

ANDREW YULE & COMPANY LIMITED  
(A Government of India Enterprise)  
8, Dr. Rajendra Prasad Sarani, Kolkata-700 001  
**CIN – L63090WB1919GOI003229**  
**Recruitment Advertisement No. 2019/07(4)**

**THE COMPANY:**

Andrew Yule & Company Limited (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:**

<b>S1 No</b>	<b>Division/ Department</b>	<b>Location</b>	<b>Position</b>	<b>Qualification Required</b>	<b>Min. Post Qualftn Exp.</b>	<b>No of Post</b>	<b>Grade &amp; Scale Proposed</b>	<b>Max Age</b>
4	General Division, Personnel Department	Kolkata, West Bengal	Assistant Manager (P&A)	Graduate with Post-Graduate Degree/ Diploma (2 Years Duration) in Human Resource Management /Personnel Management/ Industrial Relations/ Labour Welfare/ MSW.	3	1	E2 20,600-3%- 46,500	35

**ELIGIBILITY CRITERIA:**

**4. Assistant Manager (Personnel & Administration), Location – Kolkata**

The ideal candidate should be Graduate with Post- Graduate Degree/ Diploma (2 Years Duration) in Human Resource Management / Personnel Management/ Industrial Relations/ Labour Welfare/ MSW. Minimum 3 years' experience in Human Resource Department in an organisation of repute. Candidate should be conversant with routine HR & Administrative functions of an organisation. Candidates having hands-on experience with HRIS or HRMS portal along with basic knowledge of Labour laws will be preferred. While excellent organizational, communications skills and working Knowledge of Computers (MS Office, in particular) is the prerequisite for the Job. The Brief Job Description Assisting Senior Manager (HR) in day to day operations of the HR functions and duties. Provide support to Human Resources executives. Compile and update employee records (hard and soft copies). Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc). Coordinate HR projects (meetings, training, surveys etc) and take minutes. Deal with employee requests regarding human resources issues, rules, and regulations. Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc). Communicate with public services when necessary. Properly handle complaints and grievance procedures. Coordinate communication with candidates and schedule interviews. Conduct initial orientation to newly hired employees. Updating & maintaining of company's HRMS portal. Age limit 35 years. Age relaxation applicable for SC, ST, OBC, PWD and ex-servicemen as per Government Rule.

**COMPENSATION:**

Sl. No.	Position	Grade	Scale of Pay
1.	Asst. Manager (P&A)	E2	For E2 20600-3%-46500

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. Encashment of Privilege Leave. 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](http://www.andrewyule.com) -> appointments -> Click here to apply Online from 05.10.2019 to 28.10.2019. 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](mailto: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/minority/differently abled persons/EWS apply 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.
- (xiv) Age relaxation 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](http://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 panel may be drawn from the recruitment process and it may be used to fill up vacancies arising subsequently if needed.
- (xxiv) 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](http://www.andrewyule.com) on or before October 28, 2019 by 12 midnight.**

**Important Dates:**

- 1) Opening date of online application 05.10.2019
- 2) Last date of receipt of online application: 28.10.2019