



Ref. No.: BL/RHRWR/IP NM/Medical Officer/2022

Date of Advertisement: 04th July, 2022

**Require Part Time Medical Advisor on Retainership Basis at Taloja, Navi Mumbai**

**THE COMPANY**

Balmer Lawrie, a public sector company under the Ministry of Petroleum & Natural Gas, is a professionally managed, multi-location, diversified conglomerate having presence in the 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 barrels, Corporate Travel and Logistics Services. The Company also has significant presence in most of the other businesses it operates in, namely, Refinery & Oil Field Services [ROFS], Chemicals, Logistics Infrastructure, Cold Chain etc.

**CURRENT OPENINGS**

The company is looking for qualified and experienced professionals to man key roles on Retainership Basis as per the details given below:

S. No	Role	No. of Vacancies **	Minimum Qualification	Preferred Qualification	Max Age (years)*	Minimum Experience (years)*	Retainership Fee	Location
1	Part-Time Medical officer on retainership basis	1 (One)	MBBS	MD [Medicine], Occupational Health Certification or equivalent may be preferred	68 years	5 Years	Negotiable	Taloja, Navi Mumbai
<b>Special Note: NIL</b>								

\* The cut-off date for minimum experience & maximum age is **04.07.2022**. All candidate who are eligible as on the cut-off date may apply for the currently advertised positions. Panel may be drawn as against interviews conducted, if any, during this recruitment process, for filling of similar vacancies arising in future as per the Recruitment rules of the company.

\*\* This is only indicative. A panel may be drawn from the recruitment process to fill dropout or future vacancies.

**Note:**

1. Interested may please submit their online application over email with the subject “Application for the Post of \_\_\_\_*(Role & Location)*\_\_\_\_” to [viknesh.v@balmerlawrie.com](mailto:viknesh.v@balmerlawrie.com) (or)  
For offline applications may please be posted in a cover subscribing “Application for the Post of \_\_\_\_*(Role & Location)*\_\_\_\_” to the address “ **Assistant Manager [HR], Regional HR - West, Balmer Lawrie & Co. Ltd., 5, JN Heredia Marg, Ballard Estate Mumbai 400001** ”
2. Application should consist of the candidate profile inclusive of Age, Qualifications and Experience.
3. Application received within the window of **0000 hours on 04.07.2022 till 2359 hours on 17.07.2022** only would be considered.
4. Avenues for career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification & performance.

For any queries please mail to [chatterjee.sourish@balmerlawrie.com](mailto:chatterjee.sourish@balmerlawrie.com) with the ref.no. of the advertisement and position name as subject or contact +91 96196 79987.

**PLEASE READ THE OTHER GENERAL CONDITIONS BEFORE APPLYING FOR THE POSITIONS**

**HOW TO APPLY**

The application (with documents mentioned above) shall be emailed with the subject “Application for the Post of \_\_\_\_*(Role & Location)*\_\_\_\_” to Regional HR Department-West, Balmer Lawrie at [viknesh.v@balmerlawrie.com](mailto:viknesh.v@balmerlawrie.com) by **17.07.2022** (or) for offline applications may please be posted in a cover subscribing “Application for the Post of \_\_\_\_*(Role & Location)*\_\_\_\_” to the address **Assistant Manager [HR], Balmer Lawrie & Co. Ltd., Regional HR - West, 5, JN Heredia Marg, Ballard Estate, Mumbai 400001** the last date of receipt of application would be **17.07.2022**.

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.

**PERSON PROFILE**

No. of Vacancies	1 (One)
Position Title	Part time Factory Medical Officer on Retainership basis
SBU / Function	Industrial Packaging
Location	Taloja, Navi Mumbai
Qualification	Minimum qualification of MBBS, those with MD, Occupational Health certificate or equivalent qualification may be preferred.

Indicative Job Description	<ol style="list-style-type: none"> <li>1. Employee health checkup and consultation in house physician like capacity incl. medical advice, issuing prescription, advising medical tests or referring to suitable specialists, on need basis.</li> <li>2. Tele-consultation outside visit hours, on emergency needs.</li> <li>3. Liaison support with hospital or other medical professionals for support in admission/hospital/outdoor treatment and related requirements.</li> <li>4. Annual Health Check-up and certification of contractual workers working in <b>Industrial Packaging, Taloja, Navi Mumbai</b></li> <li>5. Medical scrutiny of Domiciliary/hospitalization bills, course of treatment and certification thereof in terms of Company Medical Rules for existing employees and PRMBS members</li> <li>6. Medical scrutiny and follow-up of employee health certificates, annual health check-up reports</li> <li>7. Visit to hospital/residence etc. on request/special requirement to meet emergency requirements.</li> <li>8. Periodic health talks for improvement of health and wellness of employees</li> <li>9. Any other medical or related requirements as may arise from time to time.</li> </ol>
Experience Profile	Minimum 5years in professional medical practice or engagement with a hospital or equivalent
Maximum Age	68 years as on date of notification

**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 recruitment 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 the selection process if the applicant does not meet the minimum eligibility conditions.
3. In case the post applied for is not mentioned clearly & correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.
4. Request for a change of Mailing address / Email / Post as mentioned in the application will not be entertained.
5. The prescribed qualification/experience is only minimum requirement and mere possession of the same does not entitle a candidate for shortlisting and for 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.
6. Only short-listed candidates who are found prima facia eligible will be called for a personal interview.
7. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in the advertisement or such information is not supported by appropriate documentary evidence.

8. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
9. The Company reserves the right to shortlist candidates depending upon the number of vacancies and applications received, etc., and also to decide the modalities for recruitment and the venue/schedule thereof.
10. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
11. The candidates should clearly and correctly write their mobile number and correct email address. Please note that the intimation for the interview will be given through email addresses only.
12. At any stage of this recruitment process including after recruitment or 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 appointments 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 recruitment process
  - e. Is found guilty of impersonation
  - f. Has created disturbance affecting the smooth conduct of the Selection Process at the centre/ venue for the process selected by the Company or at any other stageBALMER LAWRIE & CO LTD shall not entertain any correspondence from such candidates.
13. Those shortlisted for the Selection 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 the interview:
  - Proof of Age
  - Educational Qualifications (All the Mark sheets & Certificates)
  - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
  - Last Salary Certificate/ Payslips (Last 3 months) (where applicable)
14. Any communication as regards extension of last date of application or any other information, shall be published on the Company's website <https://www.balmerlawrie.com/> only.
15. 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.
16. 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.
17. No Correspondence shall be entertained by the Company with regard to recruitment.
18. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, the extension of the last date of application, cancellation of the advertisement etc. 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.
19. Any query with regard to the application process may be sought by sending an email at [chatterjee.sourish@balmerlawrie.com](mailto:chatterjee.sourish@balmerlawrie.com).
20. The court of jurisdiction for any dispute will be at Kolkata.

\*\*\*\*\*