

ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)

8, Dr.Rajendra Prasad Sarani, Kolkata-700 001

CIN – L63090WB1919GOI003229

[Recruitment Advertisement No. 2017/03]

THE COMPANY :

Andrew Yule & Co. Ltd (AYCL) was the largest Managing Agency House in India with more than 55 companies under its control at one point of time during its history spanning more than 150 years. AYCL became a Government of India Enterprise in 1979. The Company today is a multi-product, multi unit Company having three Operating Divisions namely, Engineering, Electrical and Tea Division and one service Division viz. General Division. Each of the Division works as a separate Profit Centre.

JOB TITLE :

No.	Position	Location	No. of Post
1.	Manager (Finance & Accounts)	Chennai	01
2.	Dy. Manager (Finance & Accounts)	Kolkata	01
3.	Assistant Manager (Finance & Accounts)	Kolkata	01
4.	Assistant Manager (P&A)	Chennai	01
5.	Assistant Manager (Legal)	Kolkata	01
6.	Assistant Manager (Technical)	Kolkata	01
7.	Officer (Technical)	Kolkata	01
8.	Officer (HR) - HPCL	Kolkata	01
9.	Executive Trainee (HR)	Kolkata	01
10.	Non-unionized Supervisor (F & A)	Kolkata	01

ELIGIBILITY CRITERIA :

Manager (Finance & Accounts) - Location :Chennai.

The ideal candidate should be a Graduate from a recognised University and a qualified Chartered or Cost Accountant or Post-Graduate Degree in commerce, Post-Graduate Degree/Diploma in Management with specialization in Finance from premier Business Schools with 10-12 years post qualification experience. Candidate must be sincere and hardworking. Maximum Age limit 40 years. Candidates must be computer proficient. While understanding about contemporary changes in accounting standard, Goods and Service Tax will be an essential attribute. Conceptual clarity on e-Accounting is nevertheless important.

Deputy Manager (Finance & Accounts) – Location : Kolkata.

The ideal candidate should be a Graduate from a recognised University and a qualified Chartered or Cost Accountant or Post-Graduate Degree in commerce, Post-Graduate Degree/Diploma in Management with specialization in Finance from premier Business Schools with 07-10 years post qualification experience. Candidate must be sincere and hardworking. Maximum Age limit 40 years. Candidates must be computer proficient. While understanding about contemporary changes in accounting standard will be an essential attribute. Conceptual clarity on e-Accounting, Goods and Services Tax is nevertheless important.

Assistant Manager (Finance & Accounts) – Location : Kolkata.

The ideal candidate should be a Graduate from a recognised University and a qualified Chartered or Cost Accountant or Post-Graduate Degree in commerce, Post-Graduate Degree/Diploma in Management with specialization in Finance from premier Business Schools with 03-07 years post qualification experience. Candidate must be sincere and hardworking. Maximum Age limit 35 years. Candidates must be computer proficient. While understanding about contemporary changes in accounting standard will be an essential attribute. Conceptual clarity on e-Accounting, Goods and Services Tax is nevertheless important.

Assistant Manager (Personnel & Administration) – Location : Chennai.

The incumbent must be a Graduate (10+02+03) with Post Graduate Degree or Diploma (02 Years duration) in Human Resource/Personnel Management/MSW from a recognized University or Institute with 03-07 years post qualification experience in personnel function in an organisation of repute. Incumbents must have thorough understanding about laws pertaining to labour and employment, modern Human Resources and organisational development practices. Exposure in regard to talent/performance management, assessment centre, Corporate Social Responsibility will be an added advantage. Maximum age limit 35 years.

Assistant Manager (Legal) :Location : Kolkata.

The candidate must possess a Degree in Laws (05 Years course duration) from a recognised university with 03 to 07 years post qualification experience either as a practicing Advocate or experience of working in the Law Department of an organisation of repute. The Law Degree must be approved by the Bar Council of India in terms of the Advocates Act, 1961. Candidates with LL.M degree approved by Bar Council of India will have added advantage. Maximum age limit 35 years.

Assistant Manager (Technical) : Location : Kolkata.

The candidate must be a Graduate Engineer (Electrical/Electronics) from a recognized University with 03 to 07 years post qualification experience in the field of Electrical Design appertaining to distribution and power transformer manufacturing, upto rating of 10MVA - 33 KV Class, Automatic Voltage Regulator, Vacuum Circuit Breaker and allied designs required during the stages of production. Candidates must also possess thorough knowledge of latest design software and computers. In addition, candidates must have exposure in routine as well as type test and validation aspect of the above mentioned products. The maximum age limit is 35 years.

Officer (Technical) : Location : Kolkata.

The candidate must be a Graduate Engineer (Electrical/Electronics) with 02 to 03 years post qualification experience in Production of Distribution & Power transformer, rating of upto 10MVA - 33 KV Class, Automatic Voltage Regulator, Vacuum Circuit Breaker and allied products. Candidates must also possess thorough knowledge of latest production techniques such as preparing master production schedule, schedule manufacturing process, maintain liaison with department supervisors to determine work progress, provide information on changes in manufacturing methods, He must also have adequate knowledge of computers. In addition, candidates must have exposure in handling shop floor. The maximum age limit is 30 years.

Officer (Human Resource) : Location : HPCL, Kolkata.

The incumbent must be a Graduate (10+02+03) with Post Graduate Degree or Diploma (02 Years duration) in Human Resource/Personnel Management/MSW from a recognized University or Institute with 02-03 years post qualification experience in personnel function in an organisation of repute. Incumbents must have thorough understanding about laws pertaining to labour and employment, modern Human Resources and organisational development practices. Maximum age limit 30 years.

Executive Trainee (Human Resource) : Location : Kolkata.

The incumbent must be a Graduate (10+02+03) with Post Graduate Degree or Diploma (02 Years duration) in Human Resource/Personnel Management/MSW from a recognized University or Institute. Incumbents must have thorough understanding about laws pertaining to labour and employment, modern Human Resources and organisational development practices. Maximum age limit 26 years.

Non-unionized Supervisor (Finance &Accounts) : Location : Kolkata.

The ideal candidate should be a Graduate with and intermediate pass in Chartered Accountant or Cost Accountant from a recognised University with 02-05 years post qualification experience. Candidate must be sincere and hardworking. Age limit 28 years. Candidates must be computer proficient. While understanding about contemporary changes in accounting standard, Goods and Service Tax will be an essential attribute. Conceptual clarity on e-Accounting is nevertheless important.

COMPENSATION :

Sl. No.	Position	Grade	Scale of Pay
1.	Manager (Finance & Accounts).	E4	Rs. 29,100-3%-54,500
2.	Dy. Manager (Finance & Accounts)	E3	Rs. 24,900-3%-50,500
3.	Assistant Manager (Finance & Accounts)	E2	Rs. 20,600-3%-46,500
4.	Assistant Manager (Personnel & Administration)	E2	Rs. 20,600-3%-46,500
5.	Assistant Manager (Legal)	E2	Rs. 20,600-3%-46,500
6.	Assistant Manager (Technical)	E2	Rs. 20,600-3%-46,500
7.	Officer (Technical)	E1	Rs. 16,400-3%-40,500
8.	Officer (Human Resource)	E1	Rs. 16,400-3%-40,500
9.	Executive Trainee (Human Resource)	E0	Rs. 12,600-3%-32,500
10.	Non-unionized Supervisor (F&A)	S4	Rs. 12,450-3%-28,700

Apart from Basic Pay the post carries Dearness Allowance (IDA pattern), House Rent Allowance, medical reimbursement, Leave Travel Concession, Leave, Conveyance & food allowance/lunch in accordance with the policy of the Company, coverage in terms of contributory Provident Fund, Gratuity.

Other Conditions :

- (i) While applying the candidates should write their full name as it appears in the matriculation/secondary certificate.
- (ii) The candidates meeting the eligibility criteria need only apply clearly stating the qualification, experience and age enclosing the self-attested photocopies of the relevant supporting documents.
- (iii) The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
- (iv) Reservation for SC/ST/OBC/minority/differently abled persons apply as per guidelines of the Union Government.
- (v) The candidates working with Govt. Departments, statutory corporations, Public Sector Enterprises should apply strictly through proper channel and must enclose a No Objection Certificate while sending the Application. The No Objection Certificate may also be produced during the interview, if not enclosed with the Application. Candidates unable to produce no objection certificate at the time of interview will not be allowed to appear in the interview.
- (vi) Submission of wrong / incorrect/ false information in regard to age, qualification and experience will call for summary rejection of the application.
- (vii) Canvassing in any form will be treated as a disqualification.
- (viii) The Company will have no responsibility in regard to postal delay and no request will be entertained for change in the date of interview.
- (ix) Selection of candidates will be through interview/any other pedagogy.

- (x) Circumstances warranting the incumbents may be selected at a grade one step below.
- (xi) Experience and age relaxation and higher initial Basic may be considered for deserving candidates.
- (xii) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- (xiii) The Company reserves the right to relax (enhance) the maximum age limit for outstanding candidates depending on the need as mentioned in the Recruitment and Promotion Policy of the Company approved by the Board of Directors.
- (xiv) The selected candidates may be placed anywhere in India and transfer is a service condition.

Interested candidates may apply in plain paper to Sr. Manager (Personnel & Administration), M/s. Andrew Yule & Company Limited at 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 furnishing the details of qualification, experience and age in a sealed envelope superscribing the same with the post applied for within 20 (Twenty) days from the date of publication of the advertisement.