



BRIDGE & ROOF CO. (I) LIMITED

(A GOVT OF INDIA ENTERPRISE)

ADVERTISEMENT REF. NO.: B&R/RCRT-ED/2022/1 DATED 26.01.2022

- (A) **Appointment of 1 (one) Officer in Grade E-8, (Scale Rs. 120000-280000), in the position of Executive Director (Finance), to function as the Head of the 'Finance & Accounts Department' of the Company and to be posted at the Kolkata/ Corporate Office**

Bridge & Roof Co.(India) Limited (B&R), 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 two strategic Business Units namely Project Division 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 Government/ PSUs/ CPSEs to fill up a vacant position of Head of the Department of Finance and Accounts of the Company.

1	NAME OF THE POST	Executive Director (Finance)
2.	GRADE	E-8
3.	PAY SCALE	Rs. 120000 – 280000 (IDA) Apart from the basic pay, he will be entitled to industrial dearness allowance (IDA) (presently 27.2% of Basic pay), House Rent allowance (HRA) as per rule (27% of basic pay at present) in case accommodation is not provided by the Company, and Perks & Allowances as per rule of the Company (maximum 35% of basic pay at present). CTC : Rs. 3,36,000.00 per month on the basis of ab initio pay scale.. Other benefits: Contributory Provident Fund (PF), Gratuity, Leave encashment etc. as per rules of the Company.
4.	POSTING	Kolkata, WB, (Corporate Office)

5.	JOB DESCRIPTION & RESPONSIBILITY	The Head of the department of Finance and Accounts of the Company shall look after all aspects of Finance, Accounts, Taxation, Duty, Banking etc., pertaining to the Company as a whole including domestic as well as overseas business, duly observing the policies of the Company, statutory provisions, rules and regulations etc. He will report to the Director (Finance) of the company.
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(B) ELIGIBILITY CRITERIA

The proposed minimum educational qualification and professional experience shall be as follows:

1.	EDUCATIONAL QUALIFICATION	The applicant should be a qualified Chartered Accountant (CA) or Cost & Management Accountant (CMA) with good academic record from a recognized University/ Institution in India
2.	AGE	The upper age limit is 57 years as on 01.01.2022. The date of superannuation at present is 60 years.
3.	PAY SCALE (ELIGIBLE SCALE OF PAY)	Rs. 100000 – 260000 (IDA) (post 01.01.2017) or equivalent or from higher level. The minimum length of service required at the eligible scale of pay will be 3 (three) years as on 01.01.2022
4.	EXPERIENCE (ESSENTIAL)	<ol style="list-style-type: none"> 1. Total 25 (twenty five) years of post qualification experience serving as confirmed Officer in 'Finance or Accounts Department' in Government/Public Sector Undertakings/ Central Public Sector Enterprise. 2. The candidate should have a proven record of successfully handling corporate financial management and accounts including cost, budgetary control, institutional finance, working capital management, banking affairs, taxation etc. Candidates having relevant work experience in Civil/ Mechanical project based industry shall be preferred. 3. The applicant should at the time of application, have at least 3 (three) years of experience at a senior level (in pay Scale of 100000-260000 (IDA) or equivalent scale or from higher level as on 01.01.2022), preferably as a Head of the Finance/ Accounts department in the area of Corporate Financial Management, Accounts, Audit, Taxation, internal checks & financial control etc. in an organization of repute, preferably engaged in similar kind of business as Bridge and Roof Co. (India) Ltd. is affiliated to.

(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.
2. Eligible shortlisted candidates will be called for Interview.
3. During the interview, the candidate are required to give a Power Point Presentation of not more than 15 minutes to enable the selection committee to gauge and assess the leadership capabilities, decision making powers and other abilities in the following format:
 - a) Personal Bio Data which should include place and date of birth, academic background, professional qualifications, work experience and any special achievement obtained in service field etc.
 - b) Work experience and area of specialization.
 - c) Vision, plans, skills, leadership ability, financial skills and strategies for taking the Company forward.

(D) DOCUMENTS ESSENTIALLY REQUIRED FOR APPEARING FOR INTERVIEW

All Eligible/Provisionally Eligible candidates, who will be asked to appear for 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.

- a) Matriculation Certificate (for Age Proof);
- b) Certificate and mark sheets of Academic Degrees and Professional Qualifications (starting from Class 10).
- c) 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 'From' and 'To' date i.e. date of joining and date of relieving of various organizations /companies as applicable;
- d) Last 4 (four) years Annual Performance Appraisal Reports (APAR) or Annual Confidential Reports (ACR) duly certified by the present Employer.
- e) Pay scale proof as applicable, as per the Advertisement.
- f) Photo-identity-card like AADHAR Card (Compulsory), Driving-license, Passport or any other valid document for identification.
- g) Candidate 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.

- h) Complete set of self-attested photocopies of all the above documents.
- i) Latest passport sized colour photograph.

(E) GENERAL INSTRUCTION:

- a) The Candidates are requested to check their eligibility thoroughly before appearing for the 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.
- b) 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.
- c) 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 Organisation and the relevant documents in relation to Salary Particulars, wherever applicable, as per the Advertisement.
- d) The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the venue on time.
- e) Company will not entertain any request for change of date and time schedule of document verification/interview.
- f) 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.
- g) If any of the particulars stated by candidates in the application on verification is found to be incomplete or incorrect, or if he 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 candidature will be summarily rejected.
- h) Outstation candidates called for the interview will be reimbursed to and fro economy air fare/ 1st class train 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 CGM(HR&OS) for reimbursement of train fare/air fare , as applicable alongwith a copy of the journey tickets is to be submitted during the time of interview.

- i) Company reserves the right of postponing or deferring the date(s) of document verification/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/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.
- j) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.
- k) The candidates are advised to read the detailed instructions carefully before coming for the interview. No further intimation/correspondence will be made with the candidate 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 “CHIEF GENERAL MANAGER (HR & OS), 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-ED/2022/1” by post (speed post, registered post etc.) or in person positively by 05:30 hrs (PM) on 19.02.2022.
- 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 interview or to alter the date of interview or to cancel the interview
- 5) Application format is available only in Company’s Website from 09:30 AM of 26.01.2022 to upto 05:30 PM of 19.02.2022.
- 6) The Applications should be submitted on or before 17-30 HRS, 19.02.2022.

(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				
CA/CMA				

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) -----

14. 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)

15. 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-ED/2022/1 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 allocated 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-ED/2022/1 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: