



# Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

## NEEDS PROFESSIONALS ON FIXED TERM CONTRACT - WALK IN INTERVIEW

Ref No. : BL/HR/CHR/RECT/RECFT/202627/0002

Date : 27 May 2026

### THE COMPANY

Balmer Lawrie, a Miniratna-1 public sector enterprise under the Ministry of Petroleum and Natural Gas, Government of India, is a professionally managed, multi-location, and multi-business diversified conglomerate having presence in manufacturing as well as services sectors, with a consistent track record of growth and profitability. High standards of customer service, innovative outlook and dedicated human resources have enabled the Organization to achieve leadership position in many of its businesses.

### PRODUCTS AND SERVICES

The Company operates in various business segments through Strategic Business Units [SBUs] and Joint Venture Companies [JVCs]. It is the market leader in Steel Barrel, Industrial Greases & Specialty Lubricants, Tours & Travel and Logistics Services. It also has significant presence in most of the other businesses it operates, namely, Chemicals, Logistics Infrastructure, Cold Chain etc.

### SCHEDULE OF WALK IN INTERVIEW

<b>Venue:</b>	<b>Balmer Lawrie &amp; Co. Ltd, 1st Floor, NBCC Center, Plot No.2, Community Center, Okhla Phase - 1, New Delhi 110020 [Nearest Metro Station: Govind Puri (Violet Line) Landmark: Hotel Crowne Plaza, Okhla, New Delhi]</b>
<b>Date:</b>	<b>20<sup>th</sup>, 21<sup>st</sup> &amp; 22<sup>nd</sup> June 2026 [Saturday, Sunday &amp; Monday]</b>
<b>Time:</b>	<b>10:00 AM to 05:00 PM</b>

### HOW TO REACH THE VENUE

From IGI Airport / New Delhi Railway Station, take Metro to Central Secretariat Metro Station, change to Violet Line (towards Ballabgarh) and get down at Govind Puri Metro Station. Thereafter, take a bus/cab/auto to NBCC Centre, Okhla Phase-1 (near Hotel Crowne Plaza, Okhla).

### OPENING

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

**TABLE - 1**

Sl. No.	Position	Grade	No. of Post(s)	SBU / Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
1	ASSISTANT MANAGER (SALES - PRIVATE)	FTE-1	1	MICE - Delhi	32	MBA In Sales & Marketing / MTM/ Equivalent	Min 2 years' experience in handling travel agency -MICE sales.	MTM	Hardcore MICE sales experience with private corporates including good relations and negotiation skills with vendors within & outside India. Should be able to demonstrate good communication skills and PR. A well-rounded personality capable of driving sales targets and new customer acquisitions, possessing the ability to work under pressure and take up stretch goals
2	ASSISTANT MANAGER (MICE - GOVT & PSU)	FTE-1	1	MICE - Delhi	32	MBA In Sales & Marketing / MTM/ Equivalent	Min 2 years' experience in handling MICE sales.	Specialization in sales	Experience in Handling Government events will be preferred. Should be able to demonstrate good communication skills and PR. A well rounded personality capable of driving sales targets and new customer acquisitions, possessing the ability to work under pressure, take up stretch goals. An interface or dealing in the Govt domain will be preferred
3	OFFICER (MICE - OPERATIONS)	FTO-2	2	MICE - Delhi	30	Bachelor's In Tourism Management	Minimum 2 Years experience in handling groups, events and corporate movements with destination knowledge	Bachelor's in tourism or Hotel Industry	Experience in handling groups, events and corporate movements with destination knowledge
4	OFFICER (COMMERICAL - CORPORATE)	FTO-2	2	MICE - Delhi	30	B.Com (10+2+3)	Minimum 2 Years experience in MICE & Corporate Business	Commerce graduate preferred	Experience in billing to customer, verification of bills, basic accounting

Sl. No.	Position	Grade	No. of Post(s)	SBU / Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
									tools, excel, vendor payments, financial settlements
5	MANAGER (CREATIVE & DESIGN)	FTE-3	1	MICE - Delhi	38	Bachelor's degree in Graphic Design/Architecture/Interior Design or Equivalent Program	Masters or Equivalent: 06 Years or bachelor's degree (10+2+3): 09 years, including minimum 5 years' experience as 3D designer	Master's in design	Preferably within the event management, exhibition, or creative agency industries. Proficient in 3D modeling and rendering (Cinema 4D, 3ds Max, SketchUp, Blender, V-Ray, Corona) with a strong portfolio of event or related visualizations. Strong grasp of design principles, lighting, color, and composition; able to convert 2D concepts into detailed 3D environments. Advanced skills in Adobe Illustrator, Photoshop, Premiere Pro; basic After Effects; plus CorelDRAW, Canva Pro, CapCut, and VN
6	ASSISTANT MANAGER (COMMERCIAL)	FTE-1	1	MICE - Delhi	32	MBA (Finance) / M. Com / B.Com (10+2+3)	Total 2 years' experience with MBA (Finance) / M. Com or 4 Years experience with B.Com (10+2+3), including 2 Years experience in the commercial domain	--	Experience in travel domain will be preferred. Knowledge of Customer Accounting, ease with basic accounting tools, excel, vendor payments, financial settlements, outstanding reviews, chasing payments etc
7	ASSISTANT MANAGER (A&F)	FTE-1	1	MICE - Delhi	32	MBA (Finance) / M. Com with 2 Years Experience, B. Com with 4 Years Experience	2 Years for MBA (Finance) / M. Com or 4 Years for B.Com (10+2+3) in Accounts & Finance Domain	2 Years for MBA (Finance) / M. Com or 4 Years for B.Com (10+2+3) in	2 years Experience in any travel management company / hotel aggregator

Sl. No.	Position	Grade	No. of Post(s)	SBU / Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
								Accounts & Finance Domain	
8	JUNIOR OFFICER (COLLECTIONS)	FTO-1	2	Travel - Delhi	30	Bachelor's degree in commerce/ finance / Equivalent	Freshers may apply	M.Com or MBA in Finance or Equivalent	Minimum 1+ year of experience in Collections/Debt Recovery, Accounting, Banking, Financial Services, or a related field
9	OFFICER (IT)	FTO-2	1	Travel - Delhi	30	Bachelor's degree in Computer Applications/ Computer Science/ or equivalent	Minimum 2 Year Experience in IT domain	CCNA(Cisco Certified Network Associate) Certification	Strong Desktop and End-User Support experience with hands-on knowledge of Microsoft 365 (Exchange Online, SharePoint, OneDrive), Microsoft AD, basic networking (routers, switches, firewalls), and Microsoft Defender
10	MANAGER - S&M (PRIVATE CUSTOMER)	FTE-3	1	Travel - Delhi	38	MBA (Sales & Marketing)/ Equivalent	Total 6 Years experience including Minimum 3 years' experience in Sales and Marketing	Post Graduate / MBA / in Travel or Hospitality domain.	Total 6 Years experience including Minimum 3 years' experience in Sales and Marketing under the Travel/Hospitality domain
11	MANAGER -KEY ACCOUNT MANAGER	FTE-3	4	Travel - Delhi	38	MBA (Sales & Marketing)/ Equivalent	Total 6 Years experience including Minimum 3 years' experience in Sales and Marketing	Post Graduate / MBA / in Travel or Hospitality domain	Total 6 Years experience including Minimum 3 years' experience in Sales and Marketing under the Travel/Hospitality domain
12	DY. MANAGER -KEY ACCOUNT MANAGER	FTE-2	5	Travel - Delhi	35	MTM / MBA / Graduate Engineer / Bachelor's degree (10+2+3)	2 Years for MBA (Finance) / M. Com or 4 Years for B.Com (10+2+3) in Accounts & Finance Domain	MBA (Sales & Marketing)	2 years / 4 years of experience as per essential qualification in Sales & Marketing under the travel industry
13	ASSISTANT MANAGER (A&F)	FTE-1	1	Travel - Delhi	32	MBA (Finance) / M. Com / B.Com (10+2+3)	2 Years for MBA (Finance) / M. Com or 4 Years for B.Com (10+2+3) in Accounts & Finance Domain	CA Inter or CS Inter or ICWA(Inter)	2 years Experience in any travel management company / hotel aggregator
14	OFFICER (TRAVEL) - CHARTERED	FTO-2	1	Travel - Delhi	30	Any Graduate / bachelor's degree (10+2+3)	Minimum 2 Years Experience in travel domain	Bachelor of Tourism and Travel	--

Sl. No.	Position	Grade	No. of Post(s)	SBU / Location (Indicative)	Max. Age (in Years)	Minimum Qualification	Minimum Relevant Experience (in Years)	Preferred Qualification	Preferred Experience
								Management / Equivalent	
15	OFFICER (COMMERCIAL)	FTO-2	1	Travel - Delhi	30	Any Graduate / bachelor's degree (10+2+3)	Minimum 2 Years Experience in travel & hospitality domain	MBA (Finance / Operations)	Experience in Commercial Process under Travel
16	ASSISTANT MANAGER (COMMERCIAL)	FTE-1	1	Travel - Delhi	32	MBA or Equivalent	Minimum 2 Years Experience in travel & hospitality domain	MBA (Finance / Operations)	--
17	ASSISTANT MANAGER (TRAVEL)	FTE-1	1	Travel - Delhi	32	MTM / MBA or Equivalent	2 years of experience in Travel domain	MBA in HR Management	2 years of experience in employee training in Travel domain
18	ASSISTANT MANAGER (TRAVEL)	FTE-1	1	Travel - Delhi	32	MTM / MBA or Equivalent	2 years of experience in Travel domain	MBA Travel Tourism Management	2 years of experience in reputed Online Travel Agencies (OTAs)
19	OFFICER [TRAVEL]	FTO-2	12	Travel - Delhi	30	Any Graduate / bachelor's degree (10+2+3)	2 years of experience in Ticketing under Travel domain	Bachelor of Tourism and Travel Management / Equivalent	Hands-on experience of handling ticketing through GDS
20	OFFICER - TICKETING [MICE]	FTO-2	1	MICE - Delhi	30	GRADUATE [ANY DISCIPLINE]	Candidates must have a minimum of 2 years of experience in the travel domain	--	Prior experience in travel and ticketing is preferred and aligned with the requirements of this role.
21	ASSISTANT MANAGER - TRAVEL	FTE-1	1	Travel - Delhi	32	MTM or equivalent, MBA, or Graduate Engineer with 2 years of experience in the travel domain, or Bachelor's Degree (10+2+3) with at least 4 years of total experience, including a minimum of 2 years in the travel domain	Minimum 2 years of experience in the travel domain with an MTM or equivalent qualification, MBA, or a Graduate Engineering degree; or a total of 4 years of work experience, including at least 2 years in the travel domain, with a Bachelor's degree (10+2+3).	--	Relevant experience aligned with the roles and responsibilities outlined above. Experience in travel/tourism-related Sales and Marketing and strong customer management skills.
22	JR. OFFICER / OFFICER - COMMERCIAL	FTO-1/2	1	Travel - Delhi	30	GRADUATE [ANY DISCIPLINE]	FTO-1: Freshers may apply FTO-2: 2 years in travel domain after Bachelor's degree (10+2+3)	--	Experience in travel domain, refunds with strong MIS tracking, escalation handling.

Note:

1. The cut-off date for qualification experience & maximum age is **13.06.2026**. All candidates who are eligible as on the cut-off date may register.
2. The no. of vacancies is only indicative. Panel may be drawn from the engagement process to fill drop-out or future vacancies.
3. **The locations mentioned against each vacancy are indicative. The selected and/or empaneled candidates may be placed anywhere in the Country depending**

**upon business requirements.**

4. No candidates beyond 58 years of age shall be engaged.
5. Degrees / Diploma (other than the ones specified in UGC Notice dated 23.2.2018) which are UGC recognized Open and Distance Learning (ODL) programmes treated as equivalent with the Degrees / Diploma acquired from regular Universities / Institutes in the country conducted by ODL Institutions recognized by UGC or an institution Deemed to be a University so declared by the Central Government, will be accepted. However, for ODL Degree/Diploma in Management and/or Information Technology recognition of AICTE shall be mandatory. CA / ICWA will however not be considered. Engineering courses done through ODL Mode will also not be considered except where IGNOU has granted the B.Tech Degree or Diploma in Engineering to students who were enrolled up to academic year 2011-12 with IGNOU and not post 2012.
6. Post Graduate Diploma in Management should be certified as equivalent to Post Graduate by AICTE valid for the year when the PG Diploma has been completed.
7. No claim of possession of equivalent educational qualification(s) to the advertised educational qualification would be entertained and decision of the Company in this regard would be final and binding.

TABLE - 2

**INDICATIVE JOB DESCRIPTION AGAINST POSITIONS MENTIONED IN TABLE - 1**

Sl. No.	Position	Grade	No. of Position (s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
1	ASSISTANT MANAGER (SALES - PRIVATE)	FTE-1	1	MICE - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Drive sales growth by securing Private MICE business.</li> <li>- Enhance BL brand visibility within the private corporate sector.</li> <li>- Develop and maintain strong client relationships, ensuring effective servicing, payment follow-ups, and collections</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
2	ASSISTANT MANAGER (MICE - GOVT & PSU)	FTE-1	1	MICE - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Generating sales and acquiring new Govt MICE business.</li> <li>- Magnifying the BL brand visibility in the Govt domain.</li> <li>- Cultivating and Nurturing customer relations, payments and collections.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
3	OFFICER (MICE - OPERATIONS)	FTO-2	2	MICE - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Managing leads generated through fresh sales initiatives.</li> <li>- Coordinating and corresponding with vendors and clients.</li> <li>- Overseeing on-site event operations and escorting groups.</li> <li>- Actively liaising with hotels, transport providers, and event service partners.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
4	OFFICER (COMMERICAL - CORPORATE)	FTO-2	2	MICE - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Timely billing as per contract with all supporting documents, collection support and reconciliations</li> <li>- Timely collection of vendor bills, processing as per contract or approval, towards timely payment</li> <li>- Handling audit Coordination with Vendors/Suppliers (For eg. Hotels &amp; Transporters) for bills</li> <li>- Coordinate and develop vendors for services required by clients</li> <li>- Participate in all Business-related tenders.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>

Sl. No.	Position	Grade	No. of Position (s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
5	MANAGER (CREATIVE & DESIGN)	FTE-3	1	MICE - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- The 3D Designer will be responsible for creating high-quality three-dimensional visualizations and designs for various event projects.</li> <li>- This role involves translating client briefs and creative concepts into realistic and detailed 3D models and renders, showcasing everything from stage designs and custom installations to entire venue layouts.</li> <li>- Work closely with the Creative and Senior teams to understand project requirements, client briefs, and brand guidelines.</li> <li>- Create large-format graphics for event production elements such as stage backdrops, LED wall content, banners, standees, and signage.</li> <li>- Develop creative and innovative 3D designs for event elements, including stage sets, backdrops, exhibition booths, brand activations, and custom installations.</li> <li>- Create detailed 3D models and renders that accurately represent the proposed event environment, including lighting, textures, and spatial arrangements.</li> <li>- Present design concepts and visualizations to internal teams and clients, effectively communicating the creative vision and rationale behind the designs.</li> <li>- Revise designs based on feedback from clients and project managers while maintaining design integrity and project timelines.</li> <li>- Collaborate with the production and fabrication teams to ensure the final output matches the approved design and vision.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
6	ASSISTANT MANAGER (COMMERCIAL)	FTE-1	1	MICE - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Act as the primary commercial liaison for the assigned businesses</li> <li>- Ensure timely billing to client within timelines with complete documentation</li> <li>- Follow-up for clarifications on bills and resolve issues towards timely payment and reconciliation</li> <li>- Liaise with hotels, airlines, transporters, and other vendors to negotiate rates and ensure service quality</li> <li>- Enter into contracts with suitable vendors following purchase policy and basis approvals</li> <li>- Ensure timely receipt, scrutiny and payment of vendor bills</li> <li>- Understand and align with public procurement norms, compliance with government tendering requirements, and documentation need</li> <li>- Track cost structures, vendor rates, and margins to ensure commercial viability of each assignment</li> <li>- Ensure adherence to government guidelines on GST, TDS, invoice formats, and all statutory commercial norms.</li> <li>- Maintain audit-ready documentation of all commercial transactions and contracts</li> <li>- Any other responsibilities assigned from time to time</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
7	ASSISTANT MANAGER (A&F)	FTE-1	1	MICE - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Processing and approval of Payments to Vendors as per law and accounting policy.</li> <li>- Parking and posting receipt documents for collections from customers.</li> </ul>

Sl. No.	Position	Grade	No. of Position (s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					<ul style="list-style-type: none"> <li>- Squaring off bills against collection from customers (involves huge bill-wise and credit note wise data entry)</li> <li>- Verifying refunds to customers against credit notes and parking refund payment vouchers</li> <li>- Verifying, parking and posting liability expense/liability purchase vouchers in SAP with complete bill-wise details</li> <li>- Parking payment documents against parked liabilities</li> <li>- Bank reconciliation</li> <li>- Customer reconciliations</li> <li>- Vendor reconciliations</li> <li>- Writing cheques for vendors/ refunds to clients for payments vouchers, on occasional basis.</li> <li>- Compilation of workings for Filing of GST return</li> <li>- Dealing with Auditors and providing necessary details for audit.</li> <li>- Supervision of Proper control of filing of receipts vouchers and bills details from clients for auditing purposes and record keeping.</li> <li>- Any other task as may be assigned during audit or clients recon etc.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
8	JUNIOR OFFICER (COLLECTIONS)	FTO-1	2	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Ensure timely collection, compliance of debtors related policies and business, achieve budget parameters, overall for each</li> <li>- Ensure timely submission of bills to the clients, following SOPs and as per agreement terms.</li> <li>- Build and leverage suitable working relationships with clients and other stakeholders to ensure timely collections.</li> <li>- Follow-up on regular basis for collection of dues from the clients and maintaining MIS.</li> <li>- Ensure deep understanding of clients' billing/payment and other related issues, proactive action for timely resolution.</li> <li>- Ensure timely reconciliation of client dues, billing and payments on monthly/periodic basis as per company policy</li> <li>- Co-ordination with internal cross functional teams and multiple stakeholders at client end for meeting collection-related</li> <li>- Ensure timely submission of payment adjustments/DNRs with Accounts and coordination for knockoffs.</li> <li>- Active participation in debtor reviews conducted by the management having complete details of reasons for outstanding, its follow-up and way-forward/timeline to collect the dues</li> <li>- Maintaining Bill-wise details of outstandings for the assigned clients.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
9	OFFICER (IT)	FTO-2	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Provide L1/L2 Desktop Support and End-User Support (hardware, software, OS issues).</li> <li>- Troubleshoot and support Microsoft 365 services including Exchange Online, SharePoint, and OneDrive.</li> <li>- Manage and support Microsoft Active Directory ( AD) for device and identity management.</li> </ul>

Sl. No.	Position	Grade	No. of Position (s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					<ul style="list-style-type: none"> <li>- Assist with endpoint security using Microsoft Defender / Trend Micro or any other tool made available.</li> <li>- Perform basic network troubleshooting (routers, switches, firewalls, LAN/WAN).</li> <li>- Handle user onboarding/offboarding and access management.</li> <li>- Facilitate update of software patches/support packs using KACE / Patch management software</li> <li>- Document incidents, solutions, and standard operating procedures.</li> <li>- Ensure adherence to IT security and compliance policies.</li> <li>- Asset Management</li> <li>- Adhere to BL IT Policy and guidelines issued time to time</li> <li>- GEM Procurements</li> <li>- Cloud support</li> <li>- Provide locational IT support on need basis at Asaoti, Rai or any other BL location as assigned time to time by BL HO IT</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
10	MANAGER - S&M (PRIVATE CUSTOMER)	FTE-3	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Identify and develop new business opportunities in Private sector through multiple channel and client meetings.</li> <li>- Generate leads and convert them into customers, Build and maintain strong relationships with existing and potential clients.</li> <li>- Understand customer needs and provide appropriate product/service solutions, Achieve monthly, quarterly, and annual sales targets,</li> <li>- Prepare and deliver sales presentations and proposals, Maintain accurate records of sales activities in CRM systems</li> <li>- Coordinate with internal teams to ensure smooth delivery of service</li> <li>- Follow up on client inquiries and ensure customer satisfaction, Monitor market trends, competitors, and industry developments</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
11	MANAGER - KEY ACCOUNT MANAGER	FTE-3	4	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Meet or exceed sales targets assigned to key accounts for the current business and new ancillary sales for non-Air including Holidays.</li> <li>- Build and maintain strong, long-lasting client relationships.</li> <li>- Serve as the primary contact for all account-related queries.</li> <li>- Coordinate with internal teams (sales, operations, finance, product, etc.) to ensure client satisfaction.</li> <li>- Act as a bridge between the client and internal stakeholders to deliver customized solutions.</li> <li>- Understand the client's business goals, challenges, and industry trends.</li> <li>- Develop plans to achieve client and company goals.</li> <li>- Identify new business opportunities within existing accounts.</li> <li>- Forecast and track key account metrics (revenue, growth, retention, etc.).</li> <li>- Upsell and cross-sell company offerings to maximize account potential.</li> <li>- Contracts with assigned customers and renewals to ensure profitability.</li> </ul>

Sl. No.	Position	Grade	No. of Position (s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					<ul style="list-style-type: none"> <li>- Track account performance, client feedback, and service delivery KPIs.</li> <li>- Prepare regular account reviews and performance reports.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
12	DY. MANAGER - KEY ACCOUNT MANAGER	FTE-2	5	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Meet or exceed sales targets assigned to key accounts for the current business and new ancillary sales for non-Air including Holidays.</li> <li>- Build and maintain strong, long-lasting client relationships.</li> <li>- Serve as the primary contact for all account-related queries.</li> <li>- Coordinate with internal teams (sales, operations, finance, product, etc.) to ensure client satisfaction.</li> <li>- Act as a bridge between the client and internal stakeholders to deliver customized solutions.</li> <li>- Understand the client's business goals, challenges, and industry trends.</li> <li>- Develop plans to achieve client and company goals.</li> <li>- Identify new business opportunities within existing accounts.</li> <li>- Forecast and track key account metrics (revenue, growth, retention, etc.).</li> <li>- Upsell and cross-sell company offerings to maximize account potential.</li> <li>- Contracts with assigned customers and renewals to ensure profitability.</li> <li>- Track account performance, client feedback, and service delivery KPIs.</li> <li>- Prepare regular account reviews and performance reports.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
13	ASSISTANT MANAGER (A&F)	FTE-1	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Processing and approval of Payments to Vendors as per law and accounting policy.</li> <li>- Parking and posting receipt documents for collections from customers.</li> <li>- Squaring off bills against collection from customers (involves huge bill-wise and credit note wise data entry)</li> <li>- Verifying refunds to customers against credit notes and parking refund payment vouchers</li> <li>- Verifying, parking and posting liability expense/liability purchase vouchers in SAP with complete bill-wise details</li> <li>- Parking payment documents against parked liabilities</li> <li>- Bank reconciliation</li> <li>- Customer reconciliations</li> <li>- Vendor reconciliations</li> <li>- Writing cheques for vendors/ refunds to clients for payments vouchers, on occasional basis.</li> <li>- Compilation of workings for Filing of GST return</li> <li>- Dealing with Auditors and providing necessary details for audit.</li> <li>- Supervision of Proper control of filing of receipts vouchers and bills details from clients for auditing purposes and record keeping.</li> <li>- Any other task as may be assigned during audit or clients recon etc.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>

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14	OFFICER (TRAVEL) - CHARTERED	FTO-2	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Identify and pitch charter opportunities to corporate clients, government bodies, event organizers; prepare customized proposals including aircraft options, pricing and itineraries.</li> <li>- Handle end-to-end charter lifecycle: from lead generation and contract negotiation to flight scheduling, coordination with clients, vendor &amp; other stakeholders and post-flight reporting.</li> <li>- Liaise with charter operators, Commercial &amp; scheduled airlines, airports and regulatory bodies (DGCA, AAI, BCAS) for permits, slots, and compliance.</li> <li>- Manage booking, passenger manifests, catering, ground handling, and VIP requirements.</li> <li>- Oversee billing, invoicing, payments, and reconciliations; track profitability and optimize costs for each charter.</li> <li>- Build and maintain a charter client database.</li> <li>- Ensure safety, regulatory compliance and risk management for all operations.</li> <li>- Develop SOPs, templates, and processes for scalable charter operations as Balmer Lawrie's new venture grows.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
15	OFFICER (COMMERCIAL)	FTO-2	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Deal with Airlines for better PLB and incentive deals with proper documentation and provide valuable inputs for negotiation with airlines/GDS/vendors.</li> <li>- Compile MIS based on necessary market intelligence and internal data analysis for specific sectors / target based deals with air lines / Vendors.</li> <li>- Manage end-to-end procurement and commercial processes, from tendering to purchase order issuance.</li> <li>- Ensuring compliance with policies, DOA, and vigilance guidelines.</li> <li>- Prepare and maintain MIS reports (including MSME reporting) and support audit requirements for procurement and commercial activities.</li> <li>- Coordinate with vendors and stakeholders to ensure timely contract execution and targeted deliverables.</li> <li>- Maintain vendor data, oversee registration processes, and monitor vendor performance against quality, cost, and timelines.</li> <li>- Identify and mitigate procurement and commercial risks while ensuring adherence to laws, regulations, and internal controls.</li> <li>- Support cross-functional teams for smooth execution of purchase and commercial operations, ensuring efficiency and compliance</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
16	ASSISTANT MANAGER (COMMERCIAL)	FTE-1	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Reconcile customer billing and credit notes with airlines or GDS report (i.e LCC statement/BSP/HMPR reports etc) and flag discrepancies on priority to minimize revenue leakage and submit necessary report to Accounts.</li> <li>- Process ticket cancellation requests from corporate clients, government accounts, and individual travelers via ticketing portals and email.</li> </ul>

Sl. No.	Position	Grade	No. of Position (s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					<ul style="list-style-type: none"> <li>- Verify cancellation eligibility against airline policies and process refunds in GDS / with airlines as per airlines rules and BL deals with airlines</li> <li>- Process credit notes to clients as per agreement with client.</li> <li>- Coordinate with airlines, GDS systems and payment gateways for refund issuance within SLA timelines.</li> <li>- Maintain accurate records in CRM/ticketing software, update cancellation status and generate reports on refund trends, disputes, and recovery rates.</li> <li>- Resolve customer escalations, complaints, and discrepancies through proactive communication via email, phone, or WhatsApp.</li> <li>- Ensure compliance with GST regulations, RBI guidelines, and data privacy standards.</li> <li>- Reconcile customer billing and credit notes with airlines or GDS report (i.e LCC statement/BSP/HMPR reports etc) and flag discrepancies on priority to minimize revenue leakage and submit necessary report to Accounts.</li> <li>- Monitor daily cancellation volumes, identify process bottlenecks, and suggest improvements for operational efficiency.</li> <li>- Any other supervisory task for commercial function improvement and automation.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
17	ASSISTANT MANAGER (TRAVEL)	FTE-1	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Serve as knowledge hub for evolving booking policies in GDS and LCC systems, disseminating updates via Training, sessions, alert s, and advisories.</li> <li>- Implementing Training schedules for counter/implant staff.</li> <li>- Organizing training session for newly recruited employees &amp; making them ready for service delivery at the counter/implant.</li> <li>- Ensure adherence to best booking practices to minimize revenue leakage, prevent ADMs (Agent Debit Memos), and optimize fares through audits and simulations.</li> <li>- Prepare comprehensive manuals, SOPs, and e-learning modules for in-house staff and clients, covering ticketing workflows, fare r ules, reissues, and compliance.</li> <li>- Design and deliver training programs including onboarding, refresher courses, certifications and role-specific simulations for ticketing teams.</li> <li>- Conduct needs assessments, track training effectiveness via various KPIs and collaborate with operations for process improvement s.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
18	ASSISTANT MANAGER (TRAVEL)	FTE-1	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Handle air ticketing operations including itinerary preparation, fare construction, reservations, and ticket issuance for both domestic and international travel of the Implant office.</li> <li>- Utilize GDS platforms effectively for booking and managing airline tickets.</li> <li>- Provide excellent customer service by addressing travel-related queries and resolving issues promptly.</li> <li>- Ensure compliance with airline rules, fare regulations, and company policies during ticketing.</li> <li>- Maintain accurate records of bookings, cancellations, and transactions.</li> <li>- Coordinate daily travel &amp; related requirements such as visa support and hotel bookings; resolve</li> </ul>

Sl. No.	Position	Grade	No. of Position (s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
					<p>escalations on delays or changes promptly.</p> <ul style="list-style-type: none"> <li>- Maintain accurate records, ensure compliance with travel policies, GST norms, and SOPs; generate MIS reports on booking volumes and TAT.</li> <li>- Oversee billing generation, invoice submission, and timely collections from clients; track outstanding payments and reconcile with accounts.</li> <li>- Handle &amp; manage refunds/reissues to minimize discrepancies.</li> <li>- Identify upselling opportunities like vacation packages or corporate deals; conduct client meetings to promote services and renew contracts.</li> <li>- Build relationships with client stakeholders, gather feedback for service improvements, and scout new business leads within the implant site.</li> <li>- Contribute to process improvements to enhance customer experience and operational efficiency. Handle &amp; manage refunds/reissues to minimize discrepancies.</li> <li>- Identify upselling opportunities like vacation packages or corporate deals; conduct client meetings to promote services and renew contracts.</li> <li>- Build relationships with client stakeholders, gather feedback for service improvements, and scout new business leads within the implant site.</li> <li>- Contribute to process improvements to enhance customer experience and operational efficiency.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
19	OFFICER [TRAVEL]	FTO-2	12	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Handle air ticketing operations including itinerary preparation, fare construction, reservations, and ticket issuance for both domestic and international travel of the Implant office.</li> <li>- Utilize GDS platforms effectively for booking and managing airline tickets.</li> <li>- Provide excellent customer service by addressing travel-related queries and resolving issues promptly.</li> <li>- Ensure compliance with airline rules, fare regulations, and company policies during ticketing.</li> <li>- Maintain accurate records of bookings, cancellations, and transactions.</li> <li>- Coordinate daily travel &amp; related requirements such as visa support and hotel bookings; resolve escalations on delays or changes promptly.</li> <li>- Maintain accurate records, ensure compliance with travel policies, GST norms, and SOPs; generate MIS reports on booking volumes and TAT.</li> <li>- Oversee billing generation, invoice submission, and timely collections from clients; track outstanding payments and reconcile with accounts.</li> <li>- Handle &amp; manage refunds/reissues to minimize discrepancies.</li> <li>- Identify upselling opportunities like vacation packages or corporate deals; conduct client meetings to promote services and renew contracts.</li> <li>- Build relationships with client stakeholders, gather feedback for service improvements, and scout new business leads within the implant site.</li> <li>- Contribute to process improvements to enhance customer experience and operational efficiency.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
20	OFFICER - TICKETING	FTO-2	1	MICE - Delhi	<p>The incumbent shall be responsible for the following:</p>

Sl. No.	Position	Grade	No. of Position (s)	SBU/Location (Indicative)	Indicative Job Description (Lists provided below are indicative and not exhaustive)
	[MICE]				<ul style="list-style-type: none"> <li>- Handle basic domestic and international travel bookings, including air tickets, hotels, car rentals, and visa-related coordination.</li> <li>- Manage airline ticketing procedures such as bookings, cancellations, reissues, and fare rules.</li> <li>- Coordinate with client teams to collect travel requirements and ensure accurate and timely bookings.</li> <li>- Ensure all bookings and cancellations are processed strictly as per company Standard Operating Procedures (SOPs).</li> <li>- Assist with itinerary changes, cancellations, and travel-related issues as required.</li> <li>- Communicate with airlines, hotels, and other vendors to confirm bookings and resolve routine issues.</li> <li>- Provide basic guidance to clients on destinations, visa requirements, and travel regulations.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
21	ASSISTANT MANAGER - TRAVEL	FTE-1	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Lead and monitor sales of the GOV Portal across Delhi/NCR while coordinating with travel branches across PAN India to boost overall sales performance.</li> <li>- Plan and execute marketing campaigns, BTL activities, and in-person outreach to promote the GOV Portal and domestic tourism offerings.</li> <li>- Identify opportunities to expand the range of services offered on the GOV Portal and support the development of new features.</li> <li>- Work closely with the IT team to ensure the smooth functioning, upkeep, and continuous improvement of the Portal.</li> <li>- Manage end-to-end customer relations including complaint resolution, issue escalation, and grievance handling to ensure a seamless customer experience</li> </ul> <p>The above list is only indicative and not exhaustive.</p>
22	JR. OFFICER / OFFICER - COMMERCIAL	FTO-1/2	1	Travel - Delhi	<p>The incumbent shall be responsible for the following:</p> <ul style="list-style-type: none"> <li>- Manage the end-to-end refund process across all LOBs with adherence to SLAs and audit standards.</li> <li>- Ensure timely and accurate issuance of credit notes with proper validation of fare rules, policies, and approvals.</li> <li>- Maintain daily and weekly refund trackers, generate MIS reports, and create leadership dashboards highlighting trends and gaps.</li> <li>- Handle refund-related escalations and coordinate with airlines for refund status, disputes, and GST documentation.</li> <li>- Support reconciliation activities for BSP, LCC, and payment gateway transactions to ensure financial accuracy.</li> <li>- Drive process automation in collaboration with IT and ensure team alignment through SOP adherence and regular training.</li> </ul> <p>The above list is only indicative and not exhaustive.</p>

## **COMPENSATION**

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

## **HOW TO REGISTER**

1. Please visit our official website at <https://www.balmerlawrie.com/careers/current-openings> for further details.
2. You need to register for Walk in interview using the following link: <https://recruitment.balmerlawrietraavel.com/apply>
3. Only registering or attending interview does not ensure consideration of your candidature for a job.
4. In case of any difficulty, please get it touch with 011-49997337.
5. Online registration for Walk In Interview is permitted on the website <https://recruitment.balmerlawrietraavel.com/apply> from 27<sup>th</sup> May 2026 to 13<sup>th</sup> June 2026.
6. Registration is mandatory for all candidates in the above-mentioned weblink only (at Sl No 2).
7. Candidates need to complete their registration through the same weblink only either during the registration period from 27<sup>th</sup> May to 13<sup>th</sup> June 2026 or at the Walk-In Interview venue as mentioned above on the interview dates i.e. 20<sup>th</sup> June 2026 to 22<sup>nd</sup> June 2026.
8. However, allowing candidates to appear for the interview shall be purely at the discretion of the Company, subject to verification of documents and fulfillment of the various eligibility criteria stipulated in the web advertisement.
9. Please read “The Other General Conditions” before registering for the positions.
10. The applicant must provide his/her correct and updated email id & mobile number. Balmer Lawrie shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
11. No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of the Company in this regard would be final and binding.
12. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on the Company’s website only. So, the candidates must check the Company’s website for updated details.

## **CONCESSIONS, RELAXATIONS & RESERVATION**

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

Category Applicable	Age relaxation (in years)
Scheduled Caste / Scheduled Tribe	5
OBC (Non-Creamy Layer)	3
PwBD belonging to GENERAL/EWS	10
PwBD belonging to OBC (Non-Creamy Layers)	13
PwBD belonging to Scheduled Caste / Scheduled Tribe	15
Ex-Servicemen	As per Govt. regulations
<b>Relaxations for Persons with Benchmark Disability (PwBD)</b>	
<ul style="list-style-type: none"><li>➤ Relaxations for PwBD candidates would be as per Govt. of India notification</li><li>➤ Persons suffering from not less than 40% of the relevant disability shall only be eligible for relaxations under PwBD category. Persons claiming concessions/ relaxations under PwBD category are required to upload their Disability certificate in the format prescribed by Government of India</li></ul>	

**Number of positions reserved for**

Sl. No.	Position	Grade	No of Vacancies	Reservation Details (UR / SC/ ST/ OBC/ EWS)
1	OFFICER (MICE - OPERATIONS)	FTO-2	2	3 SC, 2 ST, 4 OBC & 14 UR
2	OFFICER (COMMERICAL - CORPORATE)	FTO-2	2	
3	OFFICER (IT)	FTO-2	1	
4	OFFICER (TRAVEL) -CHARTERED	FTO-2	1	
5	OFFICER (COMMERCIAL)	FTO-2	1	
6	OFFICER [TRAVEL]	FTO-2	12	
7	OFFICER - TICKETING [MICE]	FTO-2	1	
8	JR. OFFICER / OFFICER - COMMERCIAL	FTO-1/2	1	
9	JUNIOR OFFICER (COLLECTIONS)	FTO-1	2	
10	MANAGER (CREATIVE & DESIGN)	FTE-3	1	1 OBC & 5 UR
11	MANAGER - S&M (PRIVATE CUSTOMER)	FTE-3	1	
12	MANAGER -KEY ACCOUNT MANAGER	FTE-3	4	
13	DY. MANAGER -KEY ACCOUNT MANAGER	FTE-2	5	1 OBC & 4 UR
14	ASSISTANT MANAGER (SALES - PRIVATE)	FTE-1	1	1 SC, 1 OBC & 7 UR
15	ASSISTANT MANAGER (MICE - GOVT & PSU)	FTE-1	1	
16	ASSISTANT MANAGER (COMMERCIAL)	FTE-1	1	
17	ASSISTANT MANAGER (A&F)	FTE-1	1	
18	ASSISTANT MANAGER (A&F)	FTE-1	1	
19	ASSISTANT MANAGER (COMMERCIAL)	FTE-1	1	
20	ASSISTANT MANAGER (TRAVEL)	FTE-1	1	
21	ASSISTANT MANAGER (TRAVEL)	FTE-1	1	
22	ASSISTANT MANAGER - TRAVEL	FTE-1	1	

**Note :**

- 1 post shall be reserved for Persons with Benchmark Disabilities (PwBD) for Fixed Term Executive (FTE) posts.
- 2 posts shall be reserved for Persons with Benchmark Disabilities (PwBD) for Fixed Term Officer (FTO) posts.
- The OBC candidates who belong to “CREAMY LAYER” are not entitled for relaxation of age and/or for consideration against reserved positions.
- For EWS category applicants, engagement shall be provisional and subject to the Income and Asset Certificate to be verified through proper channels and if the verification reveals that the claim to belong to EWS is fake / false, the engagement of the concerned applicant(s) will be terminated forthwith without assigning any further reasons.
- c) Category (SC/ST/OBC/PwBD/Ex-Servicemen/EWS/General) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.

**Details on Concessions, Relaxations & Reservations are enumerated below**

1. The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs and for OBCs as per format available on the Company website will only be accepted as proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe or the Other Backward Class. Certificates received in any other format shall not be considered for availing reservation benefits.
  - a. District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
  - b. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
  - c. Revenue Officer not below the rank of Tehsildar; and
  - d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
2. The reserved category candidates are required to produce the original caste/ PwBD certificate/s in prescribed format as given in our website or of Government of India, issued by the competent authority at the time of interview, in support of their claim. In addition, the OBC-NCL (OBC-Non-Creamy layer) candidates will be required to submit a valid caste certificate in the prescribed format as given in our web site as applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36036/2/2013- Estt. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement. Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews if called for, indicating that they belong to OBC-Non-Creamy Layer.
3. If the SC/ST/OBC-NCL/PwBD/EWS certificate has been issued in a language other than English, the candidates will be required to submit a self-certified translated copy of the same in English.
4. Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules shall be applicable.
5. The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years (15 years for SCs/ STs & 13 years for OBC [NCL]). Persons with 40% or more Disability shall be eligible for relaxation. The PwBD candidates must possess a Certificate to this effect issued by the Board/ countersigned by the Medical Superintendent/ Chief Medical Officer/ Head of Hospital of Government as per the format available on the Company website. Certificates received in any other format shall not be considered for availing reservation benefits. Necessary assistance for access, seating and scribe/reader in terms of Govt. guidelines shall be provided to PwBD candidates during the selection process. However, to avail this facility, separate specific communication to this effect must be sent via e mail to **hr.north@balmerlawrie.com** before the last date of registration i.e.: 13<sup>th</sup> July 2026.
6. Reservation of posts for SC, ST and OBC (Non-Creamy Layer), Persons with Benchmark Disability & Economically Weaker Sections (EWS) is as per Govt. Guidelines.
7. Upper age limit is relaxable for Ex-Servicemen [ES] as per extant applicable rules issued by the Competent Authority.
8. Candidates from SC/ST/OBC (Non-Creamy Layer)/ PwBD/ EWS category must mention their caste/disability details correctly in the application form and upload their self-attested Caste/ Tribe/ Community/Disability/Income & Asset Certificate at relevant portion in the Application Form. In case the candidate does not upload the self-attested certificate in the correct format as detailed above, such candidates shall be treated as belonging to General Category and no reservation benefits shall be extended to such candidates.
9. The candidate's fixed term engagement shall remain provisional till such time as the Caste/ Tribe/ Class (NCL / EWS) certificates and other testimonials are verified and certified by appropriate authority as genuine. The candidate's engagement shall be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC [NCL]/PwBD/ EWS/ ES category and other testimonials, if any, is found false. BALMER LAWRIE & CO LTD also reserves the right to take such further action against the candidate, as it may deem proper, for production of such false caste / class certificate.

## Other General Terms & Conditions

- a) Before registering for the post, candidates should ensure that he/she fulfills the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD., being the Appointing Authority, would be free to reject any application at any stage of the engagement process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.
- b) **Incomplete registrations, applications not as per the prescribed format and not applied ONLINE or ARE LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.**
- c) Requests for change of Mailing address / Email / Category / posts as mentioned in the application will not be entertained.
- d) All the details given in the online application form will be treated as final and no changes will be entertained.
- e) **All Minimum Eligibility conditions as mentioned in the advertisement shall also be considered as Essential Eligibility conditions. The Company shall be within its rights to reject the candidature of an applicant at any stage of engagement process if the applicant does not meet the minimum eligibility conditions.**
- f) **No claim of possession of a qualification equivalent to a prescribed qualification would be entertained and decision of the Company in this regard would be final and binding.**
- g) **In case the post applied for is not mentioned clearly and correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.**
- h) **All minimum eligibility qualifications, where applicable, should be recognized by UGC/AICTE/ Govt. of India/State Govt and from UGC/AICTE/ Govt. of India/State Govt recognized/affiliated institutes/colleges/universities as on the date of passing.**
- i) The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for shortlisting and or final selection. Candidates will be shortlisted based on the relevance and quality of experience vis-à-vis the requirements of the advertised role. The Company's decision shall be final in this regard.
- j) The job description mentioned is only indicative. It may change based on the requirement of the Company and discretion of the management.
- k) Only short-listed candidates who are found prima facie eligible based on the details given in the application form will be called for the written test etc. and / or personal interview as the case may be.
- l) Candidature of the candidate is liable to be rejected at any stage of the engagement process or after or joining, if any information provided by the candidate is found to be misleading or is not found in conformity with eligibility criteria mentioned in the advertisement.
- m) The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
- n) The Company reserves the right to shortlist candidates through Interview depending upon the number of vacancies
- o) The Company reserves the right to offer the position in appropriate lower Grade & Salary provided the candidate meet the criteria of the lower grade.
- p) The Candidates should correctly enter the Start Date & End Date in DD.MM.YYYY FORMAT for work experience details as the same shall be reckoned for checking eligibility against relevant Experience. If any data not entered or incorrectly entered, the application shall be rejected without any correspondence with the candidate.
- q) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- r) The number of vacancies is indicative. The Company reserves the right to increase or decrease the number of vacancies purely on need basis at any point of time during engagement process.
- s) The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
- t) In case it is found at any stage that the candidate is not meeting the requirements as laid down in the advertisement, his/her candidature may be cancelled.
- u) At any stage of this process including after joining, in case it is found that the candidate has indulged in any of the following or similar activity, the said applicant shall be liable to be disqualified, prosecuted and debarred from applying in BALMER LAWRIE & CO LTD and his/her application / engagement shall be rejected forthwith or in case of detection after engagement, his/ her engagement will be summarily terminated:
  - a. Has submitted misleading information or false documents
  - b. Has suppressed any relevant material fact(s)
  - c. Has submitted information not in conformity with the eligibility criteria mentioned in the advertisement
  - d. Has resorted to unfair means during the Engagement process
  - e. Is found guilty of impersonation
  - f. Has created disturbance affecting the smooth conduct of the Selection Process at the centre/ venue or at any other stage
  - g. Has uploaded non-human or irrelevant photograph.

BALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.

- v) The candidates are required to submit scanned copies of the following documents online at the time of registration. Those shortlisted post interview, shall be intimated through e-mail. The candidates are required to bring self-attested copies and originals of the following documents on the date of interview. In case of any discrepancy identified then, the candidature will forthwith be cancelled. Upon selection, the candidate/s would be required to bring the originals on the day they come for joining. In case of any discrepancy identified then, the candidature will forthwith be cancelled.
- a. Proof of Age
  - b. Educational Qualifications (All the Mark sheets & Certificates) [wherever CGPA / DGPA or letter grade is awarded, equivalent % of marks should be indicated as per norms adopted by the University / Institute]
  - c. Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
  - d. Last Salary Certificate/ Payslips (Last 3 months) (where applicable)
  - e. Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) - NCL/ Persons with Benchmark Disability (PWBD)/ EWS/ ES certificate, if applicable from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.
  - f. NOC (where applicable)
  - g. Past employment proof
  - h. Present employment proof
  - i. Identity Proof (AADHAAR / PAN / Passport)
  - j. Latest passport size photo
  - k. In the absence of any of the above documents, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed
- w) Candidates, whether local or from outstation, will not be eligible for any form of travel reimbursement.
- x) Any communication as regards extension of last date of application shall be published on the Company's website only.
- y) Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement, change of date of interview / venue etc. shall be published on the Company's website only. So, the candidates must check the Company's website for updated details.
- z) The application process will be closed at 11:59 pm on the last date for submission of applications and will subsequently be opened on the days interview is scheduled.
- aa) Candidates are advised to complete the application process within official working hours i.e. 18:00 hours on the last date of receipt of applications (as notified in this advertisement) as technical support may not be available after 18:00 Hours.
- bb) No Correspondence shall be entertained by the Company with regard to engagement.
- cc) Please note that no applications sent directly over email or telephone will be entertained. Interested applicants have to necessarily register online on the website for the position. APPLICATIONS NOT RECEIVED THROUGH THE WEBSITE SHALL NOT BE CONSIDERED.
- dd) Selected candidate(s) before joining will be required to undergo medical examination. If found unfit, he / she will be debarred from engagement.
- ee) The court of jurisdiction for any dispute will be at Kolkata.
- ff) In case of any difficulty in online registration, to please contact between 10:00 hours to 16:00 hours on working days (Monday to Friday) before 13<sup>th</sup> June 2026 or may send a mail at the following email address

Phone number - 011-49997337

Email - Please send email to [hr.north@balmerlawrie.com](mailto:hr.north@balmerlawrie.com) with heading /subject matter as "Walk in Interview"

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