

**ANDREW YULE & COMPANY LIMITED**  
**(A Government of India Enterprise)**  
**8, Dr.Rajendra Prasad Sarani, Kolkata-700 001**  
**CIN - L63090WB1919GOI003229**  
**[Recruitment Advertisement No. 2024/02]**

**THE COMPANY:**

Andrew Yule & Company Limited (AYCL) is engaged in the manufacture, sales and servicing of various industrial products like Transformers, industrial fans etc. 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.

Applications are hereby invited from suitable candidates for the following post on Permanent roll in the Company. Candidates having requisite qualification and experience as indicated below may apply accordingly:

<b>Post Code No.</b>	<b>Division/ Department, Location</b>	<b>Position &amp; No of Post</b>	<b>Qualification Required</b>	<b>Min. Post Qualification Exp.</b>	<b>Grade &amp; Scale Proposed</b>	<b>Max Age (Yrs.)</b>
2024/02/04	General Division, Kolkata	Executive Assistant in CMD Office, 01	Degree in Engineering / Post Graduate Degree / Diploma (2 years) in Management / CA / ICWA / MCA / Post Graduation in Science / Commerce / Economics	2 years for E1 or 3 years' for E2 minimum experience	Grade E1 - 40000-140000, or Grade E2 - 50000-160000	Maximum 32 years for E1 or 37 years for E2

**Eligibility Criteria:**

**Executive Assistant in CMD Office at General Division in grade E1/E2:**

Degree in Engineering / Post Graduate Degree / Diploma (2 years) in Management / CA / ICWA / MCA / Post Graduation in Science / Commerce / Economics and post qualification experience of 2 years for E1 or 3 years' for E2 minimum.

**Job Description:**

- Facilitate communication between different departments within the organization.
- Liaison activities with Controlling Ministry and with respective Division / Unit of the Company.
- Implementation and management of CSR (Corporate Social Responsibilities) Activities.
- Preparation of Memorandum of Understanding (MoU) for the Company.
- Maintaining and managing the Centralized Fortnightly and Monthly MIS.
- Drafting various notes, proposals, inter-office memorandums, and other documents issued from CMD's office.
- Managing and responding to mails from Ministry, drafting appropriate replies and send the same to the ministry after obtaining necessary approval from the appropriate authority.
- Schedule appointments, meetings, and conferences for CMD.
- Handle all incoming and outgoing correspondence on behalf of the CMD, drafting official letters, emails, reports, and other documents.
- Prepare meeting agendas and necessary documents; attend meetings as and when required prepare MOM and take such follow up action as might be required.

- Arrange comprehensive travel itineraries, accommodations, and transportation for business trips of CMD.
- Prepare tour expense and other reports related to entertainment and other allowances of CMD
- Organize and maintain files, records, and documents related to the CMD's office.
- Conduct research, compile data, and prepare presentations as and when needed.
- Assist in organizing corporate events, conferences, and meetings.
- Coordinate logistics, manage invitations, and oversee follow-up activities related to events involving CMD.
- Collaborate with other departments and team members to facilitate task and project execution.
- Document and oversee Company Asset Management records.
- Prepare reports and presentations based on data analysis for management review.

**COMPENSATION:**

Post Code No.	Position	Grade	Scale of Pay
2024/02/04	Executive Assistant in CMD Office at General Division	E1/E2	Grade E1 - 40000-140000/ Grade E2 – 50000-160000

Apart from Basic Pay, the post carries Dearness Allowance (IDA pattern), House Rent Allowance (Pre revised), Medical reimbursement (Pre revised), 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:**

- Candidates satisfying the conditions of eligibility criteria shall apply on-line through the Company's website [www.andrewyule.com](http://www.andrewyule.com) -> career opportunity -> online submission of application-> Advt. No. 2024/02/04 -> Apply Now.
- No other mode of submission of application is allowed.
- 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).
- The candidate should have scanned copy of Latest passport size photograph in JPG/JPEG format (size not exceeding 1 MB) ready for uploading before applying on-line.
- Queries, if any, may be addressed to the following e-mail id [pna@andrewyule.com](mailto:pna@andrewyule.com).
- AYCL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.

**Other Conditions:**

- 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 April 12, 2024 by 12 midnight.**

**Important Dates:**

- 1) Opening date of online application March 23, 2024
- 2) Last date of receipt of online application: April 12, 2024