

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

[Recruitment Advertisement No. 2020/03(1)]

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 Dy. /Asst. Manager (P&A) 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	Deputy Manager (Personnel & Administration) -(E3) /Assistant Manager (Personnel & Administration) -(E2)	Graduate with Post- Graduate Degree/ Diploma (2 Years Duration) in Human Resource Management /Personnel Management/ Industrial Relations/ Labour Welfare/ MSW.	7/5 years	1	E3 60000-180000 /E2, 50000-160000	40/35

ELIGIBILITY CRITERIA:

1. Deputy Manager /Assistant Manager (Personnel & Administration)

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. The candidate should have minimum 7 years' experience for the post of Deputy Manager or 5 years' experience for the post of Assistant Manager 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 factory experience 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 candidate must be able to read write and speak Tamil. Maximum Age limit 40 years for the post of Dy. Manager and 35 years for the post of Assistant Manager. Age relaxation applicable for SC, ST, OBC, PWD and ex-servicemen as per Government Rule.

The key responsibilities of the incumbent will be as follows:

- Provide HR support to employees in his units for improving their efficiencies and productivity through implementation of processes/ practices.
- To ensure adherence/ compliance to extant policies/ rules that is in alignment to the overall policies of the Company.
- Responsible for Pay and Perquisite administration of Officers, Non-Unionized Supervisors and Unionized employees for the units.
- Responsible for effective management of disputes. He should work proactively to ensure speedy and amicable resolution of all disputes. However, in case need arises he is expected to represent the Company before Quasi-Judicial bodies and/ or appropriate court of law.
- Responsible for ensuring compliance of all legal, statutory and govt. directives in the region. Facilitate audit on such matters and oversee implementation of audit suggestions.
- Responsible for the Estate Management functions, including legal matters, in the unit. He/ She have to act as a custodian of the assets that the Company has in the Unit. He should ensure through his team that all records related to the estates are updated, returns/ taxes etc. are filed in time and necessary approvals internal or otherwise/ licences related to factory as well business establishments of the Company in the Unit are updated and validated on time.
- Oversee the administration function in the unit and ensure necessary support services at office/ factory etc. viz. maintenance of utilities and other services such as transport, security and safety management, communication services, canteen and catering services, stationary and other office requirements, protocol services etc.
- Organizing Milestone events such as foundation day, Safety Week, Productivity Week, Yoga Day etc.
- Overall administration including procurement and contract related to Security, Housekeeping, Gardening, Canteen Facilities, Transport, Medical Centre and Repair & painting of Office Building. Complete in-house management/procurement and maintenance of office equipment like Air conditioning/fax / EPABX System/ Photocopy machines, Furniture etc.
- Grievance handling, including domestic enquiry.
- Implementation and management of CSR Activities.
- Any other task and duties assigned by the Superior from time to time.
- Exposure in Factory works and compliance with all labour laws is a must.
- Candidate should be able to read, write and speak Tamil and English.

COMPENSATION:

Sl. No.	Position	Grade	Scale of Pay
1.	Dy. Manager (P&A)	E3	60000-180000
	Asst. Manager (P&A)	E2	50000-160000

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 deputy Manager (P&A) or Assistant Manager (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 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