

Require Full-Time Retainers for SBU: Logistics Services

THE COMPANY

Balmer Lawrie, a Public Sector Enterprise under the Ministry of Petroleum & Natural Gas, Govt. of India, 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.

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 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.

CURRENT OPENINGS

The Company is looking for qualified and experienced professionals to man key role on Retainership Basis as per details given below for the Company's SBU: Logistics Services -

Role	Retainer
No. of Vacancies**	03 (Three)
Minimum Qualification	Graduate [Any Discipline]
Max Age (years)*	63 Years as on 23.06.2026
Minimum Experience (years)*	<p>Must have the following:</p> <ul style="list-style-type: none"> • Must be an Ex-Railway Employee with a minimum of 10 years of work experience in Indian Railways. • Must have at least 2 years of experience as Chief Controller / Assistant Traffic Manager / Chief Station Master / Station Master / Chief Traffic Inspector / Yard Master / Section Controller.
Preferred Experience	Currently engaged with any Organisation handling Rail Logistics operations and having hands-on experience in Rail Movement on areas broadly stated in Job Description below and interfacing with Indian Railways for operational purposes.
Retainership Fee	As per Company Rules
Indicative Place of Posting	<p>SBU: Logistics Services - New Delhi, Secunderabad & Visakhapatnam.</p> <p>Note: The Company reserves the discretion to place the selected candidates at any of the locations in India or abroad (besides the above three) where the Company or its Joint Ventures has its operations, depending on the exigencies of work.</p>
Special Note	Incumbent to be engaged as Retainer on Full-Time basis
Period of Engagement	<p>The period of engagement will be of one-year subject to extension on a yearly basis based on the Company's needs and satisfactory performance:</p> <ol style="list-style-type: none"> a) Up to a maximum 65 years of age b) The first extension (if any, on need basis) to be on same terms and conditions and pay.
Indicative Job Description	<p>The position will involve work/ role and deliverables as under which is, however, only illustrative:</p> <ol style="list-style-type: none"> a. Ensuing smooth upward & downward movement of rakes, which the company will deploy for its various clients under LSFTO, GPWIS, AFTO or any other policy of Indian Railways. b. Coordination with Railway authorities. c. Liaisoning with commercial and operation department of railway authorities, including Rail Bhawan. Render necessary suggestions for minimizing/reducing the cost associated with rake movements and improvement in the rake movements. d. Managing effective rail traffic to avoid demurrage/ penalties including rendering necessary guidance to the associated officials of Balmer Lawrie. e. Advise the Balmer Lawrie personnel of matters related to Freight Train Operations. f. Monitoring, drawing SOPs and aligning daily management activities in line with our Contractual obligations. g. Periodic performance review, Report and MIS generation. h. Any other task assigned time to time.

* The cut-off date for minimum experience & maximum age is **23.06.2026**. All candidates who are eligible as on the cut-off date may apply for the currently advertised positions.

Panel may be drawn for filling of similar vacancies arising in future.

** This is only indicative. Panel may be drawn from the engagement process to fill drop out or future vacancies.

Note: 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 and Engineering course done through ODL Mode will not be considered.

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.

Note:

1. Applications are to be submitted through e-mail only as given below.
2. Applications submitted must mention in the subject line the following; "Application for Retainership in SBU Logistics Services". Applications submitted without the correct subject-line, may be rejected.
3. All applications must include along with application, the detailed Curriculum Vitae, and Scan of documents in support of qualifying criteria related to Age, Experience and Qualification. Applications not accompanied with appropriate supporting documents, may be rejected.
4. The submission of application is permitted on chrd.recruitment@balmerlawrie.com between 1000 hours on **03.06.2026** till 2359 hours on **23.06.2026**.

For any queries please mail to chrd.recruitment@balmerlawrie.com with the ref.no. of the advertisement and position name as subject or contact 033-22225709/437.

HOW TO APPLY

The application should be emailed to the Corporate HR Department, Balmer Lawrie at chrd.recruitment@balmerlawrie.com by **23.06.2026**.

The Company reserves the right to create a panel through empanelment of candidates if more than one candidate is found suitable and offer employment opportunity to such empaneled candidate (s) in future in similar roles at same or different locations.

Other General Conditions:

1. Before applying for the post, candidates should ensure that he/she fulfils the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD. being the Appointing Authority would be free to reject any application at any stage of the engagement process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.
2. 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 selection process if the applicant does not meet the minimum eligibility conditions.
3. 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.
4. In case the post applied for is not mentioned clearly & correctly an application is **LIABLE FOR BEING REJECTED SUMMARILY** without any correspondence.
5. Request for change of Mailing address / Email / Posts as mentioned in the application will not be entertained.
6. The prescribed qualification / experience is 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.
7. Only short-listed candidates who are found prima facie eligible will be called for the personal interview.
8. Candidature of the candidate is liable to be rejected at any stage of the engagement process or after engagement or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement or such information is not supported by appropriate documentary evidence.
9. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
10. The Company reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for engagement and the venue/schedule thereof.
11. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
12. The candidates should clearly and correctly write their mobile number and correct email address. Please note that the intimation for interview will be given through email addresses only.
13. At any stage of this engagement process including after engagement or post joining, in case it is found that the candidate has given incorrect information 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 engagement in BALMER LAWRIE & CO LTD and his/her application / appointment shall be rejected.
 - 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

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

14. Those short listed for the engagement Process shall be intimated through e-mail. They are required to bring the following original certificates as documentary proof along with self-attested photocopies for submission at the time of interview:
 - Proof of Age
 - Educational Qualifications (All the Mark sheets & Certificates)
 - Service Certificate/ Declaration stating that the applicant:
 - Is an Ex-Railway Employee with a minimum of 10 years of work experience in Indian Railways.
 - Is having at least 2 years of experience as Chief Controller / Assistant Traffic Manager / Chief Station Master / Station Master / Chief Traffic Inspector / Yard Master / Section Controller.
 - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization, if any
 - Last Salary Certificate/ Payslips (Last 3 months) (where applicable)
15. Interview of Out Station Candidates shall be conducted via Online mode only.
16. 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 recruitment process.
17. 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.
18. 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.
19. No Correspondence shall be entertained by the Company with regard to the engagement process.
20. 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. or any change shall be published on the Company's website <https://www.balmerlawrie.com/> only. So, the candidates must check the Company's website for updated details.
21. Any query with regard to the application process may be sought by sending email at chrd.recruitment@balmerlawrie.com
22. The court of jurisdiction for any dispute will be at Kolkata.

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