

Ref No. : BL/HR/ER/MEDICAL.ADVISOR/RETAINER/2025/02  
Date : 05 July 2025

### THE COMPANY

Balmer Lawrie, a public sector company 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, Refinery & Oil Field Services [ROFS], Chemicals, Logistics Infrastructure, Cold Chain etc.

### OPENING

The Company is looking for qualified and experienced professionals to man key role on Retainership Basis as per details given below :-

Sl. No.	Position	No. of Positions :02	Max. Age (in Years)	Qualification Experience	Indicative Job Description	Location /Period of engagement / Retainership Fee
1	Part Time Chief Medical Advisor (CMA) on Retainer ship Basis	Head Office (for 2 days/week & 3 hrs /day and Telephonic Consultation 24*7)  Timing per working day shall be finalised during the Interview process, such that one Doctor either (CMA or MA) is available in each half for the two days/ week.  Note: The Company reserves the right to increase the time or days, based on requirement.	68	Minimum: MBBS  Preferred: AFIH/ PG Degree/ PG Diploma  Minimum Experience: Minimum 10 years of Clinical Practise or engagement(s) in any hospital/ establishment or equivalent  Preferred Experience: Candidates with experience in vetting of bills, hospital networking and tie up along with Clinical practise shall be preferred.	1. Employee health check-up 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 tie-up with hospitals/admission/outdoor treatment and related requirements. 4. Advising management on medico-legal issues to support informed and compliant decision-making. 5. Scrutiny of Domiciliary/hospitalisation bills, course of treatment and certification thereof in terms of Company Medical Rules for existing employees and Post-Retirement Medical Benefit members. 6. Scrutiny and follow-up of employee health certificates, annual health check-up reports. 7. Visit to hospital/residence etc. on request/special requirement to meet emergency requirements. 8. Periodic health talks for improvement of health and wellness of employees. 9. Any other medical or related requirements as may arise from time to time. 10. In case of employees/ and/ or dependants being hospitalised, the Doctor is to monitor the health condition through visit/ liaison with treating doctor/s. 12. Facilitate admission of employee/ dependants in hospitals. Coordinating referrals of employees and their dependents to specialists or hospitals during emergencies or critical situations.	21, Netaji Subhas Road, Kolkata, West Bengal-700001  Initially for One year, extendable by further one year, subject to satisfactory performance.  Retainership Fee: Negotiable as per rules of the Company

2	Part Time Medical Advisor (MA) on Retainer ship Basis	Head Office (for 5days/week & 3 hrs/day and Telephonic Consultation 24*7)  Timing per working day shall be finalised during the Interview process.  Note: The Company reserves the right to increase the time or days, based on requirement	68	Minimum: MBBS  Preferred: AFIH/ PG Degree/ PG Diploma  Minimum Experience: Minimum 5 years of Clinical Practise or engagement(s) in any hospital/ establishment or equivalent	1. Employee health check-up 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 tie-up with hospitals/admission/outdoor treatment and related requirements. 4. Advising management on medico-legal issues to support informed and compliant decision-making. 5. Scrutiny of Domiciliary/hospitalisation bills, course of treatment and certification thereof in terms of Company Medical Rules for existing employees and Post-Retirement Medical Benefit members. 6. Scrutiny and follow-up of employee health certificates, annual health check-up reports. 7. Visit to hospital/residence etc. on request/special requirement to meet emergency requirements. 8. Periodic health talks for improvement of health and wellness of employees. 9. Any other medical or related requirements as may arise from time to time. 10. In case of employees/ and/ or dependants being hospitalised, the Doctor is to monitor the health condition through visit/ liaison with treating doctor/s. 12. Facilitate admission of employee/ dependants in hospitals. Coordinating referrals of employees and their dependents to specialists or hospitals during emergencies or critical situations.	21, Netaji Subhas Road, Kolkata, West Bengal-700001  <b>Initially for One year, extendable by further one year, subject to satisfactory performance.</b>  <b>Retainership Fee:</b> Negotiable as per rules of the Company
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**Note [1]:** Attendance through Bio-metric/ Face recognition machine.

**Note [2]:**

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 Part-Time Chief Medical/ Medical Advisor on Retainership basis at Kolkata”. Applications submitted without the correct subject-line, may be rejected.
3. All applications must include along with application, **the Undertaking on Personal Credential(s) (Annexure 1), 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 [blrhr.er@balmerlawrie.com](mailto:blrhr.er@balmerlawrie.com) between 1000 hours on 05.07.2025 till 2359 hours on 18.07.2025.

**COMPENSATION**

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

For any queries please mail to [blrhr.er@balmerlawrie.com](mailto:blrhr.er@balmerlawrie.com) with the ref.no. of the advertisement and position name as subject or contact 033-22225295.

**HOW TO APPLY**

The application along with **the Undertaking on Personal Credential(s) (Annexure 1) and all supporting documents** should be emailed to the Regional HR Department, Balmer Lawrie at [blrhr.er@balmerlawrie.com](mailto:blrhr.er@balmerlawrie.com) by 18.07.2025.

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 Terms & 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 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 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
14. Those short listed 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 interview:
  - Proof of Age
  - Educational Qualifications (All the Mark sheets & Certificates)
  - Documents with respect to experience, remuneration etc., as applicable.
  - 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 engagement process.
17. 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.
18. 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.
19. 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.
20. No Correspondence shall be entertained by the Company with regard to engagement.
21. 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.
22. Any query with regard to the application process may be sought by sending email at [blrhr.er@balmerlawrie.com](mailto:blrhr.er@balmerlawrie.com)
23. The court of jurisdiction for any dispute will be at Kolkata.

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## ANNEXURE 1 : UNDERTAKING ON PERSONAL CREDENTIAL(S)

**Name** : \_\_\_\_\_ **Mobile No.** : \_\_\_\_\_

Application for the post of : ☐ Chief Medical Advisor / ☐ Medical Advisor  
(Please tick)

Sl. No	Particulars	Details	Document to be provided for Verification
1	Date of Birth	In DD/MM/YYYY Format: ____/____/____	Birth Certificate/ Class X Marksheet/ Passport
2	Degree Name & Specialisation	Whether MBBS : Yes or No	Please attach Certificate Copy

**Minimum Experience in Years** for Chief Medical Advisor - 10 years & for Medical Advisor - 05 years

Employer Name	Start Date (DD.MM.YYYY)	End Date (DD.MM.YYYY)	Position Held	Document Provided for Verification
				Service Certificate to be shared at the time of interview or may be submitted along with this declaration

\* Add extra sheet in case of additional details.

Signature:

Date: