

ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)

8, Dr. Rajendra Prasad Sarani, Kolkata-700 001

CIN - L63090WB1919GOI003229

[Recruitment Advertisement No. 2018/2]

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.

JOB TITLE :

Sl. No.	Position	Location	No. of Vacancy
1.	Dy./Asst. Manager (Sales & Marketing)	Kolkata/Kalyani	01

ELIGIBILITY CRITERIA :

Dy./Assistant Manager (Sales & Marketing) :

The ideal candidate has to be a Graduate Engineer (Mechanical or Production) from a recognised University with post qualification experience of 07 to 10 years for Dy. Manager/03 to 07 years for Assistant Manager in selling rotating machines. Exposure to OEMS, Project Consultancy is required. Should be conversant with current marketing techniques and has to be self-motivated, pro-active. While excellent communication skill will be an essential attribute endeavour to undertake hard work is equally important. Candidates having professional qualification in the field of marketing management from a recognized university/institute will be preferred. Age limit is 40 for Dy. Manager /35 years for Assistant Manager. However, the Company reserves the right to relax the age in case of exceptionally brilliant and experienced candidates.

COMPENSATION :

Sl. No.	Position	Grade	Scale of Pay
1.	Dy./Asst. Manager (Sales & Marketing)	E3/E2	Rs. 24,900-3%-50,500/ Rs. 20,600-3%-46,500 (Pre-Revised)

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, coverage in terms of contributory Provident Fund, Gratuity.

Other Conditions :

- (i) While applying the candidates should write their full name as it appears in the matriculation/secondary certificate.
- (ii) The candidates meeting the eligibility criteria need only apply clearly stating the qualification, experience and age enclosing the self-attested photocopies of the relevant supporting documents.
- (iii) 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.
- (iv) Reservation for SC/ST/OBC/minority/differently abled persons apply as per guidelines of the Union Government.
- (v) 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. Candidates unable to produce no objection certificate at the time of interview will not be allowed to appear in the interview.
- (vi) Submission of wrong / incorrect/ false information in regard to age, qualification and experience will call for summary rejection of the application.
- (vii) Canvassing in any form will be treated as a disqualification.
- (viii) The Company will have no responsibility in regard to postal delay and no request will be entertained for change in the date of interview.
- (ix) Selection of candidates will be through interview/any other pedagogy.
- (x) Circumstances warranting the incumbents may be selected at a grade one step below.
- (xi) Experience and age relaxation and higher initial Basic may be considered for deserving candidates.

- (xii) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- (xiii) 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.
- (xiv) The selected candidates may be placed anywhere in India and transfer is a service condition.

Interested candidates may apply in format given to Sr. Manager (Personnel) – M/s. Andrew Yule & Company Limited at 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 furnishing the details of qualification, experience and age in a sealed envelope superscribing the same with the post applied for, within 20 (Twenty) days from the date of publication of the advertisement.



THE ANDREW YULE GROUP

“YULE HOUSE”

8, DR. RAJENDRA PRASAD SARANI,
KOLKATA-700001

APPLICATION FOR EMPLOYMENT

(All answers must be given in words and not by dashes and dots. No column should be left blank.)

Recruitment Notice No _____

POST APPLIED FOR _____

1. Name in full
(Capital letters- Surname first) _____
2. Father's /Husband's Name
and occupation _____
3. Permanent Address _____
Phone No _____
4. Present Address _____
Phone No _____
Mobile No _____ E-mail id _____
PanNo _____ AadharNo _____
5. Employment Exchange Registration No. (If any) _____

PHOTOGRAPH

6. Personal Details

Place of Birth	Date of Birth	Religion	Are you a member of Schedule Caste/Tribe/OBC			Nationality	State	Marital Status			Dependents	
											No.	Relationship
								S	W	M		

Gender	Male	Female	Others

7. EDUCATIONAL QUALIFICATIONS (STARTING FROM MATRICULATION)

From	To	School, College, University	Qualification	Class/% & Distinctions	Subjects

8. PROFESSIONAL QUALIFICATIONS

From	To	Qualification obtained & any Special Achievement	Year	Name of Institute

9. PRACTICAL TRAINING/ SPECIALISED COURSES

From	To	Particulars of Training	Name of Organization	Qualification of Course

10. DETAILS OF EXPERIENCE (STARTING WITH LAST OR PRESENT APPOINTMENT)

Period	Name & Address of the Employer and Name of	Designation	Salary p.a.	Reason for Leaving

	Business			

11. Have you any relation employed in the Yule group of Companies? If so, please give names and state relationship.

12. What language can you speak read and write:

Speak	Read	Write

13. Have you any physical handicap? If so, Please give particulars.

14. Have you ever had any serious illness, Operations or accident? If so, please give particulars

15. If the position applied for is not available, What other work (if any) would you choose?

16. Have you ever been a candidate for any post advertised by ANDREW YULE GROUP OF COMPANIES during the last two years? If yes, give particulars required below:

Post applied for	Date of applying	Date of Interview	Company's reference No. If any

17. Are you a Government Servant or an employee Of Quasi-government or of a Public sector Undertaking?

18. Whether you have been involved in any
Court case/disciplinary proceedings/Vigilances
Cases during the course of your employment?

19. If yes, please state the nature of charge and final
Decision of the Court case/departmental
Proceedings

20. Have you ever been dismissed, removed or
Compulsorily retired from services? If yes, give
Details

21. Do you have any interest, financial or otherwise
In any business? please give details

22. What is the lowest initial pay would you accept?

23. If, appointed what notice would you require
beforeJoining the post?

24. Give particulars of two persons (not relatives) to whom reference may be made, if necessary, regarding your ability and integrity:

1. Name _____

Occupation/Position _____

Address _____

2. Name

Occupation/Position

Address

I hereby declare that the entries in this form (additional particulars, if any) furnished by me are true to the best of my knowledge and belief. I understand that any material misrepresentation or omission made renders me liable to termination or dismissal.

Date _____
the Candidate)

(Signature of