

BRIDGE AND ROOF COMPANY(INDIA) LTD
(A Government of India Entrprise, A Miniratna Company)

ADVERTISEMENT NO. :B&R/HR/RECT/1718/2

DATE : 31.10.2018

Bridge And Roof Co.(India) Ltd.(B&R) is a profit making multi-Unit Multi Discipline Engineering Company under the administrative control of the Department of Heavy Industry, Ministry of Heavy Industries and Public Entrprises,Government of India. With an annual turnover of INR 2055.99Crores during the year 2017-2018, serving Private and Public Sectors, Indian and Overseas. The Company is on a fast growth track. To partner its growth process and man key-positions, the Company invites self-driven, professionally qualified and experienced Indian Nationals with proven capabilities to apply for the following Unreserved (UR) Post.

| Name of the Post | Cadre/Discipline | Grade | Scale of Pay# | Age Limit | Relevant Post-qualification Experience |
|---------------------------|-------------------|-------|------------------|---|---|
| Assistant General Manager | Official Language | E5 | 32,900-3%-58,000 | Not exceeding 47 years as on 01.10.2018 | Minimum 15 years as on 01.10.2018 for E-5 |

revision of Scale of Pay is under consideration w.e.f. 01/01/2017

The position is located at Company's head-quarters at Howrah/Kolkata and serves as Sectional in-charge & reportable to GM(HR & LA). It involves all affairs of official language management, which includes, but not limited to, promoting the use of Hindi, bilingual/trilingual services, training/teaching/translation services etc. besides compliance of Official Language Act, Rules, policy of the Union & orders from the Government of India from time to time.

Experience and higher start in the time scale may be considered in case of deserving candidates. Candidates may be considered for a lower post in case they are found otherwise suitable depending on their qualifications,experience present position and performance in interview.

Only post-qualification experience shall be considered i.e. after acquiring Masters' Degree provided the same is in the relevant field.

On the date of reckoning i.e.01/10/2018, the applicant should possess the requisite essential qualification, experience, etc and should not have exceeded the maximum age prescribed.

Qualification:- Two year Post-graduate Degree in Hindi with minimum 55% marks with English as a subject in three year Graduation degree program. The domain requirements also mandate for Post-Graduate Diploma in Translation (Hindi-English), working knowledge (read-write-speak) of regional language (bengali) and relevant experience profile should be in Hindi implementation/translation/teaching/research/journalism in any organization/institute routinely dealing with Hindi. Working knowledge on computers/typing in Hindi & English is essential.

Wherever CGPA/OGPA or letter grade in a degree is awarded equivalent percentage of marks should be indicated in the application form as per norms with respect to his/her University/Institute at the time of interview. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale.

Equivalent qualification shall also be considered as per Government/UGC/AIU/AICTE guidelines.

The initial gross pay currently is Rs.87, 382/- (revision under consideration)

Other Benefits:- Besides Pay, the selected candidates shall be entitled to subsidized facilities, Perks & Allowances, PF, gratuity etc and medical benefit for self & dependents as per Company's rules.

The candidates shall be required to submit their application as specified in the Company's Website (www.bridgeroof.co.in). No other means/mode/format of application shall be accepted.

The recruitment/career section of Company's Website(www.bridgeroof.co.in) w.r.t.complete particulars, application procedures, conditions, modification etc. shall remain available from 31.10.2018/12 noon till 15.11.2018/5.00 pm, Thus closing date for receipt of completed application should be 15.11.2018, unless so modified in the web-site, as notified thereafter.

Selection procedure:- The selection to posts shall be based on Personal Interview& test(if required) of the screened and short listed candidates only.

Selection is further subject to clear release from previous employer, satisfactory completion of minimum one year probationary period, provided candidate is medically & otherwise fit in all respects before joining/confirmation.

All correspondence with the candidate shall be through e-mail and/or announcements on the Company's website, wherever required. It shall be the responsibility of the candidate to keep track of the changes/modifications etc. & such other Information in this regard which may be displayed on Company's website. The Company shall not be responsible for any loss of email sent due to invalid/wrong email ID provided by the candidate or for any other reason whatsoever.

General

- i) Only Indian Nationals are eligible to apply.
- ii) The candidates are advised to submit application well in advance without waiting for the closing date.
- iii) Before filling the application form, candidates are advised to carefully read the instructions.
- iv) Candidates should note that the details provided by them in their application forms are taken on their facevalue and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant.
- v) Candidates called for the interview should produce all original documents at the time of interview failing which such candidates will not be permitted to appear for the interview/test and Travelling Allowance may not be reimbursed.

- vi) Candidates called for interview and actually interviewed shall be reimbursed to and fro fare by shortest route as per rules from the address of correspondence in India to the place of interview on submission of proof of Journey as per rules subject to actuals, Rail ACII Class. Bus fare for road journey from/to a place not connected by Rail shall be admissible, subject to production of proof of Journey.
 - vii) Candidates employed in Government/Semi-government/Public Sector/autonomous/municipal bodies are also required to submit their applications only through proper channel. They will, in case of advance direct applications, however, have to mandatorily produce a No objection Certificate(NOC) from their present employer at the time of Interview failing which they shall not be interviewed and no claim for reimbursement of travel expenses shall be entertained.
 - viii) B&R shall be free to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post under consideration.
 - ix) B&R reserves the right to change the number of vacancies and /or cancel/restrict/modify/alter the recruitment process, if required, without issuing any further notice or assigning any reason.
 - x) The selected candidates shall be liable to serve the Company anywhere in India/abroad where it may have business interests.
 - xi) B&R shall not be liable for any delay or loss in postal transit for any reason whatsoever.
 - xii) Prevailing govt. norms with regard to SC/ST/OBC/PH etc. candidates shall be followed.
 - xiii) Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.
 - xiv) Legal Jurisdiction in case of any dispute arising out of this recruitment shall be at Kolkata only
 - xv) B&R is an Equal Opportunity Employer and encourages Workplace diversity.
 - xvi) Other conditions/revisions/modifications/cancellation/modification as applicable as per norms/specified in recruitment/Govt. rules from time to time.
 - xvii) Applications are to be forwarded in prescribed format (along with all self –attested supporting document copies documents for Age, Qualification, Experience, Pay/CTC etc& through proper channel, (if applicable)so as to reach within 5.00PM OF 15/11/2018 (in sealed envelope super scribed with words “application for Rajbhasha position”) to: The General Manager(HR & LA), BRIDGE AND ROOF COMPANY (INDIA) LIMITED, 427/1 GRAND TRUNK ROAD, HOWRAH, WEST BENGAL – 711 101 . Application not in prescribed format, incomplete, illegible, un-signed, without self attested supporting documents or sent through any other modes viz, e-mail, fax or received after closing date shall be summarily rejected.
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APPLICATION FORMAT

Affix recent and self attested photograph with date

TO

THE GENERAL MANAGER (HR & LA)
BRIDGE & ROOF CO. (I) LTD.
427/1, G.T. ROAD, HOWRAH
WEST BENGAL – 711 101

Sub : application for the position in Rajbhasha Cadre

Sir,

I, Shri/Smt/Ms..... son/daughter of Shri/Smt.....
(maiden name) (surname) (maiden name) (surname)

have read and understood all the terms conditions provided in advertisement dated 31.10.2018 hosted on the web-site of your esteemed Company and having satisfied myself of being eligible for the said position / lower position, and hence enter herewith my candidature by furnishing detailed particulars for myself, as under, for appropriate consideration :

1)Date of Birth : __/__/__, 2) Date of qualifying post-graduation: : __/__/__
(dd/mm/yyyy) (dd/mm/yyyy)

3) I secured minimum 55% marks/equivalent score at the time of acquiring aforesaid post graduate qualification in Hindi.

4) I did have English as a subject in my three year graduation course.

5) I can read / write / speak in Bengali language.

6) I have acquired post-graduate diploma in translation in Hindi-English and vice-versa.

7) I have minimum 15/12 years' relevant post-qualification(post-graduate) experience as specified in the said advertisement, which can be corroborated with the supporting/self-attested as well as verifiable documents attached herewith in support of statements made above.

8) I have working knowledge of computers/typewriting in Hindi and English.

9) Additionally, in support of my claim that the length of experience sought for the position is entirely fulfilled, I submit as under- (current/last position held/pay-scale, relevant/additional/equivalent qualifications, experience in other domains etc.)

10) In case my aforesaid experience is not found relevant, I have atleast 12 years minimum & fully relevant experience for being considered in lower pay-scale.

11) Caste:.....12)Religion:.....13)Gender:.....14)Nationality:.....

15) I am liable for disqualification/penal action for declarations contrary to above, at any stage, even if appointed.

16) My correspondence/communication address is, as under:

PIN : _____, E-MAIL : _____ MOBILE (+91)_____

*Strike-off , whichever is not applicable/irrelevant.(All data to be neatly typed in bold letters only)

17) I agree to all the conditions prescribed in the advertisement dated 31/10/2018. Whatever is stated above is true to the best of my knowledge and belief and nothing is concealed therein.

Thanking you,

Yours sincerely,

(Signature)

Date :.....

(Name.....)

Place :

Enclosures : Number of self attested attachments, verifiable with originals, if & when called.

Optional:

In case, you desire you may attach a write up on why you think you are suitable for the job you have applied for.