

**ANDREW YULE & COMPANY LIMITED**  
**(A Government of India Enterprise)**  
8, Dr.Rajendra Prasad Sarani, Kolkata-700 001  
CIN - L63090WB1919GOI003229  
**[Recruitment Advertisement No. 2024/03]**

**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 posts on Contractual Basis in Engineering Division of 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; Equivalent Grade &amp; Period of engagement, No of Post</b>	<b>Qualification Required</b>	<b>Min. Post Qualification Exp.</b>	<b>Gross Consolidated Pay &amp; Allowance</b>	<b>Max Age (Yrs.)</b>
2024/03/04	Engineering Division, Kalyani	Asst. Manager (F&A) in equivalent Grade of E2 for a period of <b>05 years, (01 post)</b>	Graduate with CA or ICWA	3 years post qualification experience.	Consolidated sum of approximately Rs. 0.78 lakh per month inclusive of applicable DA & HRA (pre revised) plus conveyance of 1400/2000/2400 per month for availing public transport/own two-wheeler/own four wheeler respectively. And for mobile reimbursement upto Rs 500 per month.	E2 – Maximum 37 years

**ELIGIBILITY CRITERIA:**

**Asst. Manager (F&A), Engineering Division on Contractual basis for 05 (five) years in Grade equivalent to E2:**

The candidate should be a Graduate with CA or ICWA qualification and 3 years post qualification experience.

**JOB DESCRIPTION:**

- i) Controlling all GST ITC Credit, adjustment with the Stock and Input credit reconciliation and all allied jobs.
- ii) Controlling of the supplier's bills in totality as per purchase order and acting as a member of the tender Committee.

- iii) Responsible for preparation of Consumption, WIP and all other Factory related schedules on Monthly, Quarterly basis for preparation of Accounts and yearly accounts closing.
- iv) Handling the monthly salary advice of Executives and CA/TA, keeping liaison with HO and preparing advice to bank for all employee related payments.
- v) ECR, challan generation for PF, online return and other form submission, online claim settlement and PF transfer covering all online jobs in relation to PF.

**Approximate CTC:**

**Rs. 11.04 lakh per annum (including, conveyance, mobile reimbursement, as applicable for equivalent Grade E2 and PF contribution & Gratuity) as per Act:**

A consolidated sum of Rs. 78030 (Seventy-eight thousand thirty) only per month inclusive of applicable DA & HRA will be paid for Grade E2. The consolidated pay will have the provision of increase of 3% on Basic pay on year to year basis subject to satisfactory performance. However, at the time of disbursement of consolidated pay, quarterly change in DA will be admissible. The DA will be on IDA pattern and will be revised quarterly. The incumbent will be entitled to other allowances/benefits including Conveyance of Rs. 800/1500/2000 per month for availing public transport/own two-wheeler/own four wheeler respectively and mobile reimbursement of up to Rs. 500/- per month. PF and Gratuity will be paid as per applicable Acts. Apart from the above the incumbent will not be entitled to any other allowances, benefits and reimbursements as are enjoyed by employees in the regular employment of the Company. In case the candidate is required to undertake an official tour for the said assignment, the expenses incurred for the said tour, will be reimbursed at actuals, as per Travelling & Daily Allowance Rules applicable for employees in equivalent Grade subject to approval of the Competent Authority. Applicable deduction like employee contribution to PF and taxes will be deducted as applicable.

**How to Apply:**

- a. 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. 2024/03/04 -> Apply Now.
- b. No other mode of submission of application is allowed.
- c. 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).
- d. 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.
- e. Queries, if any, may be addressed to the following e-mail id [pna@andrewyule.com](mailto:pna@andrewyule.com).
- f. AYCL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.

**Other Conditions:**

- (i) This is not a regular employment and does not entitle any privilege or benefit of regular employment. It is only a contractual employment on fixed term basis.
- (ii) At no point, the claim for regular employment shall be entertained.

- (iii) The tenure of appointment is initially for a period of 05 (Five)/03 years and will be terminated automatically after expiry of 05 (Five) /03 Years. However, the period of contractual engagement can be reduced/ terminated at any time due to unsatisfactory performance of the individual.
- (iv) The contract may be renewed at the discretion of the Management based on satisfactory performance of the candidate and subsequent requirement of the Company.
- (v) Monthly consolidated remuneration only will be paid during the period of the contract. Applicable taxes will be deducted as applicable.
- (vi) The date of determining the upper age limit, qualification and experience shall be the date of publishing of advertisement.
- (vii) Reservation for SC/ST/OBC/minority/differently-abled persons/EWS applies as per guidelines of the Union Government.
- (viii) Documents in support of experience, qualification etc. is required to be produced in original at the time of document verification. If any of the documents are not produced by the Candidate for verification and ascertaining their eligibility, then he or she will not be considered for the said post.
- (ix) Candidate will not be provided TA/DA for attending the interview.
- (x) The Company reserves the right to shortlist the candidates based on parameters decided by the Company and no clarification in this regard will be entertained at any stage.
- (xi) The Company reserves the right to cancel the entire recruitment process at any time without assigning any reason whatsoever.
- (xii) No correspondence will be entertained with the candidates not selected for interview.
- (xiii) 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.
- (xiv) The candidates meeting the eligibility criteria need only apply.
- (xv) 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 before the interview, if not enclosed with the Application. However, in the event of difficulty, they may apply directly and produce the relieving order from their Organization in the event of selection.
- (xvi) Applications that are incomplete or are not in the prescribed format, or not legible, shall be summarily rejected without assigning any reason and no correspondence in this regard shall be entertained.
- (xvii) Company takes no responsibility to collect any certificate/ documents sent separately.

- (xviii) 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.
- (xix) 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.
- (xx) The candidate fulfilling the criteria should submit only one application against his or her name. Management reserves the right to select the candidate in the post mentioned above.
- (xxi) Selection of candidates will be through interview/any other method as may be decided by the Management.
- (xxii) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- (xxiii) The Company reserves the right to relax (enhance) the maximum age limit for outstanding candidates depending on the need.
- (xxiv) Circumstances warranting, the incumbent may be selected at a Grade one step below.
- (xxv) The selected candidates may be transferred and placed anywhere in India and transfer is a service condition.
- (xxvi) All requisite documents in support of age, Qualifications, Work Experiences, cast certificate (if any), Last month's payslip needs to be mailed to **recruitment@andrewyule.com**. The size of the documents should be within 1 MB in PDF format. Non submission of supporting documents, would lead to cancellation of application.
- (xxvii) 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.
- (xxviii) 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.
- (xxix) Panel may be drawn from the recruitment process which will be valid for one year and it may be used to fill up vacancies arising subsequently in the said posts. This is only indicative.
- (xxx) The email id and mobile number given in the application form will be used for further communication in this regard.
- (xxxi) 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 May 05, 2024**

**Important Dates:**

- 1) Opening date of application : 13.04.2024
- 2) Last date of receipt of application : 05.05.2024