spread across the country and abroad.

OPENINGS

The Company is looking for qualified and experienced professionals to man the following position(s) on 3-year fixed term contract and the details of the position 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	Unit Head [W&D]	FTE-3	1	Logistics Infrastructure - Kolkata	38	Full Time Engineering Graduate or 2 years' MBA or Post Graduate Degree / Diploma# in Management	6 years of post-qualification experience in Warehouse Operations / Logistics	Candidates With Specialization In Logistics And Other Management Area Shall Be Preferred	Applicants With Experience Of Working In Logistics And Warehouse Operations Will Be Preferred
						Full Time Graduate (any discipline)	9 years of post-qualification experience in Warehouse Operations / Logistics		
2	Deputy Manager [Leather Chemicals]	FTE-2	2	Chemicals - Ranipet & Kolkata - 1 post each	35	Full Time Engineering Graduate [Leather Technology]	4 years of post-qualification experience in Leather Chemical Industry	B.E. or B. Tech in Leather Technology only.	Minimum 4 years of experience in Leather Chemicals Marketing
3	Assistant Manager [Operations]	FTE-1	1	Logistics Services - Andheri, Mumbai	32	Full Time Engineering Graduate or 2 years' MBA or Post Graduate Degree / Diploma# in Management	2 years of post qualification experience in Logistics Industry	-	Experience In Logistics Function Will Be Preferred
4	Assistant Manager [Air CHA Operations]	FTE-1	1	Logistics Services - Hyderabad	32	Full Time Engineering Graduate or 2 years' MBA or Post Graduate Degree / Diploma# in Management	2 years of experience in freight forwarding & logistics function	-	Experience In Logistics Or Freight Forward Industry Preferably With Customs H-Card/G-Card
5	Assistant Manager [HSE]	FTE-1	1	Associate Services - Manali, Chennai	32	Full Time Engineering Graduate [Chemical/ Mechanical/ Electrical/ Environmental Engineering]	02 years of post qualification experience in factory or in HSE department/Production/Maintenance in	Degree/Diploma in Industrial Safety recognized by the Central/State Government or Regional Labour Institute	-

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							Factory, manufacturing establishments of which one year preferably in industrial safety.		
6	Assistant Manager [IT Cyber Security]	FTE-1	1	Corporate IT - Kolkata	32	Full Time Engineering Graduate (IT / Computer Science / Electronics & Communication)	02 years	Candidates having certification in Ethical Hacking shall be preferred	Candidates having experience in Information Security & Cyber Security domain shall be preferred.
7	Assistant Manager [HSE]	FTE-1	1	Regional HR-Western Region - Silvassa	32	Full Time Engineering Graduate [Mechanical / Electrical/Chemical/ Fire & Safety] with Degree / Diploma in Industrial Safety recognized by Central / State Government which is as per UGC guidelines	02 years of post qualification experience in factory or in maintenance and in Industrial Safety.	Diploma in Industrial Safety from a Central/ Regional Labour institute may be preferred	Working Experience With HSE Dept (Preferably In A PSU/Govt. Organization) Or Relevant Working Experience In An MNC Within The HSE Department Along With The Required Qualifications.
8	Assistant Manager [Accounts & Finance]	FTE-1	1	Industrial Packaging - Baroda	32	Full Time Graduate [Commerce]	04 years of post qualification in Accounts & Finance.	MBA with specialization in Finance/ CA / ICWA	Experience in Account & Finance including Tax Compliances like GST. TDS. etc. audits & bank reconciliation in a manufacturing setup with exposure to SAP/ERP system.
9	Officer [Sales & Marketing]	FTO-2	1	Logistics Services - Cochin	30	Full Time Graduate (Any Discipline)	2 years of post qualification experience in Logistics Function	MBA/Equivalent	Experience In Sales And Marketing In Logistics Function Will Be Preferred Along With Knowledge Of Local Language
10	Officer [Operations]	FTO-2	1	Logistics Services - Andheri, Mumbai	30	Full Time Graduate (Any Discipline)	2 years of post-qualification experience in Logistics Function		Experience In Logistics Function Will Preferred
11	Officer [Air CHA Operations]	FTO-2	3	Logistics Services - Bengaluru	30	Full Time Graduate (Any Discipline)	2 years of post qualification experience in Logistics or Freight Forward Industry		Experience in Customs Clearance/Freight forwarding industry will be preferred
12	Officer [Exports]	FTO-2	1	Industrial Packaging - Ballard, Mumbai	30	Full Time Graduate (Any Discipline)	2 years experience in sales or despatch in an ERP environment and/or handling despatch team	Specialisation In Supply Chain Management / Logistics And/or Certificate Course In Export Documentation Or Equivalent	Candidates With Experience In Exim Documentation And Coordination For Manufacturing Organisation May Be Preferred
13	Officer [Despatch]	FTO-2	1	Industrial Packaging - Chittoor	30	Full Time Graduate (Any Discipline)	2 years of post qualification experience in Suply Chain & Logistics	Specialisation in Supply Chain Management / Logistics	Candidates with Experience in sales or Despatch in an ERP environment and/or handling Despatch team may be preferred
14	Junior Officer / Officer [Secretarial]	FTO-1 / FTO-2	2	Secretary's Department-Kolkata	30	Company Secretary	FTO-1 -Freshers may apply / FTO-2 - 2 years of post qualification experience		Proficiency In MS Office Along With Strong English Drafting Skills.

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15	Junior Officer [Maintenance]	FTO-1	1	Cold Chain - Kolkata	30	Full Time Graduate (Any Discipline)	Freshers may apply	Engineering Graduate	Applicants Having Experience In Cold Chain / Temperature Controlled Warehouse Maintenance Operations Will Be Preferred
16	Junior Officer [Commercial]	FTO-1	1	Cold Chain - Kolkata	30	Full Time Graduate (Any Discipline)	Freshers may apply	Engineering Graduate	Hands On Experience Of Handling Procurement Activities Through Government E Marketplace (Gem) Will Be Preferred
17	Junior Officer [Warehouse Operations]	FTO-1	3	Cold Chain - Kolkata	30	Full Time Graduate (Any Discipline)	Freshers may apply	Engineering Graduate	Applicants Having Experience In Cold Chain / Temperature Controlled Warehouse Operations Will Be Preferred
18	Junior Officer [Warehouse Operations]	FTO-1	1	Cold Chain - Vijayawada	30	Full Time Graduate (Any Discipline) or 2 years' MBA or Post Graduate Degree / Diploma# in Management (Logistics)	Freshers may apply	Engineering Graduate	Applicants having experience in cold chain / temperature controlled warehouse operations will be preferred
19	Junior Officer [Trust Funds]	FTO-1	1	Corporate Accounts & Finance - Kolkata	30	B.Com. or Equivalent degree in Commerce, Accounting, Finance, Banking, Economics or Business Administration	Freshers may apply	M.Com. or equivalent postgraduate degree in Commerce, Accounting, Finance, Banking, Economics or Business Administration (such as MBA/PGDM in Finance, M.Sc. Finance, M.A./M.Sc. Economics, etc.) shall be preferred.	Candidates having one year of work experience of PF Trust Funds shall be preferred.
20	Junior Officer [Domestic Operations]	FTO-1	4	Logistics Services - Bengaluru	30	Full Time Graduate (Any Discipline)	Freshers may apply		1 year experience in Logistics and Supply Chain function will be preferred
21	Junior Officer [Operations]	FTO-1	1	Logistics Services - Nashik	30	Full Time Graduate (Any Discipline)	Freshers may apply		1 year experience in Logistics function will be preferred
22	Junior Officer [Air Export Operations]	FTO-1	1	Logistics Services - Bengaluru	30	Full Time Graduate (Any Discipline)	Freshers may apply		1 year experience in Freight Forwarding / Logistics function will be preferred
23	Junior Officer [Sales & Marketing]	FTO-1	1	Logistics Services - Bengaluru	30	Full Time Graduate (Any Discipline)	Freshers may apply	MBA/EQUIVALENT	1 year experience in Sales & Marketing in Logistics function will be preferred along with knowledge of local language
24	Junior Officer [Operations]	FTO-1	1	Logistics Services – NRO, Okhla	30	Full Time Graduate [Commerce]	Freshers may apply		1 year of Post Qualification experience in Logistics Function
25	Junior Officer [Air Import Operations]	FTO-1	3	Logistics Services – NRO, Okhla	30	Full Time Graduate (Any Discipline)	Freshers may apply		1 years' experience in Logistics function will be preferred
26	Junior Officer [Operations]	FTO-1	1	Logistics Services - Hyderabad	30	Full Time Graduate (Any Discipline)	Freshers may apply		1 year experience in Logistics /CHA function & H Card will be preferred

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27	Junior Officer [Accounts & Finance]	FTO-1	1	Logistics Services - Bengaluru	30	Full Time Graduate [Commerce]	Freshers may apply	CA/ICWA [Inter]	Experience in Accounting or Finance along with knowledge of Accounting Software [SAP] & Proficiency in MS Excel will be preferred.

Note:

1. The cut-off date for post-qualification experience & maximum age is **29.09.2026**. All candidates who are eligible as on the cut-off date may apply.
2. The no. of vacancies is only indicative. Panel may be drawn from the engagement process to fill drop-out or future vacancies.
3. **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.**
4. No candidates beyond 58 years of age shall be engaged.
5. 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.
6. 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.
7. 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	Unit Head [W&D]	FTE-3	1	Logistics Infrastructure - Kolkata	1. Business & Financial Performance • Responsible for achieving consolidated budgeted targets of W&D – Sonapur & HRC in terms of handling quantity, turnover, and profitability. • Identify, develop, and onboard new customers for W&D to enhance business volumes and revenue. • Plan, coordinate, and manage rake handling operations in line with approved monthly business plans. 2. Credit Control & Revenue Assurance • Monitor, control, and reconcile customer SDC balances on a weekly basis. • Initiate timely follow-up and corrective actions for recovery of outstanding bills. • Ensure 100% adherence to company credit policy and timely realization of customer payments. • Ensure 100% collection of TDS certificates from customers within two months from the end of each quarter. • Coordinate with customers and share collected TDS certificates with the Accounts Department within defined timelines. 3. Tender & Compliance Management • Plan and initiate Public Tender processes at least 90 days prior to expiry of existing contracts and ensure: o Timely finalization of tenders, and placement of orders minimum one week before contract expiry for WD HRC & Sonapur. • Initiate and complete Limited Tender formalities at least 60 days prior to contract expiry, ensuring order placement before expiry. • Ensure full compliance with Customs rules and regulations, including timely renewal of Customs Bond Licenses. • Ensure zero high-risk audit observations for W&D, HRC & Sonapur and 100% implementation of audit recommendations. • Ensure vendor bills are scrutinized and processed within 48 hours of receipt. • Maintain a vendor payment tracking register, capturing details from bill receipt through final payment to ensure transparency and timely settlement. 4. Health, Safety & Environment (HSE)

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					• Ensure accident-free operations, achieving: o Nil fatalities o Nil Lost Time Injuries (LTI) o Nil lost man-days • Conduct at least 50 HSE inspections annually as per approved checklists. • Encourage and ensure reporting of minimum 5 near-miss cases per year. • Achieve zero non-compliance with EHS norms and zero man-hour loss due to accidents at WD Sonapur & HRC. 5. Operations & Customer Service • Ensure nil customer loss due to SLA non-compliance. • Act as the Nodal Point of Contact for customers to resolve operational issues promptly across both W&D units. • Conduct mandatory monthly stock verification on the 1st day of every month, without exception. • Prepare and submit monthly stock verification reports by the 7th of every month. • Ensure optimum utilization of cranes, forklifts, and handling equipment to maximize operational efficiency and cost effectiveness. 6. Yard Management & Housekeeping • Ensure world-class housekeeping standards across yard and operational areas. • Implement and monitor effective traffic management systems to ensure safe, smooth, and congestion-free yard operations. 7. Any other tasks assigned time to time.
2	Deputy Manager [Leather Chemicals]	FTE-2	2	Chemicals – Ranipet & Kolkata – 1 post each	1. Increase the Secondary Sales to allotted customers by introducing new products and tapping untapped customers, thereby reaching the target quantities 2. Provide exhaustive technical service to allotted customers to maintain current sales and to fetch new sales 3. Visit customers on daily basis as per schedule, track Competitors information regularly and update 4. Dealer visits & rapport- To meet dealer regularly and update the sales and stock position of the stockist 5. Service support for A/B Segment customers 6. Evaluation of new products launched and converting it into business. Meeting the targets of new products 7. Updating the new products being launched in the market and informing the new products to be developed 8. Developing leather articles as per market requirements and promote the same in the market for order conversion 9. Attending quality complaints and troubleshooting of leather processing at customers place 10. Provide product wise sales forecast on monthly basis 11. Day to day TSC activities (i) Trials follow up (ii) Updating self-trials recipe in system with costing (iii) Updating all customer trial recipe in system with costing (iv) Submission of reports within the stipulated timelines
3	Assistant Manager [Operations]	FTE-1	1	Logistics Services – Andheri, Mumbai	1. Interact/negotiate with airlines for competitive rates. 2. Interact with contractual customers for enhancement/incremental business. 3. Interact with Associates for door delivery shipments. 4. Handling of Charter Operations - Preparation of Note for approval, Co-ordination with Customer & Flight operator, meeting with Airport Authority for smooth custom clearance. 5. Checking CSR invoice before being processed. 6. Monitor/ensure sufficient fund in PD account for custom clearance 7. Discuss/Liaison with airline for issuance of AWB stock 8. Monitor/ensure to send remittance documents to CAC on time. 9. Meet custom officials in case of any issue 10. Monitor/ensure Vendor payment on time. 11. Monitor outstanding debtors status of Air Export customers. 12. Provide BH with MIS as per requirement. 13. Any other job assigned time to time
4	Assistant Manager [Air CHA Operations]	FTE-1	1	Logistics Services - Hyderabad	1. Supervising and coordinating end-to-end Air Customs House Agent (CHA) operations to ensure timely customs clearance and delivery of import/export consignments. 2. Managing interactions with Airlines, Customs Authorities, Custodians, Customers, Transporters, and other stakeholders to facilitate smooth cargo movement and operational efficiency. 3. Reviewing and overseeing the preparation, verification, and filing of customs documentation, including Bills of Entry , Shipping Bills, Delivery Orders, and other statutory documents through ICEGATE and Customs systems. 4. Monitoring shipment status, customs examination, assessment, clearance processes, and delivery schedules to ensure adherence to customer commitments and service levels.

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					5. Liaising with Customs officials, regulatory agencies, terminal operators, and other authorities for resolution of operational issues, disputes, and clearance bottlenecks. 6. Handling complex customs assessments, investigations, short-landed cargo cases, detention/demurrage matters, and escalation cases to ensure timely resolution and minimize operational disruptions. 7. Ensuring compliance with Customs Act provisions, DGFT guidelines, allied regulatory requirements, and Company policies governing air cargo and CHA operations. 8. Coordinating with customers regarding shipment planning, documentation requirements, duty payments, cargo status, and service-related issues to ensure high levels of customer satisfaction. 9. Supervising the preparation of invoices, duty payment processes, vendor bill verification, and operational cost monito ring in coordination with Finance and Accounts departments. 10. Leading, guiding, and monitoring operational staff to ensure efficient execution of activities, adherence to procedures, and achievement of operational targets. 11. Preparing and reviewing operational reports, MIS, performance metrics, shipment status reports, and compliance records for management review. 12. Supporting business development initiatives by coordinating with internal teams and customers for operational feasibility, service delivery improvements, and customer retention. 13. Identifying process improvement opportunities and implementing measures to enhance productivity, service quality, regulatory compliance, and cost efficiency. 14. Ensuring proper maintenance of shipment records, customs documents, approvals, correspondence, and audit-related docu mentation. 15. Coordinating with internal stakeholders including Sales, Operations, Finance, and Customer Service teams for seamless execution and closure of transactions. 16. Any other duties and responsibilities assigned from time to time in connection with Air CHA, Freight Forwarding, and Logistics Operations.
5	Assistant Manager [HSE]	FTE-1	1	Associate Services – Manali, Chennai	1. Coordinating for Compliance under HSE compliance under OSHWC Code, Environment Protection Act, and PESO rules. 2. Coordinating for ISO 9001, ISO 14001, and ISO 45001 frameworks. 3. Maintenance of fire hydrants, fire alarms, and water/wastewater treatment plants. 4. Prepare and assist in hazard identification and risk assessment. 5. Conduct safety inspections and recommend improvements. 6. Deliver fire safety training for workplace compliance and awareness. 7. Ensuring safety standards, statutory rules, and authority directives. 8. Ensuring site safety through rules, checklists, stopping unsafe work, and guiding workforce 9. Conduct internal audits, support external audits, and organize mock drills. 10. Promote safety awareness through training sessions, competitions, and safety weeks. 11. Manage HSE documentation, analyse MIS data, report incidents, track indices, and ensure audit compliance. 12. Any other additional tasks and responsibilities as assigned.
6	Assistant Manager [IT Cyber Security]	FTE-1	1	Corporate IT - Kolkata	1. Maintain and manage firewalls and security devices, implement security processes and other security measures to protect data & sensitive information. 2. Upgrade systems by implementing and maintaining security controls. 3. Monitor organizations' network for security breaches and investigate a violation when one occurs. 4. Perform regular audits to ensure security practices are compliant. 5. Conduct Vulnerability Analysis & Penetration Testing on BL IT systems time to time and implement recommendations. 6. Develop security standards and best practices for the organization. 7. Other assignments as may be given from time to time. 8. The above list is indicative only and not exhaustive.
7	Assistant Manager [HSE]	FTE-1	1	Regional HR-Western Region - Silvassa	1. Ensure compliance with EHS statutory requirements, company policies, and applicable standards across assigned units. 2. Conduct EHS inspections, audits, risk assessments, and incident investigations, and ensure timely closure of corrective and preventive actions. 3. Maintain statutory records, compliance documentation, and coordinate with regulatory authorities on EHS-related matters. 4. Organize EHS trainings, toolbox talks, safety campaigns, mock drills, and awareness programs to promote a strong safety culture. 5. Monitor EHS performance, prepare reports, and drive continuous improvement initiatives. 6. Coordinate with Corporate HSE, Regional HSE, and unit teams for implementation of audit observations, sustainability initiatives, BRSR, ESG requirements, and safety programs. Ensure emergency preparedness and effective implementation of health, safety, and environmental management systems across units.

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8	Assistant Manager [Accounts & Finance]	FTE-1	1	Industrial Packaging - Baroda	1. Get involved in preparation and finalization of accounts (Monthly / Quarterly / Annual) as per schedule. 2. Assisting in handling all Unit / Branch level audits. 3. Get accustom with SAP Process of accounting for unit level. 4. Managing day-to-day Payments / accounting functions at the Unit / Branch level. 5. Handling daily banking payment & receipt transactions and preparing bank reconciliation statements. 6. Ensuring effective compliance with existing rules, company policies, and accounting practices. 7. Assisting the Unit / Branch Head with budget finalization, Tender Committee recommendations, and planning and control of capital expenditure. 8. Assisting in maintaining cost accounting records. 9. Performing any other responsibilities assigned from time to time.
9	Officer [Sales & Marketing]	FTO-2	1	Logistics Services - Cochin	1. Identify and acquire new customers for Air Freight, Ocean Freight (FCL/LCL), Customs Clearance, Transportation, Warehousing, and other logistics services. 2. Generate business leads through market mapping, cold calling, client visits, networking, and referrals to achieve assigned sales targets. 3. Develop and maintain strong relationships with existing and prospective customers to ensure customer retention and business growth. 4. Conduct customer meetings, presentations, and negotiations to understand client requirements and offer suitable logistics solutions. 5. Prepare and submit quotations, commercial proposals, and service offerings in coordination with Pricing and Operation s teams. 6. Manage RFQs, tenders, and business proposals, ensuring timely submission and effective follow-up for conversion. 7. Achieve monthly, quarterly, and annual revenue, volume, and gross margin targets as assigned by the management. 8. Coordinate with Operations, Customer Service, Customs Clearance, and Finance teams to ensure seamless execution of customer requirements. 9. Monitor market trends, competitor activities, customer requirements, and industry developments to identify new business opportunities. 10. Ensure timely collection of outstanding receivables and coordinate with customers and Finance teams for resolution o f payment-related issues. 11. Maintain accurate records of customer interactions, sales opportunities, quotations, and business activities in CRM and other business systems. 12. Provide regular sales forecasts, pipeline updates, customer visit reports, and business performance reports to management. 13. Promote cross-selling and up-selling of the Company's logistics and supply chain solutions to existing customers. 14. Ensure compliance with company policies, commercial guidelines, statutory requirements, and quality standards while handling customer accounts. 15. Support strategic business initiatives and contribute towards achieving the overall growth objectives of the SBU.
10	Officer [Operations]	FTO-2	1	Logistics Services - Andheri, Mumbai	1. Manage end-to-end Air Import Consolidation operations and ensure timely execution of shipment-related activities. 2. Coordinate with overseas associates, airlines, customers, and internal stakeholders to ensure seamless movement of cargo. 3. Liaise with CHA and Operations teams for timely customs clearance and delivery of consignments. 4. Negotiate freight rates and commercial terms with overseas partners, airlines, and service providers to ensure cost competitiveness. 5. Monitor and facilitate timely processing of remittance-related documentation and statutory requirements. 6. Prepare, verify, and process payment advice and related operational documents. 7. Track operational costs and support cost-control initiatives to achieve budgeted targets and profitability objectives. 8. Coordinate issuance and administration of Marine Insurance policies and arrange insurance coverage for customer shipments as required. 9. Ensure compliance with company policies, operational procedures, statutory requirements, and customer service standards. 10. Prepare operational reports/MIS and undertake any other duties assigned by the reporting authority from time to time.
11	Officer [Air CHA Operations]	FTO-2	3	Logistics Services - Bengaluru	1. Coordination with Airlines, Customs Authorities, Customers, and Transporters for timely clearance and delivery of import/export consignments. 2. Preparation, verification, and filing of customs documents such as Bills of Entry, Shipping Bills, Delivery Orders, and other related documentation through ICEGATE/Customs systems. 3. Monitoring shipment status, cargo arrival, customs examination, and clearance process to ensure timely movement of cargo.

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					4. Liaising with Customs officials, custodians, terminal operators, and regulatory agencies for resolving clearance-related issues and discrepancies. 5. Handling assessment queries, short-landed cargo cases, detention/demurrage matters, and ensuring prompt resolution. 6. Ensuring compliance with Customs regulations, DGFT guidelines, and other statutory requirements related to air cargo operations. 7. Coordinating with customers and internal stakeholders regarding shipment status, duty payments, document requirements, and delivery schedules. 8. Preparation of invoices, duty payment coordination, vendor bills, and maintenance of records related to customs clearance activities. 9. Maintaining proper filing and documentation of shipment records, customs documents, approvals, and operational reports. 10. Supporting reconciliation of payments, remittances, and coordination with finance/accounts teams for closure of transactions. 11. Tracking cargo movement and updating customers on daily shipment and clearance status. 12. Any other job/responsibility assigned from time to time in connection with Air CHA and logistics operations.
12	Officer [Exports]	FTO-2	1	Industrial Packaging – Ballard, Mumbai	1. Managing end-to-end export documentation and shipment execution, including preparation of commercial documents, vessel planning, container booking, shipment coordination, and post-shipment follow-up. 2. Ensuring compliance with export regulations and trade requirements through effective coordination with DGFT, Customs , AD Banks, ECGC, export promotion councils, certification agencies, and other regulatory bodies. 3. Handling export banking and trade finance activities, including Letter of Credit scrutiny, shipping bill closure, e- BRC monitoring, EDPMS compliance, and export realization tracking. 4. Administering export incentive and licensing schemes, including RoDTEP, EPCG, IEC maintenance, and other applicable export benefits. 5. Coordinating with customers, freight forwarders, consultants, production, dispatch, logistics, finance, and sales teams for timely and efficient execution of export orders. 6. Monitoring outstanding export receivables, payment realization, and related follow-up activities to ensure compliance with company and regulatory requirements. 7. Maintaining export records, statutory documentation, MIS, and reports to support compliance, audit, and business requirements. 8. Performing any other responsibilities as may be assigned from time to time.
13	Officer [Despatch]	FTO-2	1	Industrial Packaging – Chittoor	1. Coordinate periodic sales and dispatch plans in alignment with production and sales teams. 2. Ensure timely transport arrangement and follow up with SCM and transporters; maintain transporter performance reports. 3. Supervise finished goods inspection, ensure safe storage, and maintain housekeeping as per product specifications an d weather conditions. 4. Oversee loading operations carried out by contractors, ensuring adherence to schedules and safety procedures. 5. Verify delivery documentation and process SAP actions with required authorization. 6. Maintain dispatch data, vehicle movement records, and coordinate with customers and transporters for delivery status 7. Support resolution of customer delivery issues and contractor payment matters. 8. Coordinate return of packaging materials and ensure compliance with all safety and operational guidelines.
14	Junior Officer / Officer [Secretarial]	FTO-1/ FTO-2	2	Secretary's Department-Kolkata	1. Assist the Company Secretary in ensuring compliance with the Companies Act, SEBI regulations and other applicable corporate laws. 2. Support preparation, review and filing of statutory returns, forms and disclosures with regulatory authorities. 3. Responsible for matters pertaining to share transfer, transmission, dividend and other requests of shareholders, RTI. 4. Help organize and document Board Meetings, Committee Meetings and General Meetings (AGMs/EGMs). 5. Draft and maintain minutes, agendas, notices and resolutions under supervision. 6. Maintain statutory registers, corporate records and company secretarial files (physical and electronic). 7. Coordinate with internal departments, auditors, legal advisors and regulators as required. 8. Track compliance calendars and follow up on deadlines and filings. 9. Assist in handling shareholder-related documentation and correspondence. 10. Support due diligence, audits and inspections when required. 11. Perform general administrative and clerical duties related to the secretarial function. 12. Any other job assigned time to time

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
15	Junior Officer [Maintenance]	FTO-1	1	Cold Chain – Kolkata	1. MHE & HOPT Management – Ensure 100% operational availability of MHE and HOPT through preventive/corrective maintenance, daily inspections, timely breakdown resolution and coordination with OEM/AMC vendors. 2. Dock & Warehouse Door Equipment – Maintain dock levellers, dock shelters, dock doors, rolling shutters, sectional doors, gates and emergency exits to ensure safe and uninterrupted loading/unloading and warehouse operations. 3. Mechanical Equipment Maintenance – Maintain, pumps, motors, gearboxes, chains, bearings and other mechanical assemblies through planned preventive and corrective maintenance. 4. Cold Store Mechanical Infrastructure – Maintain chamber doors, door heaters, seals, strip/air curtains, hinges, locks and related cold-store infrastructure to prevent temperature loss and ensure cold-chain integrity. 5. Preventive & Breakdown Maintenance – Achieve 100% PM compliance, attend breakdowns within defined TAT, conduct root-cause analysis and implement corrective/preventive actions to minimize repeat failures. 6. MHE & Mechanical Safety – Ensure safety of MHE and mechanical equipment by checking brakes, horns, lights, forks, wheels, hydraulic systems and safety devices; ensure only trained personnel operate equipment and achieve zero mechanical safety incident s . 7. Battery & Utility Equipment Management – Maintain battery charging areas and batteries, including charging cycles, water levels and ventilation, and ensure readiness of pallet jacks, hand trolleys, weighing scales, ladders and other utility equipment. 8. Warehouse Infrastructure Maintenance – Maintain racks, guard rails, bollards, floor markings, safety barriers, platforms and other warehouse infrastructure, ensuring timely rectification of damages and safe operating conditions. 9. Spare, AMC & Vendor Management – Ensure availability of critical mechanical spares, monitor inventory and coordinate/supervise OEM and AMC vendors for timely and quality completion of maintenance activities. 10. HSE, Documentation & Continuous Improvement – Ensure compliance with HSE, PPE and LOTO requirements, maintain maintenance records and MIS, support CAPEX/improvement projects, implement 5S and contribute to reliability, cost optimization and continuous improvement initiatives.
16	Junior Officer [Commercial]	FTO-1	1	Cold Chain – Kolkata	1. Processing Purchase Requisitions (PRs), Requests for Quotations (RFQs), Purchase Orders (POs), Goods Receipt Notes (GRNs), Service Entry Sheets (SES), and related SAP transactions within the stipulated timelines. 2. Managing procurement through Open, Limited, Single Tender, Reverse Auction, and GeM platforms, including preparation of tend er documents, bid evaluation, comparative statements, and placement of purchase orders. 3. Ensuring procurement activities are carried out in compliance with the General Financial Rules (GFR), Company Procurement Policy, Delegation of Authority (DOA), and other applicable guidelines. 4. Developing and maintaining an approved vendor base, monitoring vendor performance, and coordinating corrective actions to ensure quality, timely delivery, and service standards. 5. Processing and monitoring service/work contracts, renewals, deliverables, and statutory compliance in coordination with user departments, Finance, and Legal. 6. Conducting commercial negotiations, market analysis, and cost optimization initiatives while ensuring quality and operational requirements are met. 7. Coordinating receipt of materials, inventory management, availability of critical spares and consumables, and ensuring uninterrupted operational support. 8. Verifying vendor invoices with reference to Purchase Orders, GRNs/SES, and supporting documents, and coordinating timely pro cessing of payments. 9. Managing procurement of approved CAPEX and OPEX requirements within budgetary provisions and prescribed approval procedures. 10. Preparing procurement plans, monitoring procurement cycle timelines, minimizing emergency purchases, and ensuring adherence to service level agreements (SLAs). 11. Monitoring vendor performance, contractual obligations, delivery schedules, and compliance with agreed service levels. 12. Preparing and maintaining procurement MIS, reports, dashboards, and records relating to procurement status, vendor performance, savings, expenditure, and pending transactions. 13. Maintaining complete procurement documentation and extending support during Internal, Statutory, and Procurement Audits, including timely closure of audit observations. 14. Coordinating with Operations, Finance, Engineering, Legal, vendors, and other stakeholders for effective resolution of procurement and commercial matters. 15. Identifying and implementing process improvements, digitalization, standardization, and cost optimization initiatives to enhance procurement efficiency.
17	Junior Officer [Warehouse Operations]	FTO-1	3	Cold Chain - Kolkata	1. Handling day to day activities of stock management, receipt, storage issues etc during assigned shift. 2. Ensuring appropriate storage in terms of temperature zone. 3. Management and maintenance of stock records as per SOPs. 4. Initiate stock liquidation (handling of non / slow moving items) as per SOPs.

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					5. Handle all activities related to packing / repacking, labelling etc. of stock during the shift 6. Coordinate with other members of Ops team to ensure zero loss to stock. 7. Ensure implementation of SOPs in terms of handling perishable / non-perishable items. 8. Handle activities related to preparation and submission of various reports, MIS etc. during assigned shifts. 9. Maintenance of HSE at unit level. 10. Any other task assigned time to time.
18	Junior Officer [Warehouse Operations]	FTO-1	1	Cold Chain - Vijayawada	1. Handling day to day activities of stock management, receipt, storage issues etc during assigned shift. 2. Ensuring appropriate storage in terms of temperature zone. 3. Management and maintenance of stock records as per SOPs. 4. Initiate stock liquidation (handling of non / slow moving items) as per SOPs. 5. Handle all activities related to packing / repacking, labelling etc. of stock during the shift 6. Coordinate with other members of Ops team to ensure zero loss to stock. 7. Ensure implementation of SOPs in terms of handling perishable / non-perishable items. 8. Handle activities related to preparation and submission of various reports, MIS etc. during assigned shifts. 9. Maintenance of HSE at unit level. 10. Any other task assigned time to time.
19	Junior Officer [Trust Funds]	FTO-1	1	Corporate Accounts & Finance - Kolkata	1. Processing and monitoring EPFO-related activities and statutory compliances. 2. Preparation, verification and submission of PF returns (monthly & annual), Preparation and uploading of ERC in EPFO portal, challans and related documentation within prescribed timelines. 3. Handling employee PF matters including UAN generation, KYC updates, transfers, withdrawals, pension-related cases and grievance resolution. 4. Maintaining accurate PF records, statutory registers and compliance data. 5. Coordinating with Payroll SPOCs, HR, Finance and external agencies for reconciliation and compliance matters. 6. Ensuring adherence to applicable labour laws, EPFO rules and statutory guidelines. 7. Assisting during internal/external audits and inspections related to PF compliance. 8. Maintaining confidentiality of employee and statutory records. 9. Preparing reports, MIS and compliance updates for management as and when required. 10. Supporting implementation of process improvements and digitization initiatives related to statutory compliance activities. 11. Any other job assigned from time to time.
20	Junior Officer [Domestic Operations]	FTO-1	4	Logistics Services - Bengaluru	1. Operational Management • Plan, coordinate, and oversee transportation routes and schedules. • Optimize fleet utilization to minimize costs and maximize efficiency. • Ensure timely deliveries while maintaining service quality. 2. Compliance & Regulatory Adherence • Ensure compliance with transport laws, safety regulations, and permits. • Maintain records related to vehicle inspections, insurance, and licenses. • Liaise with regulatory authorities for smooth operations. 3. Fleet & Vehicle Management • Oversee vehicle maintenance, repairs, and fuel management. • Ensure roadworthiness of all vehicles in the fleet. • Implement tracking systems to monitor vehicle movement and performance. 4. Cost Control & Budgeting • Monitor fuel costs, tolls, and overall operational expenses. • Negotiate contracts with transport vendors and suppliers. • Implement cost-saving measures without compromising efficiency. 5. Team & Driver Management • Supervise drivers and transport staff, ensuring adherence to company policies. • Train and educate drivers on safety protocols and best practices. • Address grievances and ensure employee satisfaction for smooth operations. 6. Customer & Stakeholder Coordination • Communicate with clients regarding shipment status and delivery timelines. • Resolve transportation-related complaints and service issues. • Work closely with suppliers and logistics teams for seamless coordination. 7. Technology & Process Improvement • Implement GPS tracking and transport management software.

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					• Analyse data to improve delivery efficiency and route planning. • Stay updated with industry trends and technological advancements.
21	Junior Officer [Operations]	FTO-1	1	Logistics Services - Nashik	1. Communication with Airlines and Foreign Associates, checking emails, receiving Pre alerts, coordination with the airline/associates for discrepancy, if any. 2. Creating job in Corvi, issuing ACAN to customers& CHAs, checking arrival status of flights. 3. Filing CGM in ICEGATE, releasing online delivery order, making payment vouchers for airline DOs. 4. Sending cargo arrival status to customers on daily basis. 5. Tracking the shipment and checking for the schedule. 6. Checking for short-la2ding and to co-ordinate with the Airline/ Associate for resolution of the issue. 7. Raising invoice to Customers/ CHAs and collection of payment. 8. Filing of all shipment related documents and uploading in Corvi. 9. Co-ordination with Associates, remittance cell and Corporate for reconciliation and release of payments. 10. Any other Job assigned time to time.
22	Junior Officer [Air Export Operations]	FTO-1	1	Logistics Services - Bengaluru	1. Coordination with customers, airlines, overseas agents, transporters, and warehouse teams for smooth execution of export shipments. 2. Receiving booking requests from customers and arranging space bookings with airlines as per shipment requirements and schedules. 3. Preparation, verification, and processing of export documentation such as Shipping Bills, Air Way Bills (AWB), invoices, packing lists, and other regulatory documents. 4. Coordinating with Customs House Agents (CHAs), Customs authorities, and terminal operators for timely customs clearance and cargo handover. 5. Monitoring cargo movement, flight schedules, shipment status, and ensuring timely upliftment of cargo. 6. Handling pre-alerts, shipment tracking, and communication with overseas agents/customers regarding shipment updates and discrepancies, if any. 7. Ensuring compliance with airline regulations, Customs requirements, DGFT guidelines, and other statutory norms applicable to air export operations. 8. Coordinating for cargo acceptance, security clearance, screening, and documentation at airport cargo terminals. 9. Preparation of invoices, debit/credit notes, and follow-up for collection of payments from customers/agents. 10. 10. Maintaining shipment records, operational documents, MIS reports, and updating shipment details in the operational system/software. 11. Resolving operational issues such as cargo rollover, flight delays, documentation discrepancies, short-shipment cases, and customer queries. 12. Coordination with internal departments, finance/accounts teams, and overseas offices/associates for smooth execution and closure of shipments. 13. Ensuring timely dispatch of shipping documents and status reports to customers and stakeholders. 14. Any other job/responsibility assigned from time to time in connection with Air Export and logistics operations.
23	Junior Officer [Sales & Marketing]	FTO-1	1	Logistics Services - Bengaluru	1. Provide daily, proactive, and efficient secretarial and administrative support to Regional Sales Head and the team, 2. Proactively managing internal/external enquires and communication, some of which may be of a sensitive and/or confidential nature. 3. Coordinating with sales team members and preparing them for meetings with external and internal entities providing all supporting information and documentation such as agendas, minutes, papers etc. 4. Tele calling and making visits to new customers for finding new prospects, as and when required 5. Coordination with external point of contact stakeholders and communicating the information to internal stakeholders. 6. Payment follow-up with customers and visits to their place of offices, also for outstation if applicable. 7. Report generations as and when sought by the management team including collaboration and collation of data. 8. Managing backend support to the entire sales team in the region by consolidating documents, proper MIS and other information system data storage 9. Any other job assigned time to time.
24	Junior Officer [Operations]	FTO-1	1	Logistics Services - NRO, Okhla	1. Follow up with customers for timely collection of outstanding dues and monitor receivables on a regular basis. 2. Maintain collection records and update customer payment status in the system. 3. Coordinate with customers, branch operations teams, and finance departments to resolve collection-related issues and discrepancies. 4. Prepare and process payment requests to vendors, service providers, and business associates after verification of sup porting documents.

Sl. No.	Position	Grade	No. of Position(s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					5. Ensure timely submission of payment documents and coordinate with the Finance Department for processing of payments. 6. Carry out reconciliation of customer accounts, vendor accounts, and branch-related transactions on a periodic basis. 7. Investigate and resolve differences identified during reconciliation activities. 8. Prepare collection, payment, and reconciliation reports for management review and monitoring. 9. Maintain proper records and documentation related to receipts, payments, debit notes, credit notes, and reconciliations. 10. Coordinate with branch operations, sales teams, customers, vendors, and finance personnel to ensure smooth financial and operational processes. 11. Support statutory, internal, and external audit requirements by providing necessary records and information 12. Ensure compliance with company policies, financial controls, and operational procedures. 13. Assist in MIS preparation and other operational activities as assigned by the Branch/Regional Management from time to time.
25	Junior Officer [Air Import Operations]	FTO-1	3	Logistics Services – NRO, Okhla	1. Communication with Airlines and Foreign Associates, checking emails, receiving Pre alerts, coordination with the airline/associates for discrepancy, if any. 2. Creating job in Corvi, issuing ACAN to customers& CHAs, checking arrival status of flights. 3. Filing CGM in ICEGATE, releasing online delivery order, making payment vouchers for airline DOs. 4. Sending cargo arrival status to customers on daily basis. 5. Tracking the shipment and checking for the schedule. 6. Checking for short-landing and to co-ordinate with the Airline/ Associate for resolution of the issue. 7. Raising invoice to Customers/ CHAs and collection of payment. 8. Filing of all shipment related documents and uploading in Corvi. 9. Co-ordination with Associates, remittance cell and Corporate for reconciliation and release of payments. 10. Any other Job assigned time to time
26	Junior Officer [Operations]	FTO-1	1	Logistics Services - Hyderabad	1. Assisting in handling import and export shipments for Air and Ocean CHA operations. 2. Preparing, verifying, and maintaining customs clearance documents such as Bills of Entry, Shipping Bills, Delivery Orders, and related records. 3. Coordinating with airlines, shipping lines, customs authorities, transporters, customers, and internal stakeholders for smooth cargo movement and clearance. 4. Monitoring shipment status, cargo arrivals, vessel schedules, and clearance activities, and providing regular updates to concerned parties. 5. Supporting customs clearance processes and resolving routine operational and documentation-related issues. 6. Coordinating duty payments, cargo delivery, and customer documentation requirements. 7. Preparing invoices, processing vendor bills, and maintaining operational and financial records. 8. Ensuring compliance with Customs regulations, DGFT guidelines, and other statutory requirements. 9. Maintaining shipment files, operational reports, and system records related to Air and Ocean CHA activities. 10. Assisting in reconciliation of operational expenses and coordinating with Finance for transaction closure. 11. Performing any other duties assigned from time to time in connection with Air CHA, Ocean CHA, and Logistics Operations.
27	Junior Officer [Accounts & Finance]	FTO-1	1	Logistics Services - Bengaluru	1. Assist in recording day-to-day accounting transactions relating to receipts, payments, expenses, and journal entries. 2. Support maintenance of books of accounts and timely updation of transactions in ERP/accounting software. 3. Assist in accounting and documentation of revenue arising from Air Freight, Ocean Freight, Customs Clearance, Transportation, Warehousing, and other logistics services. 4. Verify and compile supporting documents such as vendor invoices, customer invoices, Airway Bills (AWB), Bills of Lading (BL) and other operational documents. 5. Process vendor bills and employee reimbursement claims after preliminary scrutiny for completeness and accuracy. 6. Assist in customer billing and follow-up for collection of supporting documents required for invoicing. 7. Support reconciliation of job-related revenues and expenses and assist in identifying discrepancies, if any. 8. Assist in preparation of bank reconciliation statements and follow-up for clearance of outstanding entries. 9. Maintain accounting records, vouchers, files, and statutory documents in an organized manner for audit and compliance purposes. 10. Provide support during internal audits, statutory audits, and preparation of financial information as required. 11. Coordinate with operations, customer service, and other departments for obtaining accounting-related information and documentation. 12. Prepare routine MIS reports and statements as required by Branch Finance and Management. 13. Ensure adherence to Company policies, accounting procedures, and internal control requirements. 14. Perform any other duties and responsibilities assigned from time to time by the Reporting Officer or Management.

COMPENSATION

Selected candidates will be placed on a Three-year fixed term contract. Compensation will be linked to qualification and experience and shall be as per the industry standards.

Sl. No.	Post(s)	Grade(s)	SBU/Function/Vertical	Indicative Place of Posting	Maximum Take Home Salary (Rs / per month before deduction of taxes)	Maximum CTC (Rs / lakhs per annum)
1	Unit Head [W&D]	FTE-3	Logistics Infrastructure	Kolkata	INR 1,11,980 /-	16.21 lakhs per annum
2	Deputy Manager [Leather Chemicals]	FTE-2	Chemicals	Ranipet & Kolkata	Ranipet - INR 83,958 /- Kolkata - INR 93,375 /-	Ranipet - 12.22 lakhs per annum Kolkata - 13.56 lakhs per annum
3	Assistant Manager [Operations]	FTE-1	Logistics Services	Andheri, Mumbai	INR 74,673/-	10.89 lakhs per annum
4	Assistant Manager [Air CHA Operations]	FTE-1	Logistics Services	Hyderabad	INR 74,673/-	10.89 lakhs per annum
5	Assistant Manager [HSE]	FTE-1	Associate Services	Manali, Chennai	INR 74,673/-	10.89 lakhs per annum
6	Assistant Manager [IT Cyber Security]	FTE-1	Corporate IT	Kolkata	INR 74,673/-	10.89 lakhs per annum
7	Assistant Manager [HSE]	FTE-1	Regional HR- Western Region	Silvassa	INR 67,140 /-	9.82 lakhs per annum
8	Assistant Manager [Accounts & Finance]	FTE-1	Industrial Packaging	Baroda	INR 70,906 /-	10.36 lakhs per annum
9	Officer [Sales & Marketing]	FTO-2	Logistics Services	Cochin	INR 41,262 /-	6.10 lakhs per annum
10	Officer [Operations]	FTO-2	Logistics Services	Andheri, Mumbai	INR 43,549 /-	6.43 lakhs per annum
11	Officer [Air CHA Operations]	FTO-2	Logistics Services	Bengaluru	INR 43,549 /-	6.43 lakhs per annum
12	Officer [Exports]	FTO-2	Industrial Packaging	Ballard, Mumbai	INR 43,549 /-	6.43 lakhs per annum
13	Officer [Despatch]	FTO-2	Industrial Packaging	Chittoor	INR 38,976 /-	5.86 lakhs per annum
14	Junior Officer / Officer [Secretarial]	FTO-1 / FTO-2	Secretary's Department	Kolkata	FTO-1 - INR 39,033 /- FTO-2 - INR 43,549 /-	FTO-1 - 5.87 lakhs per annum FTO-2 – 6.43 lakhs per annum
15	Junior Officer [Maintenance]	FTO-1	Cold Chain	Kolkata	INR 39,033 /-	5.87 lakhs per annum
16	Junior Officer [Commercial]	FTO-1	Cold Chain	Kolkata	INR 39,033 /-	5.87 lakhs per annum
17	Junior Officer [Warehouse Operations]	FTO-1	Cold Chain	Kolkata	INR 39,033 /-	5.87 lakhs per annum
18	Junior Officer [Warehouse Operations]	FTO-1	Cold Chain	Vijayawada	INR 36.977 /-	5.58 lakhs per annum
19	Junior Officer [Trust Funds]	FTO-1	Corporate Accounts & Finance	Kolkata	INR 39,033 /-	5.87 lakhs per annum
20	Junior Officer [Domestic Operations]	FTO-1	Logistics Services	Bengaluru	INR 39,033 /-	5.87 lakhs per annum
21	Junior Officer [Operations]	FTO-1	Logistics Services	Nashik	INR 36.977 /-	5.58 lakhs per annum
22	Junior Officer [Air Export Operations]	FTO-1	Logistics Services	Bengaluru	INR 39,033 /-	5.87 lakhs per annum
23	Junior Officer [Sales & Marketing]	FTO-1	Logistics Services	Bengaluru	INR 39,033 /-	5.87 lakhs per annum

24	Junior Officer [Operations]	FTO-1	Logistics Services	NRO, Okhla	INR 39,033 /-	5.87 lakhs per annum
25	Junior Officer [Air Import Operations]	FTO-1	Logistics Services	NRO, Okhla	INR 39,033 /-	5.87 lakhs per annum
26	Junior Officer [Operations]	FTO-1	Logistics Services	Hyderabad	INR 39,033 /-	5.87 lakhs per annum
27	Junior Officer [Accounts & Finance]	FTO-1	Logistics Services	Bengaluru	INR 39,033 /-	5.87 lakhs per annum

HOW TO APPLY

1. Please 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#
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# .
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 09.09.2026 till 2359 hours on 29.09.2026.**
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
Relaxations for Persons with Benchmark Disability (PwBD)	
➢ 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	

Number of positions reserved for:

Sl. No.	Position	Grade	SBU/Function/Vertical	Indicative Place of Posting	No of Vacancies	Reservation Details (UR / SC/ ST/ OBC/ EWS)
1	Unit Head [W&D]	FTE-3	Logistics Infrastructure	Kolkata	1	UR
2	Deputy Manager [Leather Chemicals]	FTE-2	Chemicals	Ranipet & Kolkata	2 (1 post at each location)	UR - 1, SC - 1
3	Assistant Manager [Operations]	FTE-1	Logistics Services	Andheri, Mumbai	1	UR - 3, SC - 1, ST - 1, OBC (NCL) - 1
4	Assistant Manager [Air CHA Operations]	FTE-1	Logistics Services	Hyderabad	1	
5	Assistant Manager [HSE]	FTE-1	Associate Services	Manali, Chennai	1	
6	Assistant Manager [IT Cyber Security]	FTE-1	Corporate IT	Kolkata	1	
7	Assistant Manager [HSE]	FTE-1	Regional HR- Western Region	Silvassa	1	
8	Assistant Manager [Accounts & Finance]	FTE-1	Industrial Packaging	Baroda	1	
9	Officer [Sales & Marketing]	FTO-2	Logistics Services	Cochin	1	UR - 4, SC - 1, ST - 1, OBC (NCL) - 1
10	Officer [Operations]	FTO-2	Logistics Services	Andheri, Mumbai	1	
11	Officer [Air CHA Operations]	FTO-2	Logistics Services	Bengaluru	3	
12	Officer [Exports]	FTO-2	Industrial Packaging	Ballard, Mumbai	1	
13	Officer [Despatch]	FTO-2	Industrial Packaging	Chittoor	1	
14	Junior Officer / Officer [Secretarial]	FTO-1 / FTO-2	Secretary's Department	Kolkata	2	UR - 11, SC - 3, ST - 4, OBC (NCL) - 4, EWS - 2, PwBD - 1 (LV)*
15	Junior Officer [Maintenance]	FTO-1	Cold Chain	Kolkata	1	
16	Junior Officer [Commercial]	FTO-1	Cold Chain	Kolkata	1	
17	Junior Officer [Warehouse Operations]	FTO-1	Cold Chain	Kolkata	3	
18	Junior Officer [Warehouse Operations]	FTO-1	Cold Chain	Vijayawada	1	
19	Junior Officer [Trust Funds]	FTO-1	Corporate Accounts & Finance	Kolkata	1	
20	Junior Officer [Domestic Operations]	FTO-1	Logistics Services	Bengaluru	4	
21	Junior Officer [Operations]	FTO-1	Logistics Services	Nashik	1	
22	Junior Officer [Air Export Operations]	FTO-1	Logistics Services	Bengaluru	1	
23	Junior Officer [Sales & Marketing]	FTO-1	Logistics Services	Bengaluru	1	
24	Junior Officer [Operations]	FTO-1	Logistics Services	NRO, Okhla	1	
25	Junior Officer [Air Import Operations]	FTO-1	Logistics Services	NRO, Okhla	3	
26	Junior Officer [Operations]	FTO-1	Logistics Services	Hyderabad	1	
27	Junior Officer [Accounts & Finance]	FTO-1	Logistics Services	Bengaluru	1	
*Ref. OM No. 18-25/2024 dated 17.12.2025.						

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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