

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
8, Dr. Rajendra Prasad Sarani, Kolkata-700 001
CIN – L63090WB1919GOI003229

[Recruitment Advertisement No. 2020/03(2)]

THE COMPANY:

Andrew Yule & Company Limited (AYCL) is engaged in the manufacture, sales and servicing of various industrial products like Transformers, industrial fans, air-pollution control equipment, switchgears, circuit breakers, relays, Automatic Voltage Regulator etc. and other electrical equipment. The company also has fifteen tea gardens under its control. 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. AYCL is a Schedule 'B' CPSE in Medium and Light Engineering sector (together with Tea producing and manufacturing business) under the administrative control of Department of Heavy Industry. It's Registered and Corporate Office is in Kolkata, West Bengal.

Applications are hereby invited from suitable candidate for the post of Non-Unionised Supervisor (Time Office & Administration) for Electrical Division, Chennai Operations having requisite qualification & experience as indicated below:

JOB TITLE:

Sl. No	Location	Position & Grade	Qualification Required	Min. Post Qualification on Exp.	No of Post	Grade & Scale Proposed	Max Age in years
1	Chennai, Tamil Nadu	Non-Unionised Supervisor – Time office & Administration) -(S2) / (S3)	Graduate in Computer Science/ Information Technology with experience in Personnel/ Administration/ Time-keeping/ Security/ Wage and Salary Administration etc	3/4 years	1	S2 26100-83010 /S3, 28000-89050	35/40

ELIGIBILITY CRITERIA:

1. Non-Unionised Supervisor (Personnel & Administration)

The ideal candidate should be Graduate in Computer Science/ Information Technology with experience in Personnel/ Administration/ Time-keeping/ Security/ Wage and Salary Administration etc. The candidate should have minimum 4 years' experience for Grade S-3 or 3 years' experience for Grade S-2 in an organisation of repute. Candidate should be conversant with routine Administrative functions of an organisation. Candidates having

hands-on experience in any of the above mentioned functions will be preferred. While excellent organizational communications skills and working Knowledge of Computers is the prerequisite for the Job. Maximum Age limit 40 years for Grade S-3 and 35 years for Grade S-2. Age relaxation is applicable for SC, ST, OBC, PWD and ex-servicemen as per Government Rule.

The key responsibilities of the incumbent will be as follows:

- Maintaining the attendance of shift employees, leave, wages of unionised employees, Insurance, welfare, Housekeeping and other personnel department works.
- Responsible for Pay and Perquisite administration of Unionized employees for the unit.
- Responsible for the Unit Management functions, and to ensure that all records related to the unit are updated, returns/ taxes etc are filed in time.
- Oversee the administration function in the unit and ensure necessary support for security management, Housekeeping, Gardening, Transport, Repair & maintenance of Office Building and other infrastructure. Complete in-house, maintenance of office equipment Photocopier machines, Furniture etc.
- Candidate should be able to speak, read and write Tamil and English.
- Any other task as may be assigned from time to time.

COMPENSATION:

Sl. No.	Position	Grade	Scale of Pay
1.	Non-Unionised Supervisor	S-3	26100-83010
		S-2	28000-89050

Apart from Basic Pay, the post carries Dearness Allowance (IDA pattern), House Rent Allowance, Medical reimbursement, Encashment of Privilege Leave, Leave Travel Concession, Conveyance & food allowance/lunch and Leave, in accordance with the policy of the Company. Coverage in terms of contributory Provident Fund, Gratuity as per rule is also applicable.

How to Apply:

- a. Candidates satisfying the conditions of eligibility criteria shall apply on-line through our website www.andrewyule.com -> career opportunity -> online submission of application-> Advt. No. 2020/03-> Apply Now. No other mode of submission of application is allowed.
- b. Before applying on-line, a candidate must have a PAN /Aadhaar card, an active email ID and a mobile phone number which must remain valid for at-least a twelve-month period for future communication (including issue of call letters).
- c. The candidate should have scanned copy of Latest passport photograph in JPG/JPEG format (size not exceeding 1 MB) ready for uploading before applying on-line.
- d. Queries, if any, may be addressed to the following e-mail id pna@andrewyule.com.
- e. AYCL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.

Other Conditions:

- (i) The candidates meeting the eligibility criteria need only apply. 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.

- (ii) The date of determining the upper age limit, qualification and experience shall be the date of publishing of advertisement.
- (iii) Reservation for SC/ST/OBC/differently abled persons/EWS applies as per guidelines of the Union Government. Age relaxation will be as per Government norms for said category of candidates.
- (iv) Candidate will not be provided TA/DA for attending the interview.
- (v) The Company reserves the right to shortlist the candidate based on parameters decided by the Company and no clarification in this regard will be entertained at any stage.
- (vi) The Company reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
- (vii) No correspondence will be entertained with the candidates not selected for interview.
- (viii) Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehaviour at any stage during selection shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained.
- (ix) The candidates working with Govt. Departments, statutory corporations, Public Sector Enterprises should apply strictly through proper channel. The No Objection Certificate may also be produced before 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.
- (x) Applications that are incomplete, not in prescribed format, not legible, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- (xi) Company takes no responsibility to collect any certificate/ remittance sent separately.
- (xii) Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application. Multiple applications from the same person against a post is not permitted and such applications are liable to be rejected.
- (xiii) A candidate can apply for only one position against the advertisement i.e. either S3 (P&A) or S2 (P&A).
- (xiv) Experience and age relaxation and higher initial basic may be considered for deserving candidates.
- (xv) Mere submission of application and fulfilling the eligibility criteria gives no right to appear for interview and/or employment. The management reserves the right to short list the candidates for Interview. No correspondence shall be entertained about the outcome of the application.
- (xvi) Selection of candidates will be through interview/any other method as decided by the Management.
- (xvii) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- (xviii) The selected candidates may be transferred and placed anywhere in India and transfer is a service condition.
- (xix) Circumstances warranting the incumbents may be selected at a grade one step below.
- (xx) Experience and age relaxation and higher initial Basic may be considered for deserving candidates.
- (xxi) Any update, corrigendum etc. of this advertisement shall be posted at Company's website - www.andrewyule.com only. Hence candidates are requested to regularly check the website.
- (xxii) 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.
- (xxiii) The interview for the said post will be held in Chennai.
- (xxiv) The panel may be drawn from the recruitment process and it may be used to fill up vacancies arising subsequently if needed.

(xxv) Any dispute with regard to the recruitment against this advertisement shall be under the legal jurisdiction of Kolkata (West Bengal) only.

Interested candidates may apply online through the link given in the website www.andrewyule.com on or before October 18, 2020 by 12 midnight.

Important Dates:

- 1) Opening date of online application 19.09.2020
- 2) Last date of receipt of online application: 18.10.2020