



Balmer Lawrie & Co. Ltd.

[A Government of India Enterprise]

Require Part Time Medical Advisor on Retainership basis at the offices/Plants

in

Northern Region Office, Okhla, New Delhi & SBU-IP-Asaoti

Ref No.: BL/Med Adv/T&V/NRO/IP-Asaoti/July/2023

Date: 08 July 2023

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 manufacturing as well as service 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, Refinery & Oil Field Services [ROFS], Cold Chain etc.

OPENING

The company is looking for qualified Part-Time/Medical Advisor on Retainership basis as per the details given below :-

S. No.	Position	No. of Positions	Max. Age (in Years)	Qualification	Indicative Job Description	Location/ Period of engagement/ Retainership Fee
1	Part Time Medical Advisor on Retainer ship Basis	1-NRO NBCC Okhla New Delhi (for 1.5 hours each day visiting twice in a week 1-IP Asaoti (for 1.5 hours each day visiting twice in a week) Note: The Company reserves the right to increase the time or days, based on requirement.	68	Minimum-MBBS Preferred Qualification - MD[Medicine] Experience Profile- Minimum 5 years in professional medical practice or engagement with a hospital or equivalent.	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. 2. Tele-consultation outside visit hours, on emergency needs for employees and dependent family members. 3. Liaison support with hospital or other medical professionals for support in admission/hospital/outdoor treatment and related requirements. 4. Medical scrutiny of Domiciliary/hospitalization bills, course of treatment and certification thereof in terms of Company Medical Rules for existing employees and Post-Retirement Medical Benefit [PRMBS] members. 5. Medical scrutiny and follow-up of employee health certificates, annual health check-up reports. 6. Visit to hospital/residence etc. on request/special requirement to meet emergency requirements.	Location 1- North Region Office at NBCC Centre Okhla Phase-1 New Delhi-110020 (for 1.5 hours each day visiting twice in a week) 1- Village Piyala, Post- Asoati, Faridabad,Haryana-121102 (for 1.5 hours each day visiting twice in a week) Period of engagement on Retainership basis: Initially for One year, extendable by further one years, subject to satisfactory performance. Retainership Fee-

					7. Periodic health talks for improvement of health and wellness of employees. 8. Any other medical or related requirements as may arise from time to time.	Negotiable as per rules of the Company
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Note:

1. The cut-off date for experience & maximum age is 01 July 2023. All candidates who are eligible as on the cut-off date may apply. Panel will be drawn as against interviews conducted, during this process, for filling of similar vacancies arising in future as per Company Rules.

COMPENSATION

Selected candidates will be placed on Retainership basis **initially for One year, extendable by further one years, subject to satisfactory performance.** Retainership fee will be as per the rules of the company.

HOW TO APPLY

1. Interested candidates may apply over email with the subject “ Application for the Post of Part-Time Medical Advisor on Retainership basis for NBCC Centre Okhla New Delhi/IP-Asaoti Faridabad” to nr.admin@balmerlawrie.com

(OR)

For offline applications may please be posted in cover subscribing “ Application for the Post of Part-Time Medical Advisor on Retainership basis for NBCC Centre Okhla New Delhi/IP-Asaoti Faridabad” to the address “Deputy Manager [OL & Admin]-NR, 1st Floor NBCC Centre, Okhla Phase-1, New Delhi-110020. Applicant should provide for the candidate profile inclusive of Age, Qualifications and Experience and supporting documents thereof in respect of age, qualification and experience, etc.

2. **Before applying, candidates should ensure that he/she fulfils the MINIMUM ELIGIBILITY and other criteria mentioned in this advertisement. BALMER LAWRIE & CO. LTD. would be free to reject any application at any stage of the selection process, if the candidate is found ineligible for which he/she has applied. No correspondence shall be entertained in this regard.**
3. **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.**
4. In case of any difficulty, please send your feedback by clicking on the “Feedback” link. or mail to nr.admin@balmerlawrie.com or call on 8399083591/011-49997335 Dr. Raghvendra Sharma with the ref.no. of the advertisement and position name
5. Last date for Submission of application is permitted till 2359 hours on 17 July 2023.
6. Applicants need to explicitly mention in their application if they are applying for Okhla or Asaoti or both.
7. Please read the Other General Conditions before applying.

Other General Terms & Conditions:

1. Before applying, 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 process, if the candidate is found ineligible for which he/she has applied. No correspondence shall be entertained in this regard.
2. Incomplete applications received after the due date ARE LIABLE FOR BEING REJECTED SUMMARILY.
3. Request for change of Mailing address / Email / category as mentioned in the application will not be entertained.
4. All the details given in the online application form will be treated as final and no changes will be entertained.
5. 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.
6. The job description mentioned is only indicative. It may change based on the requirement of the Company and discretion of the management.
7. Only short-listed candidates who are found prima facie eligible based on the details given in the application form will be called for personal interview.
8. Candidature of the candidate is liable to be rejected at any stage of the process or after 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.
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 whether through Interview and the venue/schedule thereof.
11. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
12. 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.
13. The applicant must provide his/her correct and updated email id & mobile number. Please note that the intimation for interview, if shortlisted, will be sent through email only. Balmer Lawrie shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
14. 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.
15. The Company reserves the right to fill or not to fill all or any of the advertised positions without assigning any reason whatsoever.
16. 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.
17. At any stage of this engagement process including thereafter, 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 and his/her application shall be rejected or detection is 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 of Retainership engagement process
- e. Is found guilty of impersonation
- f. Has created disturbance affecting the smooth conduct of the Selection Process at the centre / venue for the process selected by the Company or at any other stage
- g. Has uploaded non-human or
- h. irrelevant photograph.

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

18. 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.
19. In case the applied is not mentioned clearly and correctly an application is LIABLE FOR BEING REJECTED SUMMARILY without any correspondence.
20. Request for change of Mailing address/Email / Posts as mentioned in the application will not be entertained.
21. 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 requirements of the advertised role. The company's decision shall be final in this regard.
22. Only short-listed candidates who are found prima facie eligible will be called for the personal interview.
23. Candidature of the candidate is liable to be rejected at any stage of the engagement process or after, 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.
24. The company reserves the right to fill or not to fill all or not to fill any of the advertised positions without assigning any reason whatsoever.
25. The company reserves the right to shortlist candidates depending upon the number of vacancies and applications received etc., and also to decide the modalities and the venue/schedule thereof.
26. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
27. 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.
28. Those shortlisted 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 and Certificates)
 - Documents with respect to experience, remuneration etc., as applicable.
29. Interview of Out Station Candidates shall be conducted via Online mode only.
30. 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.
31. 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.
32. 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.
33. Any communication as regards extension of last date of application or any other information shall be published on the Company's website only.
34. 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 <https://www.balmerlawrie.com> only. So, the candidates must check the Company's website for updated details.
35. The application process will be closed at 11:59 pm on the last date for submission of applications.
36. No Correspondence shall be entertained by the Company with regard to engagement of Retainer Doctor.
37. Any query with regard to the application process may be sought by putting feedback in the <http://balmerlawrie.com/feedback> link or email to nr.admin@balmerlawrie.com or call on 8399083591/011-49997335 Dr. Raghvendra Sharma with the reference number of the advertisement and position name.
38. The court of jurisdiction for any dispute will be at Delhi.
