



## **OFFICER / ASSISTANT MANAGER – HUMAN RESOURCES**

No. of Positions : One(1)

### **JOB RESPONSIBILITIES :**

- Administration of payroll, wages, employee benefits, etc
- Ensure Statutory Compliances in respect of Wages, Salaries, etc.
- Compile statistical data and create/prepare reports and analysis using the existing systems and records.
- Develop and maintain appropriate records and systems
- Handling the above jobs in ORACLE based Computer environment
- Training
- To support all HR activities
- Employee Relations
- Interaction with Government Authorities, Departments, etc.

### **QUALIFICATION:**

Degree in any discipline and professional HR / Personnel Management qualification (preferably an MBA)

### **EXPERIENCE**

Officer level – 2-4 years

Assistant Manager level – 5-7 years

working experience in various HR processes, preferably with an industrial background. Persons having good communication and interpersonal skills, computer literate and ability to interface with employees across all levels, will be preferred. Person should be willing to work according to work exigencies.

### **AGE**

Officer level - preferably around 28-32 years

Assistant Manager level - preferably around 30-35 years

### **GENERAL:**

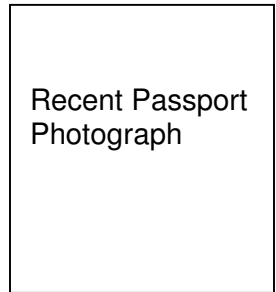
- Relaxations for SC/ST/OBC candidates will be as per Government directives.
- Remuneration will be commensurate with experience and qualifications and relaxation in age, qualifications, experience, etc., will be made only in the case of deserving candidates.
- Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

Eligible candidates should forward their applications to GM(HR&ICT), BiCCO Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.

**BIECCO LAWRIE LIMITED**  
(A Govt. of India Enterprise)  
Under Ministry of Petroleum & Natural Gas

Serial No.....

APPLICATION : POST .....



Instructions:

- i) All answers must be given in words and not by dashes and dots
- ii) No column should be left blank
- iii) The application blank must be filled by the applicant's own handwriting

1. Name in full (in block letters) : .....

2. Father's/Mother's/Husband's Name : .....

3. Present Address : .....

.....

Phone : Residence ..... Mobile No. ....

Email Id : .....

4. Permanent address : .....

.....

Name, Address & Tel. No. Of next of Kin .....

.....

5. Date of Birth : ..... 6. Age (as on date) .....

7. Physical Data :

Height : ..... cm                      Weight ..... Kgs

Physical handicap / ailment, if any (give details) :

8. Nationality : ..... 9. State : ..... 10. Religion : .....

11. Do you belong to SC/ST/OBC Community ? : Yes / No

If yes, please specify Community and Caste : .....

(Candidates who belong to SC/ST/OBC Communities must obtain attested copy of Certificate from an authority not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate)

12. Marital Status : Single / Married / Widow /Widower / Separated / Divorced : .....

13. Name & relationship of dependents (with ages)

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....

14. Details of Academic and Professional Qualifications (Please mention from Matriculation onwards) :

Examination Passed	College / Institution	Year of Joining	Year of leaving / passing	Board / University	Class / Divn., % of marks	Major Subjects	Remarks

15. Details of Employment :

Period		Name of Organization	Emoluments at the time of joining	Emoluments at the time of leaving **	Designation & Job responsibilities	Reasons for leaving
From	To					

\*\* Emoluments

Basic	DA	CCA	HRA	Other Perquisites / Allowances, if any

16. Proficiency in Languages (including Mother Tongue)

Name of Language	Can Read	Can Write	Can Speak

17. Details of Training (s)

Sl.No.	Name of the Institution	Nature of Training	Duration		Exam. Passed if any	Pay / Stipend, if any
			From	To		

18. Are you a Govt. servant or any employee of Quasi Government or a Public Sector Undertaking? If yes, please give details :

.....

19. In the event of your selection, what are the minimum emoluments acceptable (Please give the break up) :

20. In the event of your selection, when can you join ? .....

21. Membership of Professional Bodies :

(i) .....

(ii) .....

(iii) .....

(iv) .....

22. Are there any publications to your credit ? If so, please state briefly.

23. Have you ever been convicted ? Yes / No. If yes, please give details

24. Has any disciplinary action been instituted against you for misconduct in any of your employment(s) ?

25. Extra-curricular activities :

26. Reference (Referees must be familiar with the applicant's character and work. He/She must not be a relative ) :

(a) Name :  
Occupation / Position Held :  
Address :

(b) Name :  
Occupation / Position Held :  
Address :

---

---

Why do you consider yourself suitable for the job applied for ?

---

---

I hereby declare that the information given above are true and correct to the best of my knowledge and belief and I understand that I shall be liable to appropriate disciplinary action, if the information given above is found to be incorrect.

Date :

Signature :

Name :