



BRIDGE & ROOF CO.(INDIA) LTD

(A GOVERNMENT OF INDIA ENTERPRISE)

CIN No. U27310WB1920GO1003601

ADVT.REF. NO.: B&R/AD/RCRT/2018/1

Bridge & Roof Co. (India) Ltd. a Mini Ratna, Category-1, Central Public Sector Enterprise, under the Administrative Control of Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises, invites applications from Indian nationals for the following posts:

Sl No	Name Of Posts	Grade	Scale of Pay (2007pay scale) (in Rs.)	Place of posting
(1)	Assistant Manager (Legal Affairs) (1 No)	E-2	20,600-3%-46,500	Kolkata / Howrah (WB)
(2)	Assistant Manager (Human Resource) (1 No)	E-2	20,600-3%-46,500	Kolkata/Howrah (WB)
(3)	Assistant Manager (Rajbhasha) (1 No.)	E-2	20,600 -3% -46,500	Kolkata/Howrah (WB)
(4)	Assistant Accounts Officer (1 No.)	E-1	16,400 -3% -40,500	Vizag (AP)
(5)	Assistant Accounts Officer (1 No.)	E-1	16,400 -3% -40,500	Bhubaneswar (Odisha)
(6)	Assistant Accounts Officer (1 No.)	E-1	16,400- 3%- 40,500	Delhi
(7)	Assistant Accounts Officer (1 No.)	E-1	16,400 -3% -40,500	Mumbai (Maharashtra)

For Complete details, please log in our website www.bridgeroof.co.in.

SD/

GM(HR&LA)

Eligibility Criteria for the Candidates:

1 CANDIDATES APPLYING FOR POST OF “ASSISTANT MANAGER (LEGAL AFFAIRS)” GRADE E-2

- Qualification: - Should have obtained LL.B or ‘Bachelor of Law’ degree in regular full time course from a University duly recognized by the Bar Council of India with minimum 60% marks in aggregate in all examinations from Class X onwards.
- Experience: - Minimum 5 years post-qualification experience in corporate legal functions of a renowned Company (listed) or CPSE in India, in the capacity of an Executive in legal department. Should have experience in briefing advocates, drafting contracts/agreements, notices, replies/counter replies in the arbitration or conciliation etc. Job profile will include attending courts/tribunals, arbitration meetings, drafting various legal documents etc.
- Posting :- Initially at Kolkata /Howrah office,
- Minimum Salary : Rs. 53,000/- (Approx)
- Age : - Maximum age of 37 years as on date of application
- Age, Qualification & experience for this post would be considered as on 31.03.2018.
- Based on the experience & performance in interview/ test, candidates may be considered with due weightage of experience and pay.

2 CANDIDATES APPLYING FOR POST OF “ASSISTANT MANAGER (HUMAN RESOURCE)” GRADE E-2

- Qualification: - Post Graduate Degree/ Diploma in Management with specialization in HR / Personal / Industrial Relations / MSW / Labour Welfare in regular full time two years course from a recognized and renowned University/Institution with minimum 55% marks in aggregate in all examination of class X onwards.
- Experience: - Minimum 5 years post qualification experience of working in Human Resource Deptt. in a corporate sector dealing with all matters related to functions of Human Resources. Knowledge of Industrial /Labor laws and experience in handling Industrial relations matters, attending Industrial Tribunal etc required. Should be proficient in using computer.

- Place of Posting: - Kolkata /Howrah /Zonal Offices/ Project Sites.
- Minimum Salary : Rs. 53,000/- (Approx)
- Age: - Maximum age of 37 years as on date of application
- Age, Qualification & experience for this post would be considered as on -31/03/2018.
- Based on the experience & performance in interview/ test, candidates may be considered with due weightage of experience and pay.

3

**CANDIDATES APPLYING FOR POST OF “ASSISTANT MANAGER
(Rajbhasha)” GRADE -E-2’**

- Qualification: - MA or Master’s Degree in a regular course in Hindi with English as a main subject at Graduation Level with minimum one year Diploma in translation in Hindi to English and vice versa from a recognised University /Institution or equivalent or three month course conducted by Central Translation Bureau, Ministry of Home affairs in translation. Knowledge of regional language (Bengali) with minimum 55% marks in aggregate.
- Experience: - Minimum 5 years post qualification experience for dealing with rajbhasha matters in a reputed organisation.
- Desirable: Should be conversant in Hindi and English typing using computer. Must have adequate knowledge of translation from Hindi to English and/or vice versa using computer. Knowledge of implementation of official language policy of Union of India.knowkwdge of publication related work like editing, proof reading etc.Knowledge of MS office application.
- Posting :- Initially at Kolkata /Howrah,
- Minimum Salary : Rs. 53,000/- (Approx)
- Age : - Maximum age of 37 years as on date of application
- Age, Qualification & experience for this post would be considered as on 31.03.2018.
- Based on the experience & performance in interview/ test, candidates may be considered with due weightage of experience and pay.

4.

CANDIDATES APPLYING FOR POST OF “ASSISTANT ACCOUNTS OFFICER” GRADE E-1

- Qualification: - B.A or Graduate in Science or Commerce with minimum Intermediate-pass in Chartered Accountancy (CA) from ICAI or Cost Accountancy from ICWA with minimum 50% marks in aggregate.
- Experience: - Minimum 8 years post qualification experience of various accounting techniques. Should have experience of handling of GST (Goods & Services Tax).
- Should have proficiency in using computer.
- Posting :- Initially at Mumbai/ Delhi/ Vizag/ Bhabaneshwar
- For posting in Mumbai, knowledge of working in Marathi Language (Oral & written) is compulsory.
- For posting in Delhi, knowledge of working in Hindi language (Oral & writing) is compulsory
- For posting in Vizag knowledge of working in Telegu language (Oral & written) is compulsory.
- For posting in Bhubaneshwar, knowledge of working in Oriya language (Oral & written) is compulsory.
- Salary : Rs. 42,300 (Approx)
- Age: - Maximum age of 37 years as on date of application.
- Age, Qualification & experience for this post would be considered as on -31/03/2018. Based on the experience & performance in interview/ test, candidates may be considered with due weightage of experience and pay.

General Conditions :

- All selected candidates shall be required to serve minimum 1 (one) year probationary period specified for the position in the Company to the satisfaction of the management prior to their confirmation.
- Reservation / Relaxation Rules of Govt. of India will be followed for the persons belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) and persons with disabilities in line with provisions of Rights of Persons with Disabilities Act, 2016.
- Besides the basic pay-scale mentioned above other benefits like Medical, Gratuity, Leave & Leave encashment etc are also admissible upon appointment in regular pay-scales, as per the regulations/amendments in force.
- Employees of the Central/State Govt./Public central undertaking should get their applications routed through Proper Channel to reach the Company on or before the last date prescribed. Direct application shall not be entertained in such cases.
- The number of vacancies mentioned above may vary depending upon the latest updates at the time of appointment.
- Selection will be made on the basis of interview / test, as per academic qualification and credentials available with the candidate.
- All appointments will be subject to the Rules & Regulations of the Company in force from time to time.
- Mere application/nomination/call for interview/test does not confer any right to call for selection and employment. The selected candidates are also required to serve the necessary probation period. Further, they are subject to verification of all credentials prior to regularization of service, even upon probationary appointment. Canvassing in any form, false declarations, detected at any stage shall result in outright rejection/termination, besides initiation of relevant criminal proceedings. For administrative reasons, the company may have to resort to actions like short listing before calling for test / interview, making panel of selected candidates or to ask for applying afresh, as & when felt essential, at the sole discretion of management and no communication will be entertained in this regard.
- Company reserves the right to reject any /all application(s) without assigning any reason to call for interview or to alter the date of interview or to cancel the interview for the purpose. Outstation candidates called for the interview will be reimbursed to and from train fare (3 tier A/C) for candidates on producing of original journey ticket by shortest route on through fare basis between communication address and place of interview / test.

- Application format is available only in Company's Website from - 17.04.2018 till 5:30 p.m. on 02.05.2018. Interested Candidates shall fill up the Application Format and affix a self attested passport size photograph.
- If selected, the candidates can be posted to any Unit / Project Site / location of the company if required.
- Working knowledge of Computer operation is mandatory for the posts.
- Selected candidates will have to undergo mandatory Medical fitness test prior to appointment.
- Furnishing of false information or concealment / suppression of factual information will cancel the/candidate application of selected and the Company will not be responsible for any consequence of furnishing of such wrong /false information.
- All disputes will be governed under the jurisdiction of Calcutta High Court.
- Incomplete or late applications will be summarily rejected and no communication will be entertained in this regard. Therefore, besides full particulars, candidates are to ensure correct email id & Mobile Number accenible at all times till - 31.03.2019.

How to Apply:

- (I) All candidates must read the entire Advertisement and instructions/conditions carefully. Candidates are requested to send their Applications in prescribed format to General Manager (HR & LA), BRIDGE AND ROOF CO. (INDIA) LTD.,5TH FLOOR, KANKARIA CENTRE, 2/1,RUSSEL STREET, KOLKATA - 700 071 within the last date of receipt i.e. 02/05/2018 in a sealed envelope, super-scribing the name of the post applied for & advertisement reference number.
- (II) Completed applications must be sent with recent one self-attested colour photograph and copies of age, experience, qualification, reserved category proof, passport copy, Aadhar Card etc., as applicable. All candidates selected for interview must produce the original documents during interview for verification.

APPLICATION FORMAT

Paste a recent
passport size self
attested colored
photograph

Please fill in the Application in Capital Letter Only.

Application for the post of:

Preferred location (Mumbai/ Delhi/ Vizag/ Bhubaneshwar) (please select one location for the post of Assistant Accounts Officer only) :

1. Name of the Applicant : First Name _____
Middle Name _____ Last Name _____
2. Father's Name : _____
3. Date of Birth: _____
4. Nationality: _____ Religion: _____ Marital Status: _____
Gender: _____
5. Category (write code) (SC-1) (ST-2) (OBC-3) (GEN-4) _____ (attach
certificated in case SC/ST,OBC)
6. Whether Person with Disability (Y/N) _____ if Y _____ % of Disability & Type
HH/VH/OH (attach certificate)
7. Whether Ex Servicemen : _____ (attach certificate)
8. No. of Family Members & Dependents : _____

9. State to which you belong : _____
(Language most conversant with)

10. Aadhar No : _____

11. Present Address with Pin Code : _____

Mobile No: _____ Email ID: _____

12. Permanent Address with Pin Code : _____

13. Name / Address, Contact Details of Current / last Employer:

14. Any special achievement in academic field or co-curricular activities:

15. Whether any relative of yours works in Bridge & Roof Co (I) Ltd. If yes, (give details)

16. **Qualification:**

Name of the Course (matriculation onwards)	Name of the Board/ College/University	Year of Passing	Percentage of Marks

17. Experience

Sl. No	Post Held	Organization (Mention the turnover of the Organization for financial year 2016-17) with your responsibilities therein	From	To	Total Period Yrs. / Month

In case of grade/grade point etc is awarded instead of marks, a certificate from the Registrar of the university/Head of the institution is to be submitted regarding specific equivalent percentage. Kindly ensure that overall percentage of marks is mentioned.

*OBC candidates not having recent Non- Creamy Layer Certificate (issued on or after 01/04/2014) should apply as a general candidate only.

N.B. (Application without the enclosures, signature of the candidate and forwarded by the competent authority, where applicable, will not be entertained).

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:

Signature of the candidate

Place :