



BRIDGE & ROOF CO. (INDIA) LTD.

(A GOVERNMENT OF INDIA ENTERPRISE)

CIN NO. U27310WB1920GOI003601

ADVT. REF.NO.B&R/ HR / ENGAGEMENT/ 2021 / 01

NOTICE FOR ENGAGEMENT

ADVT. REF.NO.B&R/ HR / ENGAGEMENT / 2021 / 01

Date: 16.08.2021

Bridge & Roof Co. (I) Ltd.(B&R), a Mini Ratna Category –I, a Central Public Sector Enterprise under the Ministry of Heavy Industries, Govt. of India, having a turnover of about Rs. 3,000.00 Crores, invites applications from the Indian nationals for engagement of 1 (one) Number post of '**OFFICE SUPERVISOR**' (on contract basis) to be located at Prayaagraj/ Aligarh, Uttar Pradesh on contractual basis for a period of 11 (eleven) months initially as per the following specification:

- 1) Name of the Post : Office Supervisor
- 2) Maximum Age (as on 01.09.2021) : 62 Years.
- 3) Educational Qualification : B.A /B.COMM.(Arts or Commerce Graduate.)
- 4) Work Experience : Experience of more than 30(thirty) years in an Office Establishment shall be preferred. Must be conversant with the works of Office Establishment as in the Indian Railways including Budget Planning of Capital Work, Contractual Bill Preparation and Passing, approval for calling of Tender, issue and uploading of Tender Notice in website, preparation of Tender Document, Addendum & Corrigendum, uploading & opening of Tenders, Amendment & Purchase Order vetting, etc. Must also have adequate knowledge in Computer (MS Word, MS Excel, MS Power Point, Auto Cad etc.).Person retired from Indian Railways or Govt. of India shall be given preference
- 5) Place of Posting : Prayagraj / Aligarh, Uttar Pradesh.

6) Remuneration : Rs. 35,000.00 (Rupees Thirty Five Thousand only) per month (Consolidated).`

7) Health : Medical Fitness Certificate from a registered Medical Practitioner shall be submitted along with the application.

- The interested candidates giving full details of Qualification, Age, Permanent Address, Category, Experience, last pay certificate, any other pertinent information etc. in the prescribed format along-with Medical Fitness Certificate and a signed application addressed to '**The General Manager(RFO), Bridge & Roof Co. (I) Ltd., "Kankaria Centre" (5th Floor), 2/1, Russel Street, Kolkata-700071**' at the following e-mail ID: **rajat.bhattacharjee@bridgeroof.co.in**
- The Company shall contact the eligible candidates through video conference, if required for verification of his details.
- The Company shall reserve their rights to select the eligible candidate and any decision of the Company in this regard shall remain final.
- The application must reach the aforesaid e-mail ID positively within 15:00 Hours on 25.08.2021 and also by post by 31.08.2021 to the abovementioned address.
- No canvassing shall be entertained.

S/d
GENERAL MANGER (RFO)

APPLICATION FORMAT

Ref : ADVT. REF.NO.B&R/ HR / ENGAGEMENT/ 2021 / 01

Please fill in the Application in Capital Letter Only.

Application for the post of: -----



1. Full Name of the Applicant :
2. Date of Birth (Both in figure & Word) :
3. Date of Retirement :
4. Retired as (name of the post/Grade)-
5. Retired from : (name of the organization)
6. Nationality: Religion: Marital Status: Gender: M / F
7. Present Address with Pin Code : House No. _____ Street No: _____

Dist _____ State : _____
PIN Code: _____

Telephone No if any: Mobile No: Email ID:

8. Permanent Address with Pin Code:

9. Qualification

Name of the Course	Name of the School/University	Year of Passing	Percentage of Marks	
Class X				
Class XII				
Any other course				
Graduation (mention the subjects and whether with Honors or not)	Year of Passing	Name of the University	Class/Division	Percentage of Marks

:2:

10. Experience

Sl. No	Post Held	Name of the Organization	From	To	Total Period yr. Month

NB. The candidate should enclose the self attested copies of certificates/documents in support of Age, Address, Academic Qualifications and Experience. If required, the Company may ask for additional documents in support of any declaration made by the candidate.

Declaration:

I..... hereby declare that the information as furnished above is correct to the best of my knowledge and belief. If any of the information as furnished is found to be incorrect my candidature for the post applied for is liable to be cancelled. Additional information/documents in support of my candidature are annexed hereto.

Date:

_____ Full Signature of the candidate

Place: