



BRIDGE & ROOF CO. (INDIA) LTD

(A GOVERNMENT OF INDIA ENTERPRISE)
CIN No. U27310WB1920GO1003601

ADVT.REF.NO.:B&R/AD/RCRT/2018/2

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, Govt. of India, invites applications from Indian nationals for the following posts:

| Sl No | Name Of Posts | No. of Vacancy | Grade | Scale of Pay (2007 pay scale) (in Rs.) | Place of posting (Tentative) |
|-------|-------------------------------------|----------------|-------|--|--|
| (1) | Officer (Official Language) | 1 (one) | E-1 | 16,400 -3% -40,500 | Kolkata/Howrah (WB) |
| (2) | Officer (Accounts) | 4 (four) | E-1 | 16,400 -3% -40,500 | Vizag, Bhubaneswar Delhi & Mumbai |
| (3) | Manager (Security & Administration) | 1 (one) | E-4 | 29,100-3%-54,500 | Howrah Workshop, WB |

For Complete details, please log in our website www.bridgeroof.co.in. within 19.01.2019

SD/

GM (HR&LA)

Eligibility Criteria for the Candidates:

(I) CANDIDATE APPLYING FOR POST OF OFFICER (OFFICIAL LANGUAGE) GRADE -E-1

Qualification :

a) Master's Degree in Hindi with English as a subject at degree level passed from University(ies) recognized by UGC

OR

Master's Degree in English with Hindi as a subject at the Degree level from University(ies) recognized by UGC

OR

Master's Degree in any subject with Hindi and English as a subject at the Degree level from a University (ies) recognized by UGC;

OR

Master's Degree in any subject with Hindi Medium and English as a subject at the Degree level from a University (ies) recognized by UGC;

OR

Master's Degree with English Medium with Hindi as a subject at the Degree level from a University (ies) recognized by UGC;

b) Degree or Diploma or Certificate Course in translation from Hindi to English and Vice-Versa from a Govt. recognized University/ Institute. (Desirable)

Post Qualification Experience:

Minimum 2 years post qualification experience in dealing with Rajbhasa matters in a reputed organization, translation from English to Hindi and vice- versa preferably of technical or scientific nature in Government/ Semi Government/PSU/Autonomous body using Computer, the knowledge of the Government official language policy and its implementation & should be conversant in Hindi and English typing using computer. Knowledge of publication related work like editing, proof reading etc. & knowledge of MS office application.

Posting:

Initially at Kolkata /Howrah.

However, the posting would be of transferable nature as per rule of the Company.

Job Responsibilities

Shall be responsible to carry out all activities related to the promotion of Official Language i.e. Hindi Rajbhasa as per the guidelines of Govt. of India from time to time and shall also carry out all jobs related to translation and other matters related to statutory compliance.

Salary:

Gross salary at the initial Basic pay including IDA and HRA (subject to rules of the Company) would be Rs.44,000.00 approximately in pay-scale of 16,400-3%-40,500. (revised w.e.f 01.01.2007).

Age:

Maximum age of 32 years as on 30/11/2018.

Qualification and experience for this post would be considered as on 30/11/2018.

Candidates with minimum 5(five) years of post qualification experience and maximum age of 37 years may also apply for the post of E-2 (20,600 – 3% - 46,500) (2007 pay-scale and IDA as applicable as on date)

(II) **ELIGIBILITY CRITERIA FOR THE CANDIDATES APPLYING FOR POST OF 'OFFICER (ACCOUNTS)' GRADE E-1**

- Qualification:** Graduate (in Commerce or Science) with Chartered/Cost Accountancy (minimum 50% marks) or post graduate degree / diploma in Management with specialisation in Finance (minimum 50% marks in aggregate) from any University recognized by UGC/AICTE and 2 (two) years post qualification experience.
- OR
- Graduate (in Commerce or Science) with intermediate pass in Chartered/ Cost Accountancy (minimum 50% marks) and 8 (eight) years post qualification experience.
- Experience:** Minimum 2 (two) or 8 (eight) years (as mentioned above) post qualification experience of various accounting techniques. Should have experience of handling of GST (Goods & Services Tax) and should have proficiency in using computer.
- Job Responsibilities:** Primarily shall be responsible to all jobs related to handling of GST on behalf of the Company. Shall also be assigned with jobs related to Finance and Accounts, as the case may be.
- Posting:** Initially at Mumbai/ Delhi / Vizag / Bhabaneshwar
For posting in Mumbai, knowledge of working in Marathi Language (Oral & written) is preferable. For posting in Delhi, knowledge of working in Hindi language (Oral & writing) is preferable. For posting in Vizag knowledge of working in Telegu language (Oral & written) is preferable. For posting in Bhubaneswar, knowledge of working in Oriya language (Oral & written) is preferable.
However, the posting would be of transferable nature as per rule of the Company.
- Salary :** Gross salary at the initial Basic pay including IDA and HRA (subject to rules of the Company) would be Rs.44,000.00 approximately in pay-scale of 16,400-3%-40,500. (revised w.e.f 01.01.2007).
- Age:** Maximum age of 32 years as on date of application for Chartered/ Cost Accountants & maximum 37 years for intermediate in Chartered/ Cost Accountants.
- Age, Qualification & experience for this post would be considered as on -30/11/2018. Based on the experience & performance in interview/ test, candidates may be considered with due weightage of experience and pay.

III) **ELIGIBILITY CRITERIA FOR THE CANDIDATES APPLYING FOR POST OF 'MANAGER (SECURITY AND ADMINISTRATION) (RESIDENTIAL POST) GRADE E-4**

- Qualification:** Graduate in any discipline, preferably in Science stream from a College/University recognized by UGC.
- Experience:** Should be an Ex-Service Man or repatriated officials of Army/Navy/Airforce with preferably 3 (three) years of working in the field of Security, Administration, intelligence and fire- fighting jobs in a large Industrial House.
Total period of experience, including the experience in Army/ Navy/Airforce should not be less than 12 years.
- Job Responsibility** The Officer would be responsible for the maintenance of 24 hrs security and smooth administration of the workshop/factory of the Company at Howrah, West Bengal. He would be responsible to maintain security and discipline at Works and he would have to maintain regular liaison with District Police Authorities and other Administrative offices of the Govt. of public administration, using his background as defence personnel.

He will also be responsible for transport Administration for Howrah and Kolkata Office.
- Residential Post:** He will be allotted family accommodation at Howrah works to discharge his duties round the clock.
- Posting:** Howrah Workshop, West Bengal
- Salary:** Gross salary at the initial Basic pay including IDA and HRA (subject to rules of the Company) would be Rs.80,000.00 approximately in pay-scale of 29,100-3%-54,500. (revised w.e.f 01.01.2007).
- Age:** Maximum age of 44 years.
Age, Qualification & experience for this post would be considered as on 30/11/2018. Based on the experience & performance in interview/ test, candidates may be considered with due weightage of experience and pay.

General Conditions:

- (i) 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.
- (ii) Applicable 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), Ex-Service Men and persons with disabilities in line with provisions of Rights of Persons with Disabilities Act, 2016.

- (iii) Benefits like Medical, Gratuity, LTA, Leave & Leave encashment etc are also admissible upon appointment in regular pay-scales, as per the rules of the Company.
- (iv) 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.
- (v) The number of vacancies mentioned above may vary depending upon the latest updates at the time of appointment.
- (vi) Selection will be made on the basis of interview / test, as per academic qualification and credentials available with the candidate.
- (vii) All appointments will be subject to the Rules & Regulations of the Company in force from time to time.
- (viii) 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.
- (ix) 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 who will be called for the interview will be reimbursed to and fro 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.
- (x) Application format is available only in Company's Website from 02.01.2019 till 5:30 p.m. on 19.01.2019. Interested Candidates shall fill up the Application Format and affix a self attested passport size photograph.
- (xi) If selected, the candidates can be posted to any Unit / Project Site / location of the company if required.
- (xii) Working knowledge of Computer operation is mandatory for the posts.
- (xiii) Selected candidates will have to undergo mandatory Medical fitness test prior to appointment.
- (xiv) 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.
- (xv) All disputes will be governed under the jurisdiction of Calcutta High Court.
- (xvi) 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 accessible at all times till – 31.12.2019.

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. 19.01.2019 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, address, 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 **Officer (Accounts)** only] :

1. a. Name of the Applicant: First Name _____ Middle Name _____
Last name _____
- b. Father's Name :
- c. Date of Birth:
- d. Nationality: e. Religion: f. MaritalStatus:
- g. Gender:
2. Category (write code) (SC-1) (ST-2) (OBC-3) (GEN-4) -----(attach certificated in case SC/ST/OBC
3. Whether Person with Disability (Y/N) if Y % of Disability & Type
HH/VH/OH (attach certificate)

4. Whether Ex- Servicemen : (Y/N) (attach certificate if YES)

5. No. of Family Members & Dependents :

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

7. Aadhar No :

8. Present Address with Pin Code :

Mobile No:

Email ID:

9. Permanent Address with Pin Code :

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

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

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

13. Qualification:

| Name of the Course (matriculation onwards) | Name of the Board/ College/University | Year of Passing | Percentage of Marks |
|--|--|--------------------|------------------------|
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14. Experience (Attach separate sheet if necessary)

| Sl. No | Post Held | Organization (Mention the turnover of the Organization for financial year 2017-18) | 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 in the current year) 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