



BRIDGE & ROOF CO. (I) LIMITED

(A GOVT OF INDIA ENTERPRISE)

ADVERTISEMENT REF. NO.: B&R/RCRT-IT&OL/2022/3 DATED 24.08.2022

Appointment of 1 (one) Officer in Grade E-4, (Scale Rs. 70000-200000), in the position of 'Manager (Official Language)' to be posted at the Kolkata, WB

Bridge & Roof Co.(India) Limited, under the Ministry of Heavy Industries, Government of India having annual turnover of Rs. 3000 Crores is a Schedule B / Mini Ratna (Category-I) Central Public Sector Enterprise (CPSE). The Company was incorporated under the Indian Companies Act 1913 with the objective to emerge as a leader in construction and project management services in India and selected overseas market.

B&R has multiple strategic Business Units handling various projects controlled from its corporate office in Kolkata and Works at Howrah in West Bengal. The Company is involved in providing services in the construction of civil, mechanical, structural, fabrication and turnkey projects in the areas of hydrocarbon, power, various infrastructure projects like roads and highways, rail flyovers, housing and urban development, depository works and manufacturing of various products like Bailey bridge, bridge girders etc.

B&R invites applications from the Indian nationals working (in regular capacity and not in a contractual /ad-hoc capacity) in any Institution/ PSUs/ CPSEs/Govt. or Autonomous bodies dealing with Official Language (Rajbhasha) or Official Language related activities to fill up a vacant position of Manager (Official Language).

(A) Vacancy detail, Max.Age, Required Qualification, Experience:-

Sl.No	Post & Pay Scale	No. of Post	Max.* Age (Yrs)	Educational Qualification	Essential Experience*
(a)	(b)	(c)	(d)	(e)	(f)
1.	Manager (Official Language) Rs.70000.00-200000.00 Grade-E-4	01	44	(i) Master's degree of a recognized University (with minimum 55% marks) in Hindi with English as a subject at bachelors degree level	No. of years of post qualification Experience (i) Should have minimum 12 (Twelve) years post qualification experience with Govt. Dept. or in public sector undertakings/Banks of using or applying

				<p>terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature</p> <p>or</p> <p>12 year's experience of teaching in Hindi or English or research in Hindi or English in any Govt institution.</p> <p>Candidates having relevant work experience in construction CPSE/PSU/Govt. Deptt. and/or knowledge of Bengali shall be given preference.</p> <p>Desirable</p> <p>Knowledge at the level of Matriculation of a recognized Board of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>Desirable:</p> <p>Diploma or Certificate Course in translation from Hindi to English and vice-versa from a recognized Institute or University</p>
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B. Place of Posting, Job Description and Responsibilities:

Sl. No.	Place of Posting	Job Description & Responsibilities
1.	Kolkata, WB	The incumbent shall look after all aspects of Constitutional provisions, Official Language Policy of the Govt. of India compliance of Official Language Act and Rules, Parliamentary matters, Progressive use,

		translation, written communications/publication, advertising, promotional/incentive activities, classes, exams, inspections, Reporting, TOLIC & OLIC matters, maximize computerized/network based use of Hindi, connected matters etc. besides assignments pertaining to the Company given from time to time, duly observing the policies of the Company, statutory provisions, rules and regulations etc. He/she will report to the GM (HR) of the Company
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C.ELIGIBILITY CRITERIA

The proposed maximum Age and pay scale shall be as follows:

1.	AGE	The upper age limit is 44 years as on 01.08.2022. The date of superannuation at present is 60 years.
2.	PAY SCALE (ELIGIBLE SCALE OF PAY)	The candidate should be serving in pay-scale equivalent to or higher than Rs. 60000-3%-180000 (IDA) (post 01.01.2017) or in equivalent pay band/scale in Govt. Deptt.. The minimum length of service required at the eligible scale of pay will be 02 (two) years as on 01.04.2022 (in Govt. Organization/CPSE)

(C) SELECTION PROCESS:

1. Candidates are required to download the Application Form uploaded over the website of Company which is www.bridgeroof.co.in ---- > *Career* and provide the relevant information within 05:30 P.M hrs of 19/09/2022.

2. Eligible shortlisted candidates will be called for written test and/or Interview.

(D) DOCUMENTS ESSENTIALLY REQUIRED FOR APPEARING FOR INTERVIEW

All Eligible/Provisionally Eligible candidates, who will be asked to appear for test / interview will be required to bring the following original testimonials, along with a set of self-attested photocopies of the same for verification on the day of interview.

- 1) Matriculation Certificate (for Age Proof);
- 2) Certificate and mark sheets of Academic Degrees and Professional Qualifications (starting from Class 10).
- 3) Certificates in proof of experience, clearly projecting the requisite experience indicating the length and nature of experience and work done, as per eligibility criteria. The experience certificate should clearly

state the experience indicating the 'Form' and 'To' date i.e. date of joining and date of relieving of various organizations /companies as applicable;

- 4) Pay scale proof as applicable, as per the Advertisement.
- 5) Photo-identity-card like AADHAR Card (Compulsory), Driving-license, Passport or any other valid document for identification.
- 6) Candidate in Govt/CPSE/Statutory/Autonomous body should apply through proper channel or furnish 'No Objection Certificate' at the time of interview. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their parent department, they may submit an undertaking at the time of interview that they will produce proper relieving order from their organization, in case selected; otherwise they will not be allowed to join. In both the cases, pay protection will be given.
- 7) Complete set of self-attested photocopies of all the above documents.
- 8) Latest passport sized colour photograph.

(E) GENERAL INSTRUCTION:

- 1) The Candidates are requested to check their eligibility thoroughly before appearing for the test / interview to avoid any disappointment at the later stage. If any discrepancies are found at any stage of the recruitment process, the candidature will be immediately cancelled.
- 2) Company shall be free to reject any application at any stage of the recruitment process, if the officer is found ineligible for said post. The decision of the Company in all matters regarding eligibility of the candidate at all stages of selection and any other matter relating to recruitment shall be final. No correspondence or enquiries shall be entertained by Company, in this regard.
- 3) The applicant are required to submit relevant documents in relation to duration of experience i.e. by clearly specifying the date of joining and date of relieving from the respective Organization and the relevant documents in relation to Salary Particulars, wherever applicable, as per the Advertisement.
- 4) The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the venue on time.
- 5) Company will not entertain any request for change of date and time schedule of document verification/test/interview.

6) The applicant will be required to produce his/her original experience certificate in the relevant fields as notified in the advertisement. Only those candidates who will be meeting the minimum educational and experience eligibility criteria as per aforesaid advertisement will be allowed to appear in the interview.

7) If any of the particulars stated by candidates in the application on verification is found to be incomplete or incorrect, or if he/she is found to have willfully suppressed any material fact/information relevant to the consideration of his candidature without prejudice to any other action that may be taken in consequence thereof, his/her candidature will be summarily rejected.

8) Outstation candidates called for the interview will be reimbursed to and fro 2nd AC train/AC bus fare by the shortest route on production of journey tickets. The amount will be reimbursed in 'cheque' and will be sent to the mailing address as declared by the candidate in the Application Form. No reimbursement will be made on the date of the interview. Accordingly a request letter to ED(CS) for reimbursement of train fare/air fare, as applicable along with a copy of the journey tickets is to be submitted during the time of interview.

9) Company reserves the right of postponing or deferring the date(s) of document verification/test/interview for which necessary intimation will be sent to the candidate in this case. No claims will be entertained against cancellation charges of ticket or otherwise.

Also, a candidate who has been called for document verification/test/interview on a particular date may have to overstay by not more than one day for which he/she should make arrangements at his/her own expenses.

10) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.

11) The candidates are advised to read the detailed instructions carefully before coming for the test/interview. No further intimation/correspondence will be made with the candidate in this regard.

12) All candidates having higher or lesser experience in the specified area will be able to apply for consideration for higher/lower scale of pay as per applicability. Age limit may also be relaxable for exceptionally qualified candidates. However, the Appointing Authority will be the only authority to take final decision in this regard.

(F) HOW TO APPLY

- 1) Only signed Applications in hard copies with necessary enclosures i.e. self attested copies of the documents mentioned under Para (D) above shall be entertained and the same may be sent in closed envelope to “EXECUTIVE DIRECTOR (CS), BRIDGE & ROOF CO. (I) LIMITED, ‘KANKARIA CENTRE’, 5th FLOOR, 2/1, RUSSEL STREET, KOLKATA-700 071’ being superscribed with “APPLICATION IN RESPONSE TO ADVERTISEMENT REF. B&R/RCRT-IT&OL/2022/3” by post (speed post, registered post etc.) or in person positively by 05:30 P.M hrs on 19.09.2022.

- 2) Applications not made in the prescribed format will be summarily be rejected. No communication with respect to applications made or their status shall be entertained.

- 3) Mere application/nomination/call for interview/test does not confer any right to call for selection and employment. Further, they are subject to verification of all credentials prior to regularization of service, even upon provisional 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 making panel of selected candidates or to ask for applying afresh, as & when felt essential.

- 4) Company reserves the right to reject any /all application(s) without assigning any reason to call for test/interview or to alter the date of test/interview or to cancel the test/interview at any stage.

- 5) Application format is available only in Company’s Website from 09:30 AM of 24.08.2022 to upto 05:30 PM hrs of 19.09.2022 or till the date of extension, as notified only through Company’s Web-site.

(G) APPLICATION FORMAT

PART I

Affix
recent stamp
size colour
photograph

Please fill in the Application in Capital Letter Only.

Application for the post of: -----

1. Name of the Applicant :
2. Father's name :
3. Date of Birth (Both in figure & Word)
4. Nationality: Religion: Marital Status: Gender: M / F
5. Category (write code) (SC-1) (ST-2) (OBC*-3) (GEN-4) -----
6. Whether Physically Handicapped (Y/N)..... if Y..... % of Disability **
7. Whether Ex Servicemen: Y / N ***
8. Present Address with Pin Code :

Telephone No:

Mobile No:

Email ID:

9. Permanent Address with Pin Code:

** In case of SC, ST or OBC, please attach copy of relevant certificate.*

***In case of PWD, please attach copy of relevant certificate.*

**** In case of ex-Servicemen, attach certificate*

10. Qualification. (use separate sheet if required by mentioning the Sl. No. and sign on the same)

Name of the Course	Name of the School/University/Institute	Year of Passing	Division	Percentage of Marks
Class X				
Class XII				
Graduation				
Master's Degree				
Other professional qualification				

11. Employment records (from latest in chronological order) (use separate sheets if required by mentioning the Sl. No. and sign the same):

Name & address of Employer/Institution	Period of service From - To	Designation (with scale of pay)	Description of Assignments	Whether on deputation (if yes, mention details)	Reason of leaving
Total years of experience					

12. Provide the breakup of remuneration in your last/ present job:
- a. Scale of pay/ Grade pay with Basic pay per month :
 - b. Other allowances (indicate each separately) :\
 - c. Total emoluments ;
 - d. Next increment due on :
13. Field of special interest:
14. Name and address of two persons (not relatives) to whom reference can be made regarding your professional experience :
- a)-----
 - b) -----
15. One page write-up on analyzing your experience with reference to the functions/ activities described in the advertisement. (use separate sheet by mentioning the Sl. No. and sign on the same)
16. Declaration to be given by the Applicant to Bridge & Roof Co. (I) Limited

TO WHOM IT MAY CONCERN

I, hereby affirm that the information provided by me in the Application made in response to Advertisement Ref B&R/RCRT-IT&OL/2022/3 dated 24.08.2022 by Bridge & Roof Co. (I) Limited, 2/1, Russel Street, Kolkata-700 071 is correct and complete to the best of my knowledge and nothing has been concealed/distorted. If at any time, I am found to have concealed/ distorted any material information, my appointment, if made, shall be liable to be summarily terminated without notice or compensation. Also I shall, if and when required, take temporary/ permanent duty in the discharge of assignments that might be allcated to me anywhere in India or abroad...

Place :

Date:

(Signature of the candidate)

Name: -----

PART II

(Certificate to be furnished in Letter Head by the present Employer/ Head of office/ Forwarding authority)

TO WHOM IT MAY CONCERN

Certified that the information/ details provided in the Application made in response to Advertisement Ref. B&R/RCRT-IT&OL/2022/3 dated 24.08.2022 by Bridge & Roof Co. (I) Limited, 2/1, Russel Street, Kolkata-700 071 by Shri (Applicant) , an employee of this organization are true and correct as per the facts available on records. He/ She possess the educational qualification and experience mentioned in the said Advertisement. If selected, he/ she will be relieved .

It is also certified:

- (I) That there is no vigilance/ disciplinary case or criminal case pending or contemplated against Shri/ Smt./ Ms. -----*

- (II) That his/ her integrity is certified till date.*

Signature -----

Full Name and Designation -----

Tel. No. -----

Place:

Date: