



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

## Balmer Lawrie & Co. Ltd.

A Multi-business Conglomerate Celebrating 160 years' legacy of Trust, Reliability & Transparency

Ref. No.: BL/CHRD/RECT/ET/2025-26/1

Date: 19<sup>th</sup> May 2026

### EXECUTIVE TRAINEE RECRUITMENT: 2026

#### THE COMPANY

Balmer Lawrie & Co. Ltd, a Mini Ratna I Public Sector Company under the Ministry of Petroleum & Natural Gas, is a professionally managed, multi-location, diversified conglomerate having presence in manufacturing as well as services sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the Organization to achieve leadership position in many of its businesses.

#### VISION

*To be a leading diversified corporate entity having market leadership in chosen business segments, consistently delivering value to all stakeholders, with environmental and social responsibility*

#### PRODUCTS AND SERVICES

The Company operates in various business segments through Strategic Business Units [SBUs] viz. Industrial Packaging, Greases & Lubricants, Chemicals in Manufacturing sector and Logistics, Travel & Vacations in Service sector. It is the market leader in Industrial Greases & Specialty Lubricants, Steel Barrel, Corporate Travel and Logistics Services. The Company also has significant presence in most of the other businesses it operates in, namely, Chemicals, Logistics Infrastructure, Cold Chain etc.

#### STRATEGIC BUSINESS UNITS [SBUs]

Most of the businesses of the Company are market leaders in their chosen areas of operation.

SBU	Details
Industrial Packaging	Technology & Market Leader in Mild Steel Drums manufacturing. Focused on sustainable and innovative packaging solutions for top brands.
Greases & Lubricants	Pioneers & Market Leaders in Grease manufacturing. State-of-art R&D facility. Growing in retail & B2B segments. Overseas operations in Indonesia
Chemicals	Robust R&D base. Growing in Leather, Textile, Agro and Specialty Chemicals.
Logistics	Infrastructure & Services combined to provide end-to-end logistics services. One of the oldest Customs Agents. Experts in specialized handling of critical cargo.
Logistics Infrastructure	Container Freight stations and Warehouses nationwide. Multi Modal Logistics Hub at Visakhapatnam.
Cold Chain	State-of-the-art Cold Chain Units. Expertise to handle products -25 °C to +25 °C. Fleet of Temperature Controlled Vehicles. Last mile delivery
Travel & Vacations	Largest Corporate Travel Management Company in India



## 1. INVITATION TO APPLY

Balmer Lawrie is looking for young and dynamic Graduate Engineers and MBA (Equivalent) in disciplines/ with specializations as specified in Table 1A & 1B below respectively, to be engaged as Executive Trainees at various locations across the country.

**Table 1A: LIST OF EXECUTIVE TRAINEE OPENINGS - GRADUATE ENGINEERING**

Sl. No.	Post	SBU/ Function	Essential Qualification: Full-time regular B. Tech / B.E. course in the following disciplines only, with <u>60%</u> minimum cumulative aggregate percentage for SC/ST/PwBD and <u>65%</u> for others	UR	OBC NCL	SC	ST	EWS	Total	Position Code
1	Executive Trainee (Mechanical)	Industrial Packaging/ Greases & Lubricants	Mechanical Engineering	4	2	1	1	1	9	BL_ET_Engg_Mech_1
2	Executive Trainee (Chemical)	Greases & Lubricants/ Chemicals	Chemical Engineering	1	2	1	1	1	6	BL_ET_Engg_Chem_2
3	Executive Trainee (Food Technology)	Cold Chain	Food Technology/ Food Technology Management/ Food Technology & Biochemical Engineering	1	-	-	-	-	1	BL_ET_Engg_FoodT_3
4	Executive Trainee (IT)	Information Technology	Computer Science/ Computer Science & Business System/ Computer Engineering/ Computer Science & Engineering/ Computer Science and Technology/ Information Technology	2	2	1	-	1	6	BL_ET_Engg_IT_4
5	Executive Trainee (Leather Technology)	Chemicals	Leather Technology	1	-	-	-	-	1	BL_ET_Engg_LT_5
Total number of posts:				9	6	3	2	3	23	

### Notes on Table 1A:

- Candidates who are in the final year will also be considered provided they obtain minimum cumulative percentage of marks or more and submit final mark sheet and join within 8 months of date of last date of submission of application, i.e. by 08 Feb 2027.
- Candidates who have completed or are in the final year of 05 years' integrated B.E / B. Tech. + M.E / M. Tech. integrated dual degree in engineering in relevant discipline may also apply



**Table 1B: LIST OF EXECUTIVE TRAINEE OPENINGS - MBA (EQUIVALENT)**

Sl. No	Post	SBU/ Function	Essential Qualification: Recognized MBA / PG Diploma/ PG Degree in the following disciplines/ with the following specializations with <u>60%</u> minimum cumulative aggregate percentage for SC/ST/PwBD and <u>65%</u> for others:	UR	OBC NCL	SC	ST	EWS	Total	Position Code
1	Executive Trainee (Sales & Marketing)	Greases & Lubricants/ Industrial Packaging/ Logistics / Logistics Infrastructure / Cold Chain	Sales & Marketing/ Sales & Marketing Management/ Marketing Management/ Sales/ Marketing	7	4	2	1	2	16	BL_ET_Mgmt_SM_6
2	Executive Trainee (Operations)	Greases & Lubricants/ Logistics Infrastructure /Cold Chain	Operations/ Operations Management / Operations & Supply Chain Management	4	3	2	1	1	11	BL_ET_Mgmt_OP_7
3	Executive Trainee (IT Mgmt.)	Greases & Lubricants/ Logistics Infrastructure	Information Technology / Information Technology & Systems/ Information Management / Information Systems	1	1	-	-	-	2	BL_ET_Mgmt_IT_8
4	Executive Trainee (SCM)	Greases & Lubricants/ Industrial Packaging/ Cold Chain	SCM/ Supply Chain/ Logistics and Supply Chain Management/ Supply Chain & Logistics/ Materials Management	3	1	1	-	-	5	BL_ET_Mgmt_SCM_9
5	Executive Trainee (HR)	Greases & Lubricants	HR/ HRM/ HRD / Human Resource Management and Labour Relations/ also, MA in HR or HRM/ MA in HRM & Labour Relations/ MSW in / with specialization in HRM and IR, HRD and Management	1	-	-	-	-	1	BL_ET_Mgmt_HR_10
6	Executive Trainee (Logistics/ Transportation)	Logistics	Transport Management/ Logistics Management/ International Transportation and Logistics Management/ Public Systems - Specialization in Transportation & Logistics Management/ Multi-modal Transportation/ Logistics and Supply Chain Management/ Railroad & Air Cargo Logistics	1	1	1	-	-	3	BL_ET_Mgmt_LS_11
7	Executive Trainee (IT - Finance)	IT	Finance/ Financial Management	1	-	-	-	-	1	BL_ET_Mgmt_FIT_12
Total number of posts:				18	10	6	2	3	39	
Total inclusive of Graduate Engineering and MBA (Equivalent):				27	16	9	4	6	62	



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## 2. **IMPORTANT INSTRUCTIONS REGARDING QUALIFICATION/CERTIFICATE:**

- i) Minimum cumulative aggregate percentage of marks in Qualifying exam (Graduate Engineering for Table 1A posts / MBA Equivalent for Table 1B posts), are:

Category	Minimum aggregate percentage
SC/ST/ PwBD	60%
All other categories	65%

- ii) The applicant should possess the essential qualification on the closing date of ONLINE registration i.e. 09 June 2026.
- iii) The candidates shall be required to produce original Marks Sheets/Certificate(s), at the time of Document Verification.
- iv) Candidates who are in the final year will also be considered provided they obtain minimum cumulative percentage of marks or more and submit final marksheet and join within 8 months of date of submission of application, i.e. by 08.02.2027. Such candidates would need to upload/ submit marksheets of all semester/ years cleared to establish that they are in the final year as on last date of application as mentioned in this advertisement.
- v) Eligible candidates who have completed Degree course (as prescribed for the Post applied for) through recognized lateral entry scheme can also apply.
- vi) Candidate having B.E./B.Tech + M.E./M.Tech integrated dual Degree in Engineering in relevant disciplines shall also be considered for Posts where Essential Qualification of B.E./B.TECH in relevant discipline as prescribed. If a candidate pursues integrated B.E./B.Tech + ME/M.Tech Programmes and is awarded two separate Degrees i.e. BE/B.Tech and M.E./M.Tech, then the % of marks/CGPA obtained by the candidates in BE/B.Tech will be considered to determine the eligibility of the candidates. If a single Degree i.e. ME/M.Tech is awarded to the candidates at the end of integrated ME/M.Tech programme, then the consolidated marks obtained by the candidate at the end of integrated ME/M.Tech programme will be reckoned for deciding the eligibility.
- vii) Engineering Degree shall be full time regular B.E./ B. Tech. (4 years) recognized by appropriate Statutory Authority of India.
- viii) The candidate must possess Qualifications from a University/ Technical Board incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956 or duly recognized by the relevant Statutory Bodies like UGC/AICTE etc. for the relevant period when the candidates acquired the Qualification. In case of the candidates possessing such Degrees/Diplomas/Certificates awarded through Distance Learning/Part Time/Correspondence Mode of Education, such candidates shall also produce approval given to the University/Institute that the above Degree/Diploma/ Certificates are recognized for employment in Central Government by the relevant Statutory Bodies for the relevant period at the time of Document Verification.
- ix) 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. 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.
- x) All courses must be from University/ Institute recognized by appropriate Statutory Authority of India. For verifying recognition of University/ Institute/ Curriculum reference would be made to government websites viz. <https://www.ugc.gov.in/>; <https://deb.ugc.ac.in/>; <https://www.education.gov.in/institutions-national-importance>; <https://www.aicte.gov.in/>

- xi) For the purpose of calculation of percentage, cumulative aggregate percentage of marks considered by the concerned University/Institute for the purpose of issuance of Degree/Diploma will be taken into account. Candidate must specifically indicate the percentage of marks obtained in the relevant column of the Online Application Form. **Rounding off percentage will not be acceptable under any circumstances for considering eligibility e.g. 59.99% will be treated less than 60%.**
- xii) 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.
- xiii) Examinations for all the above positions shall be conducted on the same day at the same time. Consequently, any one applicant will be able to appear for only one of the above posts against this advertisement. Therefore, one candidate should apply against one post only and change in this regard at a later date would not be possible. **In case of multiple applications from a candidate, the latest one shall be considered as final, and the earlier applications shall be rejected without notice.**
- xiv) The nature of engagement and training would be hands-on, on-job basis. Trainees may need to report on shifts at the respective locations. Trainees may be located at or transferred to any of the operations/ establishments of the Company in India or abroad. It would not be possible to accommodate any requests in this regard.
- xv) The number of vacancies/ SBU/ Functions etc. indicated above are tentative. Actual requirements may increase/ decrease based on business needs.
- xvi) Indian citizens aged 18 years and above who fulfill the eligibility criteria can apply for the above posts
- xvii) Before filling in the online registration form, please refer to instructions for online registration & submission of application and instructions given in the main instruction page on the online application link. The application form shall be filled in by the candidates in English language only.
- xviii) The process of registration of application will be complete only when the prescribed application fee (wherever applicable) is deposited with the bank through online mode on or before the last date of fee payment.
- xix) Dates of CBT and other stages of recruitment process shall be intimated time to time through the official website of Balmer Lawrie & Co. Ltd. (<https://www.balmerlawrie.com/careers/current-openings>) and/or through email.
- xx) Incomplete applications would be summarily rejected

### 3. IMPORTANT DATES:

Opening Date for online Registration of Application	19 <sup>th</sup> May 2026
Closing Date of online Registration of Application	9 <sup>th</sup> June 2026
Last date of submission of online Fee	11 <sup>th</sup> June 2026

[CLICK HERE TO APPLY](#)



Queries related to ONLINE Application Form should be made at following:

Helpdesk Tab	Provided in the online Application Portal
Helpdesk Number	08064526227 from 10:00 am to 17:00 pm. (except Saturdays, Sundays and Holidays) 19 <sup>th</sup> May 2026 to 11 <sup>th</sup> June 2026

4. **AGE LIMIT:**

i) The age limits for above posts are as under:

Category of Positions	Maximum Age (in Years), as on 9 <sup>th</sup> June 2026
Executive Trainee - Graduate Engineering positions (Table 1A)	25
Executive Trainee - MBA Equivalent positions (Table 1B)	27
Maximum Age for Reserved Categories	Age relaxation (in years) available
SC/ST	5
OBC(NCL)	3
PwBD belonging to GENERAL/EWS	10
PwBD belonging to OBC(NCL)	13
PwBD belonging to SC/ST	15
ESM	As per Govt. regulations

a) Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to them rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by the Govt. of India.

b) Date of Birth filled by the candidate in the Online Application Form should be same as recorded in the valid Birth Certificate/ School Leaving Certificate/ Matriculation/ Secondary (10<sup>th</sup>) Examination Certificate which will be the only document to be accepted for determining the age.

c) Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the Post is reserved or not.

5. **RESERVATION:**

i) All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters for UR candidates and not availing any reserved category relaxations. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered. Reservation of vacancies will be as per Government of India directives.

ii) **For SC/ST (Scheduled Caste/Scheduled Tribes) Candidates:**

Candidates belonging to SC/ST category as per the Central Lists, shall have to submit self- attested copy of Valid Caste Certificate issued by the Competent Authority as prescribed by the Government of India at the time of application and Document Verification. For sample format, please refer Annexure -I(A).

If the SC/ ST caste certificate is not found to be Valid, not in the correct Central format or not issued by the Competent Authority as prescribed by the Government of India, the candidature would be cancelled without further reference.

iii) For OBC-NCL (Other Backward Classes - Non-Creamy Layer) Candidates:

a) OBC-NCL candidates whose Caste is included in the Central List applicable for Service under Government of India are required to upload valid Caste Certificate at the time of filling up of Online Application Form certifying “Non-Creamy Layer” status in the format prescribed by Central Government to get the benefit of OBCNCL reservation. At the time of Document Verification, **the candidate needs to submit a valid OBC-NCL certificate which is issued by the Competent Authority and which is valid on the date of application**, to get the benefit of OBC-NCL reservation. In case of non-compliance with these stipulations, the claim for reserved status under OBC-NCL will not be entertained and the candidature of such candidate, if fulfilling all the eligibility conditions for UR Category, will be considered against UR vacancies only. For sample format, please refer Annexure -I(B).

b) The OBC candidates who belong to “Creamy Layer” are not entitled for OBC reservation and such candidates have to indicate their category as “UR”.

iv) For EWS (Economically Weaker Section) Candidates:

a) The candidates applying against the vacancies reserved for EWS must upload valid Income and Asset Certificate at the time of filling up of Online Application Form applicable for services under Government of India issued by the Competent Authority. At the time of Document Verification, candidates need to submit valid EWS certificate **which is issued by the Competent Authority and is valid on the date of application**, to get the benefit of EWS reservation. In case of non-compliance with these stipulations, the claim for reserved status under EWS will not be entertained and the candidature of such candidates, fulfilling all the eligibility conditions for UR Category, will be considered under UR vacancies only. For sample format, please refer Annexure -I(C).

b) Candidates who are not covered under the scheme of reservation for SC/ST/OBCNCL and whose family gross annual income is below Rs. 8.00 Lakh (Rupees Eight Lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of Application. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities

c) The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding criteria to determine EWS status. The term “Family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure -I(C) shall only be accepted against candidate’s claim of belonging to EWS:

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/1st class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- Chief Presidency Magistrate/Additional Chief presidency Magistrate/ Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar and
- Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

v. This Advertisement allows for Horizontal reservation for Persons with Benchmark Disabilities (PwBD) and Ex-Servicemen (Ex-SM) irrespective of their community.

vi. The candidates appointed under Horizontal reservation i.e. PwBD & Ex-Servicemen, will be adjusted against the vacancy of respective categories of SC/ST/EWS/OBC-NCL/Unreserved (UR).

vii. For PwBD (Persons with Benchmark Disability) Candidates:

a) Disability should not be less than 40% for availing of the benefits of reservation/relaxation for PwBD. A person who intends to avail the benefit of reservation/relaxation must submit a Disability Certificate issued by a Competent Authority as per the form V, VI and VII of rule 18(1) under Chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Please refer Annexure -II (A), II(B) & II(C) for the formats. The existing Certificates of Disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

b) Persons with Benchmark Disabilities (PwBD) can apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection as per community-wise merit.

c) Assistance of Scribe for PwBD Candidates:

Visually impaired (VI) candidates/candidates whose writing speed is affected by Cerebral Palsy/Muscular Dystrophy/candidates with Locomotor Disability (One Arm)/Intellectual Disability (autism, specific learning disability and mental illness) can avail the assistance of Scribe for writing answers on their behalf. One eyed candidates and candidates whose disability is less than 40% shall not be eligible to avail the facility of Scribe. For engaging the Scribe, candidates will have to submit necessary information. Engagement of Scribe will be subject to the following conditions:

- Candidates will have to arrange for the Scribe on their own. Educational qualification of scribe must be lower than that of the candidate.
- The Scribe so arranged should not himself/herself be the candidate for the Advertisement for which he/she is appearing as Scribe. Also, same Scribe should not be engaged for more than one candidate for the same Advertisement. The Scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage, will render both candidate and Scribe disqualified.
- Candidates opting for Scribe will have to provide additional details for Scribes in Format given at Annexure- II (D) at the CBT Center and submit it at the centre. Both candidate & Scribe will be required to sign on the place indicated. Scribe should produce original and valid ID proof at CBT Center and bring one coloured passport size photograph. Eligible PwBD Candidates opting for scribes, need to bring their own scribes, test organizers would not be provide scribes.
- Separate e-Admit Card will not be issued to Scribes accompanying the candidates.
- The candidate shall be responsible for any misconduct on the part of the Scribe brought by him/her during the CBT.
- Candidates availing the assistance of a Scribe shall be eligible for compensatory time of 20 minutes for every hour of Examination (CBT).
- Candidates who wish to avail services of Scribe but are unable to furnish the details of Scribe at the time of filling up of Online Application, may avail the services of Scribe by filling up necessary details in Format given at Annexure- II (D) at the CBT Center duly complying the conditions stipulated for Scribe. The change of Scribe may also be allowed in emergency duly recording reasons and filling the relevant details including pasting of photograph of the new Scribe as per Annexure - II (D).

ix) For Ex-Servicemen Candidates:

a) Ex-Servicemen candidates should produce Defense Service Certificate issued by the Competent Authority at the time of Document Verification.



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- b) If an Ex-Servicemen applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation of Ex-Servicemen for any subsequent employment, subject to the condition that an Ex-Servicemen as soon as he joins any civil employment, should give self-declaration/undertaking to the concerned employer about the details of application against this Advertisement. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during Document Verification failing which their candidature as Ex-Servicemen will not be considered.
- c) Undertaking as per format prescribed at Annexure -I(E) is to be submitted at the time of Document Verification.

x) NO OBJECTION CERTIFICATE:

Candidates who are employed on regular basis in Government/Semi-Government/ Public Sector Undertaking/ Autonomous Bodies are required to produce “No Objection Certificate” from the present employer at the time of Document Verification. In the absence of “No Objection Certificate”, the candidature of such candidates is liable to be cancelled.

6. PERKS/ALLOWANCES / PLACE OF POSTING

- i. Perks & Allowances: On joining as Executive trainees, selected candidates will be placed in the E1 pay scale of Rs. 40,000-1,40,000/- at the Basic Pay of Rs.40,000/- during one-year training cum probation. They will be entitled for remuneration consisting of Basic Pay, DA (IDA pattern), HRA, Perks & Allowances under Cafeteria Approach. In addition, they will be entitled for Medical Facility, Gratuity, Leave Encashment as per rules of the Company.
- ii. On successful completion of their Training cum Probation Period, subject to other extant BL rules, they will be absorbed and confirmed in the same Pay Scale of Rs.40,000-1,40,000/- in E-1 grade with one increment.
- iii. CTC shall include Basic Pay, DA, HRA, Medical (for self, spouse and two dependent children), Other Perks & Allowances, Performance Related Pay, leaves, work related benefits and Retiral benefits as applicable in the grade as per rules of the Company. All the benefits will be governed by the policy of the Company in force and as amended from time to time.
- iv. Place of Posting: During the Training-cum-Probation period and/or after absorption, the candidates may be posted at any of the installations/projects/offices, etc. of Balmer Lawrie or at any of the subsidiaries/Joint Ventures of Balmer Lawrie. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the company including shift operations. All posts are transferable at the sole discretion of the Management. Selected candidates must refrain from bringing any outside influence on the Company for your posting/ placement and/or transfer during your training/ service in the Company. Doing so would be considered as misconduct or conduct unbecoming of a bonafide trainee/ employee as per the *Conduct, Discipline and Review Rules for Executives and Non-Unionised Supervisors [NUS]* of the Company.
- v. Career Prospects: The selected candidates will have opportunities for promotion to higher grades, as per Promotion Policy of the Company as amended from time to time. The period served as Executive Trainee would be counted towards Minimum qualifying period required for promotion to the next higher grade.



## 7. SELECTION PROCESS:

SN	Post	Computer Based Test (CBT)	Document Verification (DV)	Group discussion (GD)/ Group Task (GT)	Personal Interview (PI)	Medical Test
1	All Executive Trainee posts in Table 1A and 1B	✓	✓	If any	✓	✓

### Note:

- Selection is made strictly as per merit and following extant reservation rules.
- The date, time & venue for all the stages of Recruitment process/other necessary activities as applicable shall be fixed by Balmer Lawrie and shall be intimated to the eligible candidates in due course.
- Request for postponement of any of the above selection processes or change of venue, date and shift will not be entertained under any circumstances.

## 8. SCHEME OF SELECTION:

### (A) Details of Computer Based Test (CBT) are as under:

i) There shall be a CBT for all Advertised posts. The standard of question for CBT will be generally in conformity with the Educational Standard prescribed for the posts: General Engineering for Graduate Engineer posts and General Management for MBA/ Equivalent posts, along with a section on General Aptitude.

ii) CBT will consist of 100 Multiple Choice Objective Type Questions of 01 mark each and the Exam duration will be 90 minutes (120 minutes for eligible PwBD candidates). The Indicative Syllabus, Section-wise distribution of marks, and Minimum **Qualifying Cut-off marks** for CBT sections/ total CBT score is given below:

Question Paper Section	Maximum Marks	For Executive Trainee posts of -	Contents	Cut-off Marks for UR/EWS/OBC/ other categories	Cut-off marks for SC/ST/PwBD
Section 1	40	Graduate Engineering	MCQ on General Engineering (generic -covering common Engineering subjects irrespective of disciplines)	24 (60%)	22 (55%)
		MBA (Equivalent)	MCQ on General Management (covering common Management subjects irrespective of disciplines)		
Section 2	60	Common for both above	MCQ on Aptitude (Logical Reasoning, Data Interpretation, Quantitative Aptitude and English proficiency).	Nil	Nil
Total	100	-	Cut-off marks on Total CBT score:	65	60

iii) Negative Marking: There shall be negative marking in CBT and accordingly, 1/4th of the marks allotted for each question shall be deducted for each wrong answer.



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iv) The Question Paper will be set in English & Hindi only. In case of any difference/discrepancy/dispute in questions between English and Hindi versions, the contents of English version shall prevail.

v) The score / normalized score of CBT shall be used only for shortlisting candidates for the next stage of Selection (i.e. Document Verification/ Group Discussion-GD/Group Task-GT if any, or Personal interview-PI).

vi) Total Number of candidates to be shortlisted for next stage of selection process (i.e. Document Verification) will be 5-10 times of the Community-wise vacancies of posts notified, as per Merit, exact ratio to be approved by Balmer Lawrie depending on the number of candidates who qualify in the CBT, based on securing minimum Cut-off scores as stated above

vii) In case in Community-wise CBT Merit list for a post, multiple candidates secure minimum cut-off marks basis the above ratio, all of them will also be shortlisted for Document Verification, in relaxation of the specified ratio.

viii) In case it is not possible to fill all the vacancies basis the initially decided CBT score cut-offs, provided candidates are still available on the CBT merit list, the CBT score cut-offs may be lowered by 10% at the discretion of Balmer Lawrie. In such case, the set of candidates who have achieved such lower CBT cut-offs will be shortlisted for GD/GT (if applicable) or PI.

ix) Candidates who are shortlisted for the next selection process (i.e. Document Verification, GD/GT (if applicable) or PI) availing the benefit of reservation, shall continue to be considered only against that Community/ Category for all subsequent stages of Recruitment process.

x) The candidates shortlisted for Document Verification, GD/GT (if applicable) or PI shall be advised through the websites of Balmer Lawrie and/or through the registered Mobile Number and E-mail. Candidates would need to download their e-Admit Card for appearing in GD/GT (if applicable) or PI.

Note :

- Balmer Lawrie reserves the right to increase or decrease the number of candidates to be called for next stage of Selection.
- Obtaining minimum qualifying marks in the CBT will not confer any right for being shortlisted for next stage of Recruitment process as the same will depend upon merit rank in the Community based CBT merit list for the position, number of candidates required to be shortlisted for next Stage of Recruitment process etc.

xiii) Objection Management portal:

a) Provisional Answer Keys of the Computer Based Examination will be displayed on the website of Balmer Lawrie after the CBT. Candidates may go through the provisional Answer Keys and submit online objections, if any, within the stipulated time limit on payment of ₹ 100/- plus applicable charges (if any) per question.

b) In case the objection raised is found to be correct, the Fee paid against such valid objections shall be refunded to the candidate after deduction of applicable bank charges. The refund will be made to the account from which the candidate has made the online payment.

c) Objection(s) regarding the provisional Answer Keys received through the online mode within the time limit fixed by Balmer Lawrie only will be considered and scrutinized before finalizing the Answer Keys. However, the decision of the Balmer Lawrie in this regard will be final. Objections/representations received through any other mode(s) e.g. letter, application, E-mail etc. shall not be entertained. Further, there shall be no provision for re-evaluation/re-checking of the marks/score of any stage of the examination. No correspondence in this regard shall be entertained.

d) Award of marks in case of ambiguous questions: After Objection Management exercise, if any Question is found to be incorrect like Ambiguous Questions / Multiple Correct Options/No Correct Options/Error in Questions etc., such Question(s) will be omitted from the scope of Evaluation. For

example, if there are total 100 number of questions and one question is wrong, only marking of 99 questions will be considered and the marks obtained will be proportionally equated to the marks of 100 questions followed by normalization process (where applicable).

xiv) **CBT EXAMINATION CITIES:**

- (a) The Computer Based Test (CBT) may be held at Ahmedabad, Bengaluru, Bhopal, Bhubaneswar, Chandigarh/Mohali, Chennai, Coimbatore, Delhi/NCR, Guwahati, Hyderabad, Indore, Jaipur, Kanpur, Kolkata, Lucknow, Greater Mumbai, Nagpur, Patna, Pune, Ranchi, Silvassa/ Vapi, Surat, Thiruvananthapuram, Vadodara, Varanasi and Visakhapatnam depending upon the response received for each City. These Cities are indicative and depending upon the feasibility/availability of Centers, there may be changes.
- (b) Applicants should clearly indicate their order of preference for three (03) "Examination Centres", two of which may be from same state and one from any other state, while filling the Online Application Form. However, Centre/City allocation for CBTs will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States for attending CBTs.
- (c) **Request for change of Date, Examination Centre and Shift shall NOT be allowed under any circumstances.**

xv) **EXAMINATION FEE:**

Application Fee payable (non-refundable) online is as under:

Category	Registration Charges (Rs.)
GEN/EWS/OBC	500/-
SC/ST/PwBD/Ex.SM/ Transgender	No charges

(a) In addition, bank/ payment gateway/ finance/ applicable charges (if any) will also be borne by the candidates.

(b) SC/ST/PwBD/Ex-Servicemen/Transgender candidates are exempted from payment of Application Fee whether Post is reserved for them or not. However, they have to indicate their SC/ST/PwBD/Ex-Serviceman/Transgender category in the online Application Form and upload the requisite Certificate. If Application Fees is not paid by the non-exempted candidates, the application will be treated as incomplete and will be rejected.

(c) The Online payment of fee can be made by using UPI/Debit Card/Credit Card/ Online Net Banking through the Payment Gateway integrated with online Application. On successful completion of transaction, Application Form with unique transaction number and Application number will be generated which is to be printed for record. Application of the candidate will not be considered complete without successful payment of prescribed fee, where applicable. For failed transaction, the amount will be automatically refunded to the same account from which payment was originally made, within 15-20 working days.

(d) Balmer Lawrie will accept Fee through ONLINE mode only. Fee submitted by any other mode will not be accepted.

(e) Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the Examination Fee.

(f) One candidate would be allowed to appear for CBT for one post only.

(g) Candidates who are not exempted from Fee payment must ensure that their Fee has been deposited with Balmer Lawrie. If the Fee is not received by Balmer Lawrie, status of the Application Form is shown as 'Incomplete/Pending' and this information will be displayed on top of the online Application Form. Further, status of Fee payment can be verified at the 'Payment Status' link provided



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

in the candidate's login screen. Such Applications which remain incomplete due to non-receipt of Fee for any reason whatsoever will be SUMMARILY REJECTED and no request for consideration of such Applications and Fee payment after the period specified in the Advertisement shall be entertained.

**(B) DOCUMENT VERIFICATION (DV):**

- i) Candidates qualifying in the Computer Based Test, in order of merit (as per post/ reserved category specific CBT merit lists) & pre-determined ratio as mentioned above, will be subsequently advised to upload/ submit the supporting documents for respective positions.
- ii) Basis scrutiny and verification of the applicant uploaded/ submitted documents (if applicable) and post/ reserved category specific CBT merit lists, eligible candidates will be called for Group Discussion/ Group Task (if any) or Personal Interview(s).
- iii) In case of shortfall in selection/ empanelment of candidates or other exigencies, Balmer Lawrie reserves the right to Utilize/Empanel candidates down the Merit List, if there is requirement. However, going down the Merit List will be entirely Balmer Lawrie's prerogative and any claim/request of candidate for going down the Merit List against any shortfall in the Main Panel will not be entertained.
- iv) Balmer Lawrie will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of filling up of Online Application Form or at the time of CBT and therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of Educational Qualification, Age etc. and satisfy themselves that they are eligible for the Post(s). Verification of eligibility, documents, certificates, age, educational qualification and other aspects of candidature will be done at the time of Document Verification (DV).
- v) Intimation for Document Verification would be vide email to the registered email-id of candidate. It would be responsibility of the candidate to take cognizance of such intimation and respond accordingly as per instructions. Failure to do so would result in cancellation of candidature without further reference.
- vi) Even after completion of document scrutiny at this stage, Balmer Lawrie reserves the right to again call for submission of any specific documents or forms as may be required at any stage, in relation to this selection process and the candidate would abide by the same for being considered towards further selection.
- vii) After scrutiny of the certificates/documents of Essential Qualification/Caste/Category etc., if any claim made in the application is not found substantiated by certificates/documents, the candidature of such candidate will be cancelled. Hence, it is necessary that only accurate, full and correct information is furnished by the candidates. Furnishing of wrong/false information or deliberate suppression of any information at any stage will render the candidate disqualified and such candidates, even appointed, their services will be liable to be terminated.
- viii) Identity verification: If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, he/she will not be allowed to participate in Document Verification and his/her candidature will be liable to be cancelled.
- ix) Engagement of successful candidates will be subject to verification of original documents relating to Age, Qualifications, Caste and other Certificates etc. and being fit in the Medical Examination to be conducted as per Company Rules.
- x) Candidates should ensure that they bring/ submit all the necessary documents at the time of Document Verification. In the event of failure of candidate to submit any of the required documents, candidature of such candidate shall be liable to be rejected. No additional time will be given and the candidature of candidates not producing their original certificates/testimonials on/ within the date of verification will be liable to be cancelled. Indicative list of documents to be produced at the time of Document Verification is given below:



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(भारत सरकार का एक उद्यम)  
**Balmer Lawrie & Co. Ltd.**  
(A Government of India Enterprise)

- i) Valid Birth Certificate issued by Municipal Corporation/ School leaving certificate/ Matriculation/Secondary (10<sup>th</sup>) Examination Certificate or Marksheet for verification of Date of Birth (DoB).
- ii) Certificate for SC/ST/OBC-NCL/EWS/PwBD/Ex-Servicemen candidates issued by Competent Authority in the prescribed (Central) format.
- iii) OBC-NCL candidates are required to submit a valid OBC-NCL certificate at the time of Document verification, certifying “Non-Creamy Layer” status. The certificate should be issued by the Competent Authority and should be valid as on the date of document verification, to get the benefit of OBC-NCL reservation.
- iv) EWS candidates require to submit during document verification, the valid Income and Asset Certificate issued by the Competent Authority which should be valid as on the date of document verification, to get the benefit of EWS reservation.
- v) Final Certificate and Mark sheets issued by the respective University/Institute/Board of ITI/Diploma/Degree (As per prescribed qualification).
- vi) Mark Sheets of all semesters/years of the course (as per prescribed qualification) or consolidated marksheet covering all semesters/years issued by the respective University/Institute/Board.
- vii) If any College/University/Institution/Board has awarded grades (CGPA/OGPA/CPI/ DGPA or letter grade) instead of marks, then the candidate should provide percentage conversion formula from the Institute in original.
- viii) **The discipline/ specialization should be clearly mentioned in the degree/certificate/ marksheet.**
- ix) In case where Provisional Degree/Marksheet is issued, candidate has to submit a certificate from the College/University/ Institution/Board duly signed & stamped by the Principal/Registrar on non-issue of Original Degree Certificate and certifying the particulars of the Provisional Degree.
- x) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- xi) Candidates who are employed on regular basis in Government/Semi Government/Public Sector Undertaking/Autonomous Bodies are required to produce a “No Objection Certificate” from their present employer in original at the time of Document Verification failing which candidature of the candidate is liable to be cancelled.
- xii) For Ex-Servicemen:
  - a) Discharge Certificate/NOC from the Competent Authority indicating the number of years of service in Defence, if discharged from Army/Navy/Air Force.
  - b) Serving Defence Personnel Certificate as per Annexure -I(D), if applicable.
  - c) Undertaking as per Annexure - I(E).
  - d) Also, the Ex-Servicemen candidate who have acquired the Essential Qualification/Trade as part of their training in Defence Services should bring appropriate equivalency certificate.
  - e) Disability Certificate in prescribed form issued by Competent Authority in respect of Persons with Benchmark Disabilities (PwBD) Category.
  - f) The print-out of e-Admit Card issued to the candidate for CBT (where applicable)
  - g) Five coloured Passport Size latest Photographs.
  - h) Aadhaar Card
  - i) Permanent Account Number (PAN). If not allotted, photocopy of applied for acknowledgement receipt.

Any other certificate, as specified



**(C) Group Discussion (GD)/ Group Task (GT), (if any):**

- i) Balmer Lawrie may call candidates selected as above through the CBT, who have met the Document verification requirements, for Group Discussion/ Group Task, if any.
- ii) Balmer Lawrie at its own discretion may choose to hold, or not hold, the Group Discussion/ Group Task for any or all of the posts. The Company's decision in this regard shall be final.
- iii) If Balmer Lawrie decides to hold Group Discussion/ Group Tasks, appearance in same would be mandatory and the same will be qualifying in nature.
- iv) Intimation for appearance in GD/ GT if any, would be vide email to the registered email-id of candidate. It would be responsibility of the candidate to take cognizance of such intimation and appear accordingly as per instructions. Failure to do so would result in cancellation of candidature without further reference.
- v) Qualifying Marks for GD/ GT, if held, would be as below:

<i>Selection process</i>	<i>Minimum Qualifying cut off scores</i>	
	<i>UR/EWS/OBC/ Others</i>	<i>SC/ST/PwBD</i>
GD/GT (if any):	65%	60%

- vi) The GD/GT/ may be conducted at Company Head Office at Kolkata or at any other location in India as may be decided by the Company at its own discretion.
- vii) All candidates who meet the Minimum Qualifying cut-off scores for GD/ GT (if any) would be selected for the next selection process i.e. Personal Interviews
- viii) In case GD/ GT are not held for any or all of the posts, all candidates qualified through the CBT for the next selection process as enumerated in earlier section on CBT, would be selected for Personal interviews

**(D) Personal Interview (PI):**

- i) Balmer Lawrie may call candidates selected as above through the CBT, Document Verification and Group Discussion/ Group Task, if any, for Personal Interviews.
- ii) Appearance in Personal Interview for selected candidates would be mandatory and the same will be qualifying in nature.
- iii) Intimation for appearance in PI would be vide email to the registered email-id of candidate. It would be responsibility of the candidate to take cognizance of such intimation and appear accordingly as per instructions. Failure to do so would result in cancellation of candidature without further reference.
- iv) Qualifying Marks for PI would be as below:

<i>Selection process</i>	<i>Minimum Qualifying cut off scores</i>	
	<i>UR/EWS/OBC/ Others</i>	<i>SC/ST/PwBD</i>
Personal Interview	65%	60%

- v) The Personal Interviews may be conducted at Company Head Office at Kolkata or at any other location in India as may be decided by the Company at its own discretion.
- vi) All candidates who meet the Minimum Qualifying cut-off scores for Personal Interviews would be considered for final Merit List/ panel.



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक उद्यम)  
**Balmer Lawrie & Co. Ltd.**  
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(E) **Preparation of Final Merit List:**

- i) Final Merit Lists would be developed for each of the advertised posts as per the categories of reservation.
- ii) All candidates must secure minimum cut-off scores for each selection process as detailed above, to be considered for the Final Merit List.
- iii) The Final Merit Score of the above candidates would be calculated by according the following weightages to the total marks obtained by the candidates in the CBT and the merit score accorded by the selection committee in group discussion/ group task (GD/GT) (if any), and Personal Interview:
  - (a) In case of CBT & Interview: 75:25 (CBT: PI), i.e. score secured in CBT would be multiplied by 75% and score secured in PI would be multiplied by 25% to arrive at the final score for each candidate
  - (b) In case of CBT, Group Discussion & Interview: 65:15:20 (CBT: GD: PI)
- iv) When two or more candidates secure equal marks on Merit List, they will be empaneled in the chronological order of their Date of Birth, the eldest being placed first among them
- v) In case of tie as per item (iv) also, alphabetical order (A to Z) of the name shall be taken into account to break the tie.

(F) **Offer for engagement as Executive Trainee/ Empanelment**

- i) Candidates who qualify through the entire process including the interviews, shall be empaneled
- ii) Provisional offer for engagement as Executive Trainee may be issued to the candidates as per their rank in the category-wise Final merit list for each post against vacancies as available and approved by Balmer Lawrie
- iii) Intimation of provisional offer would be vide email to the registered email-id of candidate. It would be responsibility of the candidate to take cognizance of such intimation and respond accordingly as per instructions. Failure to do so would result in cancellation of candidature without further reference.
- iv) Candidates issued provisional offer, would be advised for medical examination.
- v) In case any candidate issued provisional offer does not respond within the stipulated period, opts out of the process or if such candidate fails to meet the requirements of the Company rules, the candidate next in rank on the category-wise Final merit list for same post/ category may be issued offer.
- vi) Candidates on the category-wise Final merit list for each post/ category would stand empaneled for a period of time as decided by the Company and may be issued offer in case of future vacancies, as per decision of the Company in this regard.

(G) **INSTRUCTIONS FOR MEDICAL EXAMINATION:**

- i) The candidates meeting the Document verification requirements would be advised to undergo medical examinations as per rules of the Company.
- ii) Both document verification and medical examination are mandatory for final engagement of candidates as Executive Trainees.
- iii) Intimation for Medical Examination would be vide email to the registered email-id of candidate. It would be responsibility of the candidate to take cognizance of such intimation and respond accordingly as per instructions. Failure to do so would result in cancellation of candidature without further reference.



बामर लॉरी एण्ड कं. लिमिटेड  
(भारत सरकार का एक उद्यम)  
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(A Government of India Enterprise)

- iv) Pre-engagement medical checkup shall be undertaken in the Model Hospital of the Region/Company nominated Medical Center. In the event of non-availability of a Model Hospital/Company nominated Medical Center at any location, pre-employment Medical checkup shall be undertaken at any of the Government Hospitals or the candidate would be advised appropriately on the matter.
- v) Candidates would be advised to go through a list of medical examinations which may, inter-alia, include the following:
- Estimation of TC, DC, ESR, Hb, and Blood group
  - Estimation of Fasting Blood Sugar, PP, Blood Urea, Creatinine, and Lipid Profile
  - X-Ray of Chest and PA View
  - ECG
  - Eye and Hearing Tests
  - Hernia, Hydrocele, Abdomen, Skin Condition examination and HIV Test
- vii) Subsequently, after all the Tests, candidates are required to send the Scanned copies of all the Test Reports immediately via mail, and post/courier the Original hard copies (including Chest X-Ray Plate, X-Ray Report, images & ECG graph) to the Company address as may be specified
- viii) Actual charges incurred towards above medical checkup, shall be reimbursed by the Company at the time of joining of the candidate
- ix) Engagement as Executive Trainee is subject to candidate being found medically fit by Company's doctor or a medical practitioner approved by the Company.

**(H) Issue of Executive Trainee engagement letters**

- i) Candidates meeting the document verification and medical examination requirements may be issued letter for engagement as Executive Trainees
- ii) In case any candidate issued provisional offer/ advised to proceed for document verification/ medical examination does not respond within the stipulated period, opts out of the process or if such candidate fails to meet the requirements of the Company rules including for document verification/ medical examination, the candidate next in rank on the category-wise Final merit list for same post/ category may be issued offer.
- iii) Candidates on the category-wise Final merit list for each post/ category would stand empaneled for a period of time as decided by the Company, and may be issued offer in case of future vacancies, as per decision of the Company in this regard.

**(I) Instructions for Registration of Online Application Form & Submission of Application:**

- i) Before applying for the Post(s) against this Advertisement, candidates should ensure they possess/fulfill all the eligibility conditions including age, educational qualification(s), reservation, medical standard(s) etc. prescribed for the Post.
- ii) Candidates should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation certificate/Secondary (10<sup>th</sup>) Examination Certificate only. In case of subsequent change in Name, candidates should indicate their changed Name only in the Online Application. However, other details should match the Matriculation Certificate. Date of such change should be prior to the date of ONLINE Registration.

Gazette Notification or any other legal document as applicable for such cases should be submitted at the time of Document Verification (DV).

iii) The signatures of the candidates on all documents should be identical in all stages of Recruitment process and must be in running hand and not in block/capital or disjointed letters. Signatures in different style at the time of CBT, GD/GT/PI (where applicable), Document Verification & Medical Examination etc. may result in cancellation of candidature.

iv) The Online Application process involves 02 (two) steps for successful filling up of the Application Form.

v) The candidates should ensure the completion of both the Step 1 and Step 2 of the Online Application process i.e. Registration process and submission of Application along with depositing of Examination Fee (as applicable) by the stipulated date and time given in para 1 of this Advertisement. Candidates in their own interest are advised, not to wait till the last date & time and register their Application well within the time. Balmer Lawrie shall not be held responsible, if a candidate is not able/fail to log on to the website of Balmer Lawrie to submit their Application on account of heavy load on internet/website disconnection etc. due to last minute rush near the closing days of Online Registration.

vi) Active E-MAIL ID & Mobile Number: Candidates should have their own active personal E-mail ID and Mobile Number. It should be kept active during the period of this entire Recruitment process. Registration number, Password, e-Admit Card for CBT or other selection processes, intimation for Document Verification or any other important communication will be sent only on the same registered E-mail ID of candidate (candidates should also check E-mail in spam/junk box message) or/and through SMS. BALMER LAWRIE will not be responsible for bouncing back of any E-mail & undelivered SMS sent to the candidates.

vii) Candidates are advised to visit the application portal/ Balmer Lawrie website on regular basis to get the updates. Responsibility of receiving and downloading of information/communication etc. will be that of the candidate. Balmer Lawrie will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate and no correspondence in this regard will be entertained.

viii) The candidates are, therefore, requested to check regularly their E-mail for any communication from Balmer Lawrie. Balmer Lawrie will not entertain any request for change of Mobile Number and E-mail ID address at any stage. Please note that the e-Admit Card for any stage of selection process will not be sent by Post.

ix) The candidate must fill-in the online Application after going through the detailed Advertisement Notice and upload the following:

- a) Educational Qualification details with percentage of marks etc., as per eligibility criteria.
- b) Caste/Category Certificate (for SC/ST/OBC-NCL/EWS/PwBD candidates).
- c) Discharge Certificate (Retirement) in case of Ex-Serviceman Candidate.
- d) Scanned Photograph, Signature

x) Detailed Instructions for filling up the Online Registration form are given in Annexure -III(A).

xi) Instructions regarding Scanning of Photograph, Signature and Certificate are given in Annexure - III (B).

xii) **All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form with utmost care making correct entries in the respective fields. An application once submitted shall not be considered for any editing later on.**

(J) **INSTRUCTIONS FOR COMPUTER BASED TEST (CBT):**

i) E-Admit Card for CBT, containing the details of the Centre/Venue for the Examination etc., will be sent to the candidates at their registered E-mail ID. The candidates are required to take a print-out of their Admit Card. The candidates may also download and print their Admit Cards from the BALMER LAWRIE website using their Registration Number and the Password. Candidates will not be allowed to enter the Examination Centre without valid Admit Card.

ii) Candidates must carry the printed copy of e-Admit Card and one valid photo ID (Voter's ID, Driving License, Aadhaar Card, Print out of e-Aadhaar, Passport, PAN or any other ID Card issued by Government of India) in ORIGINAL while coming to appear in the Examination failing which candidate shall not be allowed to appear in CBT.

iii) Candidates must report to their allotted Examination Centre at least one and a half hour before the commencement of Examination. The entry gates of Examination Centre will be closed half an hour before commencement of Examination. No entry will be allowed after closure of gates.

iv) **Banned items:** Calculator, Mobile phone, Smart glasses, Bluetooth, Pen drive, Headphone, Earplug, Laptop, iPad, Digital Diary, Digital Watch, Wrist watches, Book/Notes, Wallet/Purse, Metallic Wears including ornaments, Bangles, Belt, Bracelets or any other electronic/communication devices etc. are strictly prohibited inside the Examination Centre. If any candidate is found in possession of any of these banned item(s), during CBT, his/her candidature will be cancelled besides taking legal action. As such, the candidates are advised in their own interest not to bring any of the banned items to the Examination Centre. If any candidate comes with the above restricted item, he/she shall not be allowed to appear in the Examination unless he/she keeps it outside the premises of Examination Centre. There is no facility for safe keeping of the personal belongings of candidates outside the Examination Hall and BALMER LAWRIE will not be responsible for any loss.

v) The candidates found provisionally eligible shall be issued e-Admit Cards for appearing in Computer Based Test, at their own expenses.

(K) **Travelling Reimbursement:**

i) No Travel expenses shall be paid to any candidate for appearing in Computer Based Tests, other than outstation candidates belonging to SC, ST, PwBD & Ex Servicemen categories. Reimbursement in case of these categories shall be limited to Sleeper Class to and fro rail fare by the shortest route on production of self-attested original journey tickets. Photocopy of self-attested return journey tickets shall be acceptable. Those who are entitled for reimbursement of TA shall be required to carry their original caste/ tribe/ PwBD Certificates in the format given in our website on person on the date of Written Test for verification. Reimbursement of local conveyance will not be paid.

ii) All the outstation candidates who are shortlisted and attend the GD/GT if any, or PI, whose registered mailing address is out of the venue for GD/GT/PI, shall be reimbursed Sleeper Class to and fro rail fare by the shortest route on production of original journey tickets. In case of travel by higher class, the reimbursement shall be limited to the eligible class fare only. Reimbursement of travel fare is subject to producing all the necessary credentials as shall be specified in the Call E-mail.

iii) The Format for seeking reimbursement of TA for attending CBT/ second level selection process shall be communicated along with Call E-mail.

iv) All reimbursements shall be made through Bank Transfers only. It is the responsibility of the candidate to ensure that all details pertaining to bank account are mentioned correctly in the TA Form.

v) BALMER LAWRIE & CO. LTD shall not be responsible/ liable for non-payment &/or non-receipt in case information furnished is incomplete or incorrect.



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

(L) **GENERAL INSTRUCTIONS:**

i) Mere fulfilling of the minimum criteria will not vest any right to candidates for being called for different stages of Recruitment process. BALMER LAWRIE reserves the right to cancel/modify/alter the entire Recruitment / Selection process, if need so arises, without assigning any reason whatsoever.

ii) The decision of Balmer Lawrie will be final in all Recruitment related matters of this Advertisement and the Balmer Lawrie will not undertake any responsibility for sending a reply to the candidates, if not selected.

iii) Selected candidates will be on training-cum-probation for one year from the date of joining as per extant policy. They shall be absorbed and confirmed subject to satisfactory completion of the training-cum-probation period including test/training as prescribed. Training-cum-probation can be terminated as per rules or the period can be extended on merits of individual cases. Executive Trainees may be discharged from the engagement during period of training-cum-probation without assigning any reasons.

iv) Canvassing in any form or influencing the officials related to the Recruitment process by any means would result in immediate disqualification of the candidate.

v) Balmer Lawrie strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

vi) Vacancies indicated in the Advertisement are provisional and may increase or decrease or even may become NIL in total or in specific communities/posts at a later stage depending upon the administrative requirements of Balmer Lawrie. Also, additional posts, if required by Balmer Lawrie may be included at a later stage. The decision of Balmer Lawrie in this regard will be final.

vii) The decision of Balmer Lawrie in all matters relating to eligibility, penal action for false information, modification of vacancies, mode of selection, conduct of CBT, allotment of Examination Centres, Selection, allotment of posts to selected candidates etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained by Balmer Lawrie in this regard.

viii) Balmer Lawrie reserve the right to incorporate any subsequent changes/modifications/ additions in the terms and conditions of Recruitment under this Advertisement.

ix) **Background check:** The Selection of finally empaneled candidates will be provisional subject to verification of mark sheets/certificates, character & antecedents, caste certificate and other documents submitted by the candidate. Balmer Lawrie shall verify the antecedents of the candidates and the documents submitted by them at the time of Document Verification/engagement. In case, it is detected at any stage, even after engagement/ appointment that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the Balmer Lawrie.

x) **ACTION AGAINST MISCONDUCT:**

a) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "Online Application".

b) At any stage of Recruitment process or later, if a candidate is or has been found guilty of any misconduct such as:

- Using unfair means during the examination/DV/Medical.
- Impersonating or procuring impersonation by any person.
- Resorting to any irregular means in connection with his/her candidature during selection process.
- Using undue influence for his/her candidature by any means.
- Submitting of false certificates/ documents /information or suppressing any information at any stage.



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

- Giving wrong information regarding his/her Community/Category (SC/ST/OBC-NCL/EWS/PwBD/Ex-Servicemen).
- During CBT being in possession of calculator, Mobile phone (switched on or switched off mode), Bluetooth, Headphone, Earplug, Laptop, iPad, Digital Diary, Digital Watch, Book/Notes, Metallic Wears, Bangles, Belt, Bracelets, Spy cameras or any other electronic/communication devices.
- Possessing any form of textual material / handwritten (or typed) pages etc.
- Taking away any Examination related material such as rough sheets etc. from the Examination Hall or passing it on to unauthorized persons during the conduct of Examination.
- Leaving the Examination Venue uninformed during the Examination.
- Misbehaving, intimidating or threatening in any manner to the Examination functionaries' i.e. Supervisor, Invigilator, Security Guard or BALMER LAWRIE's representatives etc.
- Obstruct the conduct of Examination/instigate other candidates not to take the Examination.
- Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
- Damaging Examination related infrastructure/ equipment(s).
- Appearing in the Examination with forged Admit Card, identity proof, etc.
- Possession of firearms/ weapons during the Examination.
- Assault, use of force, causing bodily harm in any manner to the Examination functionaries.
- Using unfair means in the Examination Hall like copying from unauthorized sources such as written material on any paper or body parts etc.
- Taking snapshots, making videos of question papers or examination material, labs etc.
- Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN etc.
- Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.

Such candidate will be liable to legal/criminal prosecution, as well as the following actions:

- Disqualification from the Recruitment Process and /or.
- Debarment of either permanently or for a specified period from any Exam/Recruitment conducted by BALMER LAWRIE and /or,
- Discharge/removal/dismissal from service as per provisions of relevant Conduct Rules applicable, if the act of misconduct comes to notice after engagement with BALMER LAWRIE.

xi) **Information on website only:** Any further information/corrigendum/addendum/ details regarding Applications or applicants/any other information regarding schedule of Examinations or Admit Card/Call Letter for Document Verification/notices/results/ panels shall be posted on "Careers" section of the official website of BALMER LAWRIE (<https://www.balmerlawrie.com/careers/current-openings>) only and no separate notification shall be issued in the print media (Press). Thus, the candidates are advised to keep themselves updated by frequently checking the official website of BALMER LAWRIE.

xii) No compensation will be paid in respect of any injury sustained during any stage of the Recruitment process.

xiii) It may be noted that submission of online Applications under factious/pseudo names/E-mail IDs is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2000.

xiv) No interim enquiry or correspondence will be entertained.

xv) In case of any inadvertent errors in the Recruitment Process which may be detected at any stage, even after the issue of engagement letter, the BALMER LAWRIE reserves the right to correct such error.

xvi) Any dispute with regard to recruitment against this advertisement shall be settled within the jurisdiction of Kolkata Court only to the exclusion of all other Courts.

xvii) The details of Application Forms will be preserved up to the period of 06 months only from the date of declaration of final results and thereafter it shall be destroyed.

xviii) Applications under RTI Act: Any Application even under RTI Act seeking information will not be entertained till the completion of the entire Recruitment process.



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xix) Balmer Lawrie shall not be responsible for any loss of documents or emails due to invalid/ incorrect postal address/ postal delays/ loss in transit/ invalid/ incorrect email id etc. No request in this regard shall be entertained.

xx) Balmer Lawrie shall not be responsible for any reason beyond its control for which one or several candidates fails to reach examination centre owing to public unrest/ strike/ law & order issues etc. In such circumstances the decision of holding or not - holding the examination shall be final and if an examination is conducted then no request for re-examination shall be entertained. The decision of the Company in this regard shall be final and binding.

xxi) In case of any ambiguity/ dispute arising on account of interpretation in versions other than English, the contents of English version shall prevail.

xxii) No Correspondence shall be entertained by the Company with regard to recruitment. The list of selected candidates shall be uploaded on the Company website career page.

xxiii) Any canvassing directly or indirectly by the applicant shall lead to disqualification of her/his candidature.

xxiv) At any stage of this recruitment process including after recruitment or joining, in case it is found that the candidate has given incorrect information while filling up the online application form or has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred for all appointments in BALMER LAWRIE & CO. LTD. and his/her application / appointment shall be rejected with no reimbursement of travel fare.

- (a) Has provided wrong information or submitted false documents
- (b) Has Suppressed relevant information
- (c) Does not meet the eligibility criteria prescribed for the post
- (d) Has resorted to unfair means during the Written Test /Recruitment process
- (e) Is found guilty of impersonation
- (f) Has created disturbance affecting the smooth conduct of the Written Test at the test centre or at any other stage
- (g) Has uploaded non-human or irrelevant photograph.

#### WARNING

Beware of touts and job racketeers and other unscrupulous elements trying to deceive by false promises of securing job in BALMER LAWRIE either through influence or by use of unfair and unethical means and do not fall in their trap. The Recruitment process of BALMER LAWRIE is absolutely transparent & fair and candidates are selected purely on the basis of merit. Candidates are advised to consult only the official website of BALMER LAWRIE i.e. <https://www.balmerlawrie.com/> and beware of FAKE websites put up by unscrupulous elements/touts.

.....



**FORM OF CASTE CERTIFICATE FOR SC/ST**

**FORMAT OF CERTIFICATE TO BE PRODUCED BY Scheduled Castes and Scheduled Tribes  
APPLYING FOR APPOINTMENT TO POST UNDER GOVERNMENT OF INDIA**

This is to certify that Shri\*/ Srimati/ Kumari\* ..... son/daughter\* of  
.....Village/Town.....District/Division\*..... of  
the .....State/Union Territory\* belongs to the ..... caste\*/Tribe  
which is recognized as a Scheduled Caste/Scheduled Tribe under:-

\*The Constitution Scheduled Castes Order 1950.

\*The Constitution Scheduled Tribes Order 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re-organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956

\*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962

\* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962

\*The Constitution (Pondicherry) Scheduled Castes Orders, 1964

\*The Constitution (Uttar Pradesh) Scheduled Tribes Orders, 1967

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 \*The Constitution (Nagaland) Scheduled Tribes Order, 1970. \*The Constitution (Sikkim) Scheduled Castes Order, 1978

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978

\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

\*The Constitution (SC) Orders (Amendment) Act, 1990

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

\* The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\* The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Srimati\*

..... father/mother\*of Shri/Srimati/Kumari.....of  
Village/Town\* ..... in District/Division\*.....of the State/Union

Territory\* ..... who belongs to the .....Caste\*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory\* issued by the .....dated.....

3. Shri/Srimati/Kumari\* .....and/or\* his/her\* family ordinarily  
resides in Village/Town\*.....District/Division\*..... of the State/Union Territory\*  
of .....

Place.....

Signature.....

Date.....

Designation.....



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(with seal of Office)  
State/Union Territory.....

- \* Please delete the words which are not applicable.
- @ Please quote the specific presidential order.
- % Delete the Paragraph, which is not applicable

Note: (a) The term “ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and /or his/her family normally reside(s).
5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate Concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

**OBC (Non Creamy Layer) CERTIFICATE FORMAT**

FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari.....son/daughter of .....of Village/Town.....in District/Division.....in the State/Union Territory ..... belongs to the .....community which is recognized as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ....dated.....\*.

Shri/Smt./Kum.\* ..... and/or his/her family ordinarily reside(s) in the ..... District/Division of the ..... State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training O.M. No. 36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017\*\*.

Date:

DISTRICT MAGISTRATE/  
DY. COMMISSIONER ETC.

---

Government of \_\_\_\_\_

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)  
APPLYING FOR APPOINTMENT TO POST UNDER GOVERNMENT OF INDIA**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of  
\_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union  
Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to  
Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs. 8 lakh  
(Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any  
of the following assets\*\*\*.

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the caste which is not recognized as a  
Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size attested Photograph of the Applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation,  
his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age  
of 18 years.

\*\*\* Note 3: The property held by a "Family' in different locations or different places/cities have been  
clubbed while applying the land or property holding test to determine EWS status.

Form of Certificate for serving Defence Personnel

It is certified that, according to the information available in records,  
(No)\_\_\_\_\_ (Rank)\_\_\_\_\_ (Name)\_\_\_\_\_ is due to complete the  
specified term of his engagement with the Army/Air Force/Navy on (Date)\_\_\_\_\_

(Signature of Commanding Officer)  
Office Seal

Place:

Date:





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Annexure-I (E)

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ..... bearing Roll No..... appearing for the Document Verification for the Post of ..... against Advt No....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Reemployment in Central Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on Civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' Posts on regular basis after availing of the benefits of reservation given to Ex Servicemen for Re-employment;

OR

I have availed the benefit of reservation as Ex-Serviceman for securing Government job on Civil side. I have joined as .....on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the Application for the above-mentioned examination for which I had applied for before joining the present Civil Employment;

OR

I have availed the benefit of reservation as Ex-Serviceman for securing Government job on Civil side. I have joined as ..... on ..... in the office of ..... Therefore, I am eligible for age-relaxation only;

(C) I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ engagement/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: .....

Roll Number: ..... Date: .....

Date of appointment in Armed Forces: ..... Date of Discharge: ..... Last Unit/ Corps: .....

Mobile Number: ..... E-mail ID: .....



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Annexure-II (A)

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

[See Rule 18 (1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport

Size Attested  
Photograph

(Showing face only) of the person with disability

Certificate No..... Date.....

This is to certify that I have carefully examined

Shri/Smt./Kum.....son/wife/daughter of Shri ..... Date of Birth  
..... (DD/MM/YYYY) Age..... Years, Male/Female..... Registration No..... Permanent  
Resident of House No.....Ward/Village/Street..... Post Office.....  
District.....State....., whose photograph is affixed above, and am satisfied that:

Signature/Thumb  
Impression of the  
person in whose favour  
disability certificate is  
issued

(Signature and Seal of Authorized Signatory of notified Medical Authority)



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Annexure-II (B)

FORM- VI  
Certificate of Disability  
(In case of multiple disabilities)  
[See Rule 18 (1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No.....Date.....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
..... son/wife/daughter of

Shri..... Date of Birth.....  
(DD/MM/YYYY) Age.... Years, Male/Female..... Registration No. ....Permanent  
Resident of House No..... Ward/Village/Street  
.....whose photograph is affixed above and are satisfied that:

Recent  
Passport  
Size  
Attested  
photograph  
(Showing  
face only)  
of the  
person  
with  
disability

(A) He/She is a case of Multiple Disability. Her/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

4. The applicant has submitted the following documents as proof of residence:

Name of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the  
Medical Authority

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression of

the person in whose favour disability certificate is issued



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ANNEXURE II (C)

**FORM- VII**

**Certificate of Disability**

(In cases other than those mentioned in Form V and VI)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE

CERTIFICATE)

Certificate No..... Date.....

Recent  
Passport Size  
Attested  
photograph  
(Showing face  
only) of the  
person with  
disability

1. This is to certify that we have carefully examined Shri/Smt./Kum

.....

son/wife/daughter of Shri ..... Date of Birth..... (DD/MM/YYYY) Age..... years ,  
Male/Female..... Registration No..... Permanent Resident of House No.....

Ward/Village/Street.....whose photograph is affixed above and I am satisfied that He/She is  
a case of

\_\_\_\_\_ Disability. His/her extent of permanent physical impairment/disability has been evaluated as per  
guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table  
below:

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

Countersigned[Countersignature and seal of the CMO/Medical Supdt.) Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]		(Authorised Signatory notified Medical of Authority) (Name and Seal)

Signature/Thumb impression of the  
person in whose favour disability  
certificate is issued

**Note:** In case this certificate is issued by a medical  
authority who is not a government servant, it shall be valid  
only if countersigned by the Chief Medical Officer of the  
District. The principal rules were published in the Gazette  
of India vide notification number S.O. 908 (E), dated the  
31<sup>st</sup> December, 1996.



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Annexure-II (D)

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate. ....
2. Name of CBT Center.....
3. Qualification of Candidate .....
4. Disability Type.....
5. Name of the Scribe.....
6. Date of Birth of the Scribe. ....
7. Father's Name of the Scribe .....
8. Address of the Scribe :  
(a) Permanent  
Address.....  
.....  
(b) Present Address.....  
.....
9. Educational Qualification of the Scribe .....
10. Relationship, if any, of the Scribe to the Candidate .....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The Colour photograph should not be more than 3 months old.

11. DECLARATION:

i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/been read out the Instructions of the BALMER LAWRIE regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them. ii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected. iii) We declare that the Scribe has not acted/will not act as Scribe to any other candidate of this examination.

Signature of the Candidate	Left thumb impression of the Candidate	Signature of the Scribe	Left thumb impression of the Scribe

Signature of the Invigilator



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Annexure- III (A)

### How to Apply

Candidates satisfying the eligibility conditions have to apply through online mode on BALMER LAWRIE website only i.e. <https://www.balmerlawrie.com>. Candidates are advised to read the following instructions carefully before applying online and also all the instructions given on main page of online Application. Candidates should take utmost care to furnish the correct details while filling online Application Form. In case of multiple registrations for the same Post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. Any mistake committed by the candidate shall be his/her sole responsibility.

Application through any other mode will not be accepted. No documents are required to be sent to BALMER LAWRIE by post in connection with the Application.

### Steps for Applying:

#### STEP-I (Registration):

- Candidates can apply online by visiting the BALMER LAWRIE website using application link in this web advertisement or by going to the tab "Careers" available at <https://www.balmerlawrie.com>.
- Candidates will get the BALMER LAWRIE Recruitment Home/Index page and have to click on "Register" available on this page for new Registration.
- Candidates will be redirected to Registration page and further needs to sign-up by filling up Post applied, Name, valid Mobile Number and valid E-mail ID.
- After this, candidates will have to Generate OTP and accept the Terms & Conditions by clicking 'I Agree' Checkbox.
- Candidates have to re-verify the details after entering the OTP & Captcha.
- Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved Category. If vacancy is not available under original Category, then such candidates will be considered as 'Unreserved (UR)'.
- After submitting the above details, candidates will receive Login ID & Password on their registered Mobile Number and E-mail ID, hence candidates are advised to cross check the Mobile Number & E-mail ID before proceeding.

#### STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE

- Candidates should now click on the "Go to Application" given in the top right corner of the screen or relogin with Login ID & Password received on registered E-mail ID/Mobile Number.
- The candidate should now fill-up all the desired/required information in the online Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links as per detailed guidelines for scanning and uploading given in Annexure-III (B). The candidate can see Application under option PREVIEW before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Name, Post applied, Email-Id and Mobile Number cannot be changed.
- Once the application is submitted (Step II), NO Change /edit will be allowed thereafter.
- After submission of application, candidates will automatically be redirected to Payment gateway (if applicable) to deposit the Examination Fee + applicable charges (if any) through different payment mode. Process Flow for deposit of Examination Fee through Payment Gateway of is as under:
  - Do not refresh/go back on page while payment is in progress, doing so might interfere the ongoing transaction.
  - Post submission, the candidate will be re-directed to Payment gateway to make the online payment of Application Fee.
  - Kindly verify the Fee details and make the payment for Application fee via any of the different payment modes.
  - Post successful payment of Application Fee, candidate will be redirected to his/her Application Form.

In case of any issue related to submission of online Application and Fee payment candidate may contact via Helpdesk Tab provided in online Application Portal and Helpdesk number 08064526227.

### Application Form:

Now, Candidates are required to download the online Application Form generated by the System, which may be



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retained for future reference. This should NOT be sent to BALMER LAWRIE.

**Annexure- III (B)**

**Instructions regarding scanning of PHOTGRAPH, SIGNATURE and CERTIFICATES**

Scanned image of candidates Photograph, Signature and Certificates shall be as per the specifications given below:

- a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/ Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The Photograph/Signature/ Certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
- d) Candidates should upload the scanned (digital) image of their Photograph, Signature and other relevant Certificates as per the process given below. The applicant should note that only jpg or jpeg formats are acceptable:

**i) Photograph:**

- a) Photograph must be a recent passport size color photograph (not older than 03 weeks).
- b) Make sure that the picture is in color, taken against a light-colored, preferably white background. Look straight at the camera with a relaxed face.
- c) Size of file should be between 40kb-100kb in jpg/jpeg format only.
- d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

**ii) Signature image:**

- a) The applicant has to sign on white paper with Blue/ Black ink pen.
- b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
- c) Please scan the signature area only and not the entire page.
- d) Size of file should be between 20kb- 50kb in jpg/jpeg format only.

**iii) Certificates:**

- a) Please scan the relevant certificates i.e. Essential Qualification and SC/ST/OBC-NCL/EWS/Disability/ ExSM, as applicable, which is issued by Competent Authority. Kindly make sure same is properly visible in the scanned file.
- b) Size of files should be between 100kb-300kb in PDF format only.

\*\*\*\*\*