

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
8, Dr. Rajendra Prasad Sarani, Kolkata-700 001
CIN – L63090WB1919GOI003229
[Recruitment Advertisement No. 2021/01]

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 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.

Applications are hereby invited from suitable candidates for the post of Non-Unionised Supervisor (Time Office & Administration) on Contractual Basis for a period of **6 (six)** months in Electrical Division, Chennai Operations having requisite qualification & experience as indicated below:

JOB TITLE:

Sl. No	Position & Period	Location	Qualification Required	Min. Post Qualification Exp.	No of Post	Consolidated Pay per month. (Rs.)	Max Age in years
1	Non-Unionised Supervisor – (Time Office & Administration)- in Contractual Basis for 6 (six) months	Chennai, Tamil Nadu	Graduate in Computer Science/ Information Technology with experience in Personnel/ Administration/ Facility Management/ Time-keeping/ Security/ Wage and Salary Administration etc	4 years	1	Rs. 30,700/- which includes Mobile Expenses 300/- and Conveyance Rs. 400/-	64

ELIGIBILITY CRITERIA:

1. Non-Unionised Supervisor (Time Office & Administration)

The ideal candidate should be Graduate in Computer Science/ Information Technology with experience in Personnel/ Administration/ Time-keeping/ Security/ Wage and Salary Administration etc. The candidate should have minimum 4 years' experience in an organisation of repute. Candidate should be conversant with routine Administrative functions of an organisation. Candidates having hands-on experience in any of the above mentioned functions will be preferred. While excellent organizational communications skills and working Knowledge of computers is the prerequisite for the Job. Maximum age limit is 64 years.

The key responsibilities of the incumbent will be as follows:

- Maintaining the attendance of shift employees, leave, wages of unionised employees, Insurance, welfare, Housekeeping and other personnel department works.
- Responsible for Pay and Perquisite administration of Unionized employees for the unit.
- Responsible for the Unit Management functions, and to ensure that all records related to the unit are updated, returns/ taxes etc are filed in time.
- Oversee the administration function in the unit and ensure necessary support for security management, Housekeeping, Gardening, Transport, Repair & maintenance of Office Building and other infrastructure. Complete in-house, maintenance of office equipment Photocopier machines, Furniture etc.
- Candidate should be able to speak, read and write Tamil and English.
- Any other task as may be assigned from time to time.

COMPENSATION:

Sl. No	Position	Consolidated Pay per month
1.	Non-Unionised Supervisor	Rs. 30,700/- which includes reimbursement of Mobile Expenses of Rs. 300/- & Conveyance of Rs. 400/-

Apart from above, the incumbent will neither be entitled to any membership of Provident Fund, Pension Fund or any other approved superannuation fund during the contractual employment for 06 (six) months nor will be entitled to any other allowances, benefits and reimbursement as are enjoyed by employees in the regular employment of the Company.

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. 2021/01-> 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) 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 6(six) months and will be terminated automatically after expiry of 6 (six) months. 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 per month will be paid during the period of the contract. TDS 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) Candidate will not be provided TA/DA for attending the interview.
- (ix) 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.
- (x) The Company reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
- (xi) No correspondence will be entertained with the candidates not selected for interview.
- (xii) 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.
- (xiii) 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.
- (xiv) 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.
- (xv) Company takes no responsibility to collect any certificate/ remittance sent separately.
- (xvi) 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.
- (xvii) 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.
- (xviii) The candidate fulfilling the criteria should submit only one application against his or her name. Management reserves the right to select the candidate in any of the post mentioned above irrespective of the post applied for.
- (xix) Selection of candidates will be through interview/any other method as decided by the Management.

- (xx) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- (xxi) The selected candidates may be transferred and placed anywhere in India and transfer is a service condition.
- (xxii) 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.
- (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) Panel may be drawn from the recruitment process which will be valid up to December 2021 and it may be used to fill up vacancies arising subsequently in the said posts. This is only indicative.
- (xxv) The email id and mobile number given in the application form will be used for further communication in this regard.
- (xxvi) 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 February 28, 2021 by 12 midnight.

Important Dates:

- 1) Opening date of application 06.02.2021
- 2) Last date of receipt of application: 28.02.2021