

# ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)  
8, Dr.Rajendra Prasad Sarani, Kolkata-700 001

**CIN – L63090WB1919GOI003229**

**[ Recruitment Advertisement No. 2018/04]**

## **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. AYCL is looking for committed, promising and result oriented candidates for the following positions:

## **JOB TITLE:**

Sl. No.	Position	Location	No. of Post
1.	Manager / Dy. Manager/ Assistant Manager (F&A)	Khowang, Tea Estate	01

## **ELIGIBILITY CRITERIA :**

**Manager/ Dy. Manager/ Assistant Manager (Finance & Accounts). Location – Khowang, Tea Estate, Dibrugarh, Assam.**

The ideal candidate should be a Graduate with Chartered Accountant or Cost & Works Accountant or Post-Graduate Degree in Commerce or Post- Graduate Degree/Diploma in Management with specialization in Finance from premier B school for Manager/Dy. Manager/Assistant Manager (F&A)with post qualification experience of Minimum 10 yearsfor the post of Manager or7 years for Dy. Manageror 3 years for Assistant Manager in Tea Garden operation. The detail of Job Profileinclude co-ordinating with all the gardens relating to all accounting matters, preparation of Tea Garden Budget and monitoring of the approved Budget, generation of effective cost analysis and operational ratio analysis on periodic basis to help ascertain individual garden performance, visiting individual garden regularly for necessary checking and accounting records and suggesting corrective actions wherever found necessary, liasioning with Head Office on regular basis. Audit Firm experience will not be counted for the Post. Only Candidate with Tea Garden Experience will be considered. Age limit 40 years for Manager and Dy. Manager and 35 years for Assistant Manager. The cut-off date for experience and age would beAugust 15 2018. Age relaxation applicable for SC, ST, OBC, PWD and ex-servicemen as per Government Rule. AYCL will not be responsible for any postal delay.

## **COMPENSATION:**

Sl. No.	Position	Grade	Scale of Pay
1.	Manager/ Dy. Manager/ Asst. Manager (F&A)	E4/ E3/ E2	For E4 29100-3%-54500 For E3 24900-3%-50500 For E2 20600-3%-46500

Apart from Basic Pay the post carries Dearness Allowance (IDA pattern), House Rent Allowance or Accommodation in Tea Garden, 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 as per rule is also applicable. The Present CTC in Manager/ Dy. Manager/ Assistant Manager (F&A) in Grade E4/E3/E2 would be approximately Rs. 12 lakh/ Rs. 9.6 lakhs/ Rs.8.5 lakhper annum respectively.

**JOB TITLE:**

No.	Position	Location	No. of Post
1.	Assistant Manager(Digital Marketing)	Kolkata	01

**ELIGIBILITY CRITERIA:****Assistant Manager (Digital Marketing) Location – Kolkata**

The ideal candidate should be a Graduate with Post Graduate Degree/Diploma in Marketing Management (2 years) / Professional Certificate Course in Digital Marketing from a recognised University. Minimum 3 years' experience in Digital Marketing and working with ecommerce platforms, must be proficient in all key areas of digital marketing like Search Engine Optimization, Pay Per Click, Display Marketing, Social Media Marketing, Mobile AdWords', Google Analytics and Facebook Ad Manager etc. Age limit 35 years as on August 15, 2018. Age relaxation applicable for SC, ST, OBC, PWD and ex-servicemen as per Government Rule. AYCL will not be responsible for any postal delay.

**JOB TITLE :**

No.	Position	Location	No. of Post
1.	Assistant Manager (Packet Tea)	Kolkata	01

**ELIGIBILITY CRITERIA :****Assistant Manager (Packet Tea) Location –Kolkata**

The ideal candidate should be a Graduation preferably with (1 year) Degree/Diploma in Management / Agricultural Science etc. Minimum 3 years Marketing experience in a reputed Tea Company. He must be having experience of handing food license & certification with knowledge of tea tasting & blending. Age limit 35 years as on August 15, 2018. Age relaxation applicable for SC, ST, OBC, PWD and ex-servicemen as per Government Rule. AYCL will not be responsible for any postal delay.

**COMPENSATION :**

Sl. No.	Position	Grade	Scale of Pay
1.	Assistant Manager (Digital Marketing)	E2	Rs. 20600-3%-46500
2.	Assistant Manager (Packet Tea), Marketing	E2	Rs. 20600-3%-46500

Apart from Basic Pay the post carries Dearness Allowance (IDA pattern), House Rent Allowance or Accommodation in Tea Garden, 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 as per rule is also applicable. The Present CTC in Assistant Manager in Grade E2 would be approximately Rs. 8.5 lakh per annum.

**Other Conditions:**

- (i) While applying the candidates should apply only in format enclosed. Application received in any other format will be rejected. Photo copy of relevant supporting document should not be enclosed with application.
- (ii) 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.
- (iii) Reservation for SC/ST/OBC (Non-Creamy Layer)/minority/differently abled persons apply as per guidelines of the Union Government. Age relaxation will be as per Government norms for said category of candidates.

- (iv) 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. However, in case of failing in this regard, the candidate would only be allowed to join, if selected after formal release order from his present organisation.
- (v) Submission of wrong / incorrect/ false information about age, qualification and experience will call for summarily rejection of the application.
- (vi) Canvassing in any form will be treated as a disqualification.
- (vii) The Company will have no responsibility in regard to postal delay and no request will be entertained for change in the date of interview. Application received after the due date will be rejected.
- (viii) Selection of candidates will be through interview/any other pedagogy.
- (ix) Circumstances warranting the incumbents may be selected at a grade one step below.
- (x) Experience and age relaxation and higher initial Basic may be considered for deserving candidates.
- (xi) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- (xii) 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.
- (xiii) The selected candidates may be placed anywhere in India and transfer is a service condition.
- (xiv) No TA/DA will be allowed for appearing for the selection process.
- (xv) The candidate fulfilling the criteria should submit only one application against his or her name.
- (xvi) Any dispute with regard to the said recruitment will be settled within the jurisdiction of Kolkata only.

**Interested candidates may apply to Sr. Manager (Personnel), M/s. Andrew Yule & Company Limited at 8, Dr.Rajendra Prasad Sarani, Kolkata-700001 furnishing the details in a sealed envelope. Kindly mention the post applied for in the Envelop. Last date of receipt of application is September 5, 2018 by 5 pm.**

**Important Dates:**

- 1) Opening date of application 15.08.2018.
- 2) Last date of receipt of hard copy of the application: 05.09.2018 (5.00 pm)