ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
8, Dr.Rajendra Prasad Sarani, Kolkata-700 001
CIN – L63090WB1919GOI003229
[Recruitment Advertisement No. 2020/02]

Andrew Yule & Company Limited (AYCL) is engaged in the manufacture, sales and servicing of various industrial products like Transformers, industrial fans, tea machinery, air pollution control equipment, switchgears, circuit breakers, relays, Automatic Voltage Regulator etc. and various 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 experienced eligible officers working in Central Government Ministries/Departments, Autonomous Bodies, Public Sector Undertakings, State Government Departments and State Government Public Undertakings on deputation or immediate absorption basis. The initial period of deputation shall be three (03) years, which can be extended for another (02) two years, with the approval of the Competent Authority. Candidates working in Public Limited Companies can also apply for direct recruitment subject to fulfilment of eligibility criteria. The details of the respective position are given below. Candidates having requisite qualification & experience as indicated below may apply:

Name of Post	General Manager (Finance & Accounts) in Grade E-7/ Dy. General Manger (Finance & Accounts) in Grade E-6 [One position] only
Level & Pay-scale / Remuneration	For recruitment in E-7 (Pay Scale- Rs. 100000-260000) / E-6 (Pay Scale- Rs. 90000-240000) + IDA + HRA + Allowances as admissible in AYCL – Apart from Basic Pay, the post carries Dearness Allowance (IDA pattern), House Rent Allowance, Medical reimbursement, Leave Travel Concession, 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. **For Deputation**: E-7/E-6- Parent Pay + Deputation Duty Allowance + Other Allowances as per AYCL HR Policy.
Place of Posting and Location	General Division of the Company, Kolkata
Number of Post	01 (one)
Terms of appointment	Direct recruitment/ Deputation.
Age Limit	For the post of a. General Manager (F&A) – Upto 50 years b. Dy. General Manager (F&A) - Upto 45 years. Age relaxation applicable for SC, ST, OBC, PWD and ex-servicemen as per Government Rule.
Eligibility Criteria	1. **For the post of General Manager (Finance & Accounts) (E-7):** Officers should be qualified Chartered/Cost Accountant and have at least 18 years of post-qualification experience in Finance & Accounts activities of a reputed industrial/commercial organisation (has to be a Public limited Company/Central or State PSU) out of which minimum 5 years should be as head/deputy head of F&A. In case the incumbent is from CPSE or State PSU said five years' experience should be in the position of Asst./Dy. General Manager and above. In case any officer from CPSE who meets the above mentioned experience and qualification criteria wishes to apply on 'Deputation' basis minimum 3 years with a mutual

	option of absorption thereafter. He/ she will have to apply through proper channel along with deputation rules of the concerned CPSE. In any other case candidate from central/state PSE shall have to either apply through proper channel or shall have to produce NOC at the time of interview. 2. **For the post of Dy. General Manager (Finance & Accounts) (E-6**) - Officers should be qualified Chartered/Cost Accountant and have at least 15 years of post-qualification experience in Finance & Accounts activities of a reputed industrial/commercial organisation (has to be a public limited Company/Central or State PSU) out of which minimum 3 years should be as head/deputy head of F&A. In case the incumbent is from CPSE or State PSU said five years' experience should be in the position of Sr. Manager and above. In case any officer from CPSE who meets the above mentioned experience and qualification criteria wishes to apply on 'Deputation' basis minimum 3 years with a mutual option of absorption thereafter. He/ she will have to apply through proper channel along with deputation rules of the concerned CPSE. In any other case candidate from central/state PSE shall have to either apply through proper channel or shall have to produce NOC at the time of interview.
Brief job description	Leading the Corporate Finance & Accounts Team and assisting Director Finance for co-ordination of Finance & Accounts of all Divisions & Units of the Company. Inter alia finalization of Quarterly & Annual Accounts of the Company including its Divisions. Overall financial control & management of the Company including fund management, critical analysis of financial performance of the units, including finalization of individual Budgets & its monitoring. Analysis of internal audit reports & taking corrective actions thereof, evaluation of Financial Proposals, handling Audit & Taxation Authorities and jobs related thereto.
Last date of receiving of applications by email or by post / courier	30 days from the date of publication of advertisement in Employment News

Note: (i) For Application Format please see ANNEXURE-I.

How to Apply:

a. Eligible Candidates who are willing to apply may Submit their application(s) in the prescribed Format at Annexure "A" addressed to Director (Personnel), Andrew Yule & Company Limited, 8, Dr. Rajendra Prasad Sarani, Kolkata – 700040. The application in prescribed format along with copies of requisite certificates / documents /enclosures may be scanned and sent as attachment to the email id- pna@andrewyule.com.

b. Self-Attested Photocopies of all certificates /testimonials are to be provided with the application form including: -

   i. Educational/ Professional Certificates (right from Class X to the latest).
   ii. Experience Certificates or Appointment & Relieving letters of all previous employers.
   iii. Caste Certificate [in case of SC/ST and OBC (NCL)]
   iv. Copy of last drawn Salary, etc.
   v. Copy of Latest updated CV detailing the work performed.

c. These additional documents are required for applicant working in CPSU/SPSU.

   i. No Objection Certificate from the parent company for the appointment of the applicant to the post applied for.
   ii. Vigilance Clearance, Integrity Certificate and details of penalties imposed, if any, during the last 10 years on the Officer. This should be duly certified by the Authorized Officer i.e. Head of Office /HoD.
   iii. Certified copies of last 5 years ACR/APARS:

d. Applications received after the due date, incomplete applications, applications not made in prescribed format and applications without enclosures of requisite documents as mentioned above shall be summarily rejected.

e. The last date for receipt of application is 30 days from publication of the advertisement in Employment News. Age, Experience, Eligibility criteria etc. shall be reckoned as on the last date of receiving of applications.

f. No other mode of submission of application is allowed.

g. Before applying, 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).

h. Queries, if any, may be addressed to the following e-mail id- pna@andrewyule.com.

i. AYCL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.

Other Conditions:

(i) The candidate must be a citizen of India.

(ii) The Terms & Conditions and pay / remuneration of the Officer(s) selected for appointment on deputation basis will be governed as per existing Rules of Government of India, as amended from time to time/AYCL policy.

(iii) 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.

(iv) The date of determining the upper age limit, qualification and experience shall be the date of publishing of advertisement.

(v) Reservation for SC/ST/OBC/minority/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.

(vi) Candidate will not be provided TA/DA for attending the interview.

(vii) 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.

(viii) The Company reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.

(ix) No correspondence will be entertained with the candidates not selected for interview.

(x) Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehavior at any stage during selection shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained.

(xi) 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.

(xii) Company takes no responsibility to collect any certificate sent separately.

(xiii) 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 are not permitted and such applications are liable to be rejected.

(xiv) A candidate can apply for only one position against the advertisement.

(xv) AYCL reserves the right to raise/modify the eligibility criteria in age, minimum educational qualification and/or minimum work experience.

(xvi) 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.

(xvii) Selection of candidates will be through interview/any other method as decided by the Management. Intimation regarding interview etc will be send only through email.

(xviii) Due to the prevalent pandemic situation, based on the requirement, online interviews may be conducted.

(xix) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.

(xx) Appointment shall be subject to Conduct Discipline & Appeal Rules of the Company.

(xxi) The present place of posting shall be the Corporate Office of AYCL at Kolkata. However the Company reserves the right to post selected candidate at any of its Offices/Divisions anywhere in India. Transfer is a service condition.

(xxii) Any update, corrigendum/addendum etc. of this advertisement shall be posted at Company's website - **www.andrewyule.com** only. Hence candidates are requested to regularly check the website.

(xxiii) 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.

(xxiv) The panel may be drawn from the recruitment process and it may be used to fill up vacancies arising subsequently if needed.

(xxv) Circumstances warranting the incumbents may be selected at a grade one step below.

(xxvi) Experience and age relaxation and higher initial Basic may be considered for deserving candidates.

(xxvii) The candidates working with Public Sector Enterprises should apply through "Proper Channel" along with certified copies of last 5 years APARs/ACRs. However, advance copy of application shall be considered. In case of difficulty in forwarding the application through "Proper Channel", Candidate has to attach a declaration that, if Shortlisted, No Objection Certificate (NOC) will be produced at the time of Interview

(xxviii) If the candidate is not in a position to forward the application through "Proper Channel" or he / she may be able to produce NOC at the time of Interview then the applicant may send his / her application along with self-certified copies of last 5 years ACR/APARs and other requisite documents. However, in case of his / her selection to the post he / she has to be properly relieved from the parent organization for which he / she will have to compulsorily obtain a Relieving Letter and submit the same in AYCL while joining the Company, failing which he / she will not be allowed to join the Company.

(xxix) AYCL takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit applications well in time before the last date to avoid possible delay in postal transit. Application received after due date will be summarily rejected.

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

Last date of submission of application and Reckoning of Age, Experience, Eligibility Criteria etc. is 30 days from date of publication of advertisement in Employment News.