

**ANDREW YULE & COMPANY LIMITED**  
**(A Government of India Enterprise)**  
**8, Dr.Rajendra Prasad Sarani, Kolkata-700 001**  
**CIN - L63090WB1919GOI003229**  
**[Recruitment Advertisement No. 2024/02]**

**THE COMPANY:**

Andrew Yule & Company Limited (AYCL) is engaged in the manufacture, sales and servicing of various industrial products like Transformers, industrial fans etc. The Company also has fifteen tea gardens under its control. AYCL became a Government of India Enterprise in 1979. The Company today is a multi-product, multi-unit Company having three Operating Divisions namely, Engineering, Electrical and Tea Division and one service Division viz. General Division.

Applications are hereby invited from suitable candidates for the following post on Permanent roll in the Company. Candidates having requisite qualification and experience as indicated below may apply accordingly:

<b>Post Code No.</b>	<b>Division/ Department, Location</b>	<b>Position &amp; No of Post</b>	<b>Qualification Required</b>	<b>Min. Post Qualification Exp.</b>	<b>Grade &amp; Scale Proposed</b>	<b>Max Age (Yrs.)</b>
2024/02/01	Electrical, Chennai Operations, Chennai	Officer (Production), 02	Engineering Graduate in Electrical/Mechanical /Production etc. from a reputed Institution	Minimum 2 years' experience in transformer industry	Grade E1 - 40000-140000	32

**ELIGIBILITY CRITERIA:**

**Officer (Production) at Electrical, Chennai Operations in grade E1:**

The candidate should be Engineering Graduate in Electrical/Mechanical/Production etc. from a reputed Institution and having minimum 2 years post qualification experience of working in transformer industry.

**Job Description:**

The brief job description include Supervising the manufacturing activities of power transformer like core assembly, coil assembly, core and coil assembly, final assembly, heating process, and dispatch work.

**COMPENSATION:**

<b>Post Code No.</b>	<b>Position</b>	<b>Grade</b>	<b>Scale of Pay</b>
2024/02/01	Officer (Production) at Electrical, Chennai Operations	E1	Grade E1 40000-140000

Apart from Basic Pay, the post carries Dearness Allowance (IDA pattern), House Rent Allowance (Pre revised scale), Medical reimbursement (Pre revised scale), Leave Travel Concession, Leave, Conveyance & food allowance/lunch in accordance with the policy of the Company. Encashment of Privilege Leave. Coverage in terms of contributory Provident Fund, Gratuity as per Act.

**How to Apply:**

- Candidates satisfying the conditions of eligibility criteria shall apply on-line through the Company's website [www.andrewyule.com](http://www.andrewyule.com) -> career opportunity -> online submission of application-> Advt. No. 2024/02/01 -> Apply Now.

- b. No other mode of submission of application is allowed.
- c. Before applying on-line, a candidate must have a PAN /Aadhaar card, an active email ID and a mobile phone number which must remain valid for at-least a twelve-month period for future communication (including issue of call letters).
- d. The candidate should have scanned copy of Latest passport size photograph in JPG/JPEG format (size not exceeding 1 MB) ready for uploading before applying on-line.
- e. Queries, if any, may be addressed to the following e-mail id [pna@andrewyule.com](mailto:pna@andrewyule.com).
- f. AYCL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.

**Other Conditions:**

- (i) The candidates meeting the eligibility criteria need only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
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- (iii) Reservation for SC/ST/OBC/minority/differently abled persons/EWS apply as per guidelines of the Union Government. Age relaxation will be as per Government norms for said category of candidates.
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- (v) The Company reserves the right to shortlist the candidate based on parameters decided by the Company and no clarification in this regard will be entertained at any stage.
- (vi) The Company reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
- (vii) No correspondence will be entertained with the candidates not selected for interview.
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- (ix) The candidates working with Govt. Departments, statutory corporations, Public Sector Enterprises should apply strictly through proper channel. The No Objection Certificate may also be produced before the interview, if not enclosed with the Application. Candidates unable to produce no objection certificate at the time of interview will not be allowed to appear in the interview.
- (x) Applications that are incomplete, not in prescribed format, not legible, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
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- (xx) Experience and age relaxation and higher initial Basic may be considered for deserving candidates.
- (xxi) Any update, corrigendum etc. of this advertisement shall be posted at Company's website - [www.andrewyule.com](http://www.andrewyule.com) only. Hence candidates are requested to regularly check the website.
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**Interested candidates may apply online through the link given in the website [www.andrewyule.com](http://www.andrewyule.com) on or before April 12, 2024 by 12 midnight.**

**Important Dates:**

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2024/02/02	Tea Gardens (West Bengal – Banarhat, Karballa, Choonabhutti)	Welfare Officer E0 / E1, 03 post	The Candidate should possess a degree of recognized University and has obtained a Post Graduate degree or diploma in Labour and Social Welfare recognized by the Government of West Bengal or has passed Labour Welfare Officer's Training Course of the Labour Department of the Government of West Bengal. Should have qualified at a viva-voce test conducted by a Board constituted by the Labour Department of the Government of West Bengal for the purpose and has thorough knowledge of Bengali acquired through an institution which is under a Board of Secondary Education or affiliated to a University or recognized by the State Government and can speak Hindi.	minimum 3 years' experience for Grade-E0 level and 7 years for Grade-E1 level.	Grade E0 - 30000-120000 Or Grade E1 – 40000-140000	Maximum 32 years and 36

**ELIGIBILITY CRITERIA:**

**Welfare Officer at Tea Gardens (West Bengal – Banarhat, Karballa, Choonabhutti) of the Company in grade E0/E1:**

The Candidate should possess a degree of recognized University and has obtained a Post Graduate degree or diploma in Labour and Social Welfare recognized by the Government of West Bengal or has passed Labour Welfare Officer's Training Course of the Labour Department of the Government of West Bengal. Should have qualified at a viva-voce test conducted by a Board constituted by the Labour Department of the Government of West Bengal for the purpose and has thorough knowledge of Bengali acquired through an institution which is under a Board of Secondary Education or affiliated to a University or recognized by the State Government and can speak Hindi and Minimum 3 years' post qualification experience for Grade-E0 level and 7 years for Grade-E1 level.

**Job Description:**

Implementation of labour laws and labour welfare activities

Timely submission of periodic reports / statements and record keeping

Liaison with various Authorities pertaining to welfare norms

Implementation of various Certification Standard norms

**COMPENSATION:**

Post Code No.	Position	Grade	Scale of Pay
2024/02/02	Welfare Officer, Tea Gardens	E0/E1	Grade E1 – 40000-140000 Grade E0 – 30000-120000

Apart from Basic Pay, the post carries Dearness Allowance (IDA pattern), Medical reimbursement, Leave Travel Concession, Leave, Conveyance, accommodation and food allowance/lunch in accordance with the policy of the Company. Encashment of Privilege Leave. Coverage in terms of contributory Provident Fund, Gratuity as per rule is also applicable.

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2024/02/03	Tea Gardens (Assam – Khowang, Hingrijan, Basmatia, Murphulani)	Welfare Officer E0 / E1, 04 post	The Candidate should possess a degree of recognized University and has obtained a degree or diploma in Labour welfare / Social Science recognized by the Government of Assam and has adequate knowledge of Assamese and Hindi.	minimum 3 years' experience for Grade-E0 level and 7 years for Grade-E1 level.	Grade E0 - 30000-120000 Or Grade E1 - 40000-140000	Maximum 32 years and 36

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Timely submission of periodic reports / statements and record keeping  
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**COMPENSATION:**

<b>Post Code No.</b>	<b>Position</b>	<b>Grade</b>	<b>Scale of Pay</b>
2024/02/03	Welfare Officer, Tea Gardens	E0/E1	Grade E1 – 40000-140000 Grade E0 – 30000-120000



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[www.jkchrome.com](http://www.jkchrome.com)

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2024/02/04	General Division, Kolkata	Executive Assistant in CMD Office, 01	Degree in Engineering / Post Graduate Degree / Diploma (2 years) in Management / CA / ICWA / MCA / Post Graduation in Science / Commerce / Economics	2 years for E1 or 3 years' for E2 minimum experience	Grade E1 - 40000-140000, or Grade E2 - 50000-160000	Maximum 32 years for E1 or 37 years for E2

**Eligibility Criteria:**

**Executive Assistant in CMD Office at General Division in grade E1/E2:**

Degree in Engineering / Post Graduate Degree / Diploma (2 years) in Management / CA / ICWA / MCA / Post Graduation in Science / Commerce / Economics and post qualification experience of 2 years for E1 or 3 years' for E2 minimum.

**Job Description:**

- Facilitate communication between different departments within the organization.
- Liaison activities with Controlling Ministry and with respective Division / Unit of the Company.
- Implementation and management of CSR (Corporate Social Responsibilities) Activities.
- Preparation of Memorandum of Understanding (MoU) for the Company.
- Maintaining and managing the Centralized Fortnightly and Monthly MIS.
- Drafting various notes, proposals, inter-office memorandums, and other documents issued from CMD's office.
- Managing and responding to mails from Ministry, drafting appropriate replies and send the same to the ministry after obtaining necessary approval from the appropriate authority.
- Schedule appointments, meetings, and conferences for CMD.
- Handle all incoming and outgoing correspondence on behalf of the CMD, drafting official letters, emails, reports, and other documents.
- Prepare meeting agendas and necessary documents; attend meetings as and when required prepare MOM and take such follow up action as might be required.

- Arrange comprehensive travel itineraries, accommodations, and transportation for business trips of CMD.
- Prepare tour expense and other reports related to entertainment and other allowances of CMD
- Organize and maintain files, records, and documents related to the CMD's office.
- Conduct research, compile data, and prepare presentations as and when needed.
- Assist in organizing corporate events, conferences, and meetings.
- Coordinate logistics, manage invitations, and oversee follow-up activities related to events involving CMD.
- Collaborate with other departments and team members to facilitate task and project execution.
- Document and oversee Company Asset Management records.
- Prepare reports and presentations based on data analysis for management review.

**COMPENSATION:**

Post Code No.	Position	Grade	Scale of Pay
2024/02/04	Executive Assistant in CMD Office at General Division	E1/E2	Grade E1 - 40000-140000/ Grade E2 - 50000-160000

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- 2) Last date of receipt of online application: April 12, 2024

**ANDREW YULE & COMPANY LIMITED**  
**(A Government of India Enterprise)**  
**8, Dr.Rajendra Prasad Sarani, Kolkata-700 001**  
**CIN - L63090WB1919GOI003229**  
**[Recruitment Advertisement No. 2024/02]**

**THE COMPANY:**

Andrew Yule & Company Limited (AYCL) is engaged in the manufacture, sales and servicing of various industrial products like Transformers, industrial fans etc. The Company also has fifteen tea gardens under its control. AYCL became a Government of India Enterprise in 1979. The Company today is a multi-product, multi-unit Company having three Operating Divisions namely, Engineering, Electrical and Tea Division and one service Division viz. General Division.

Applications are hereby invited from suitable candidates for the following post on Permanent roll in the Company. Candidates having requisite qualification and experience as indicated below may apply accordingly:

<b>Post Code No.</b>	<b>Division/ Department, Location</b>	<b>Position &amp; No of Post</b>	<b>Qualification Required</b>	<b>Min. Post Qualification Exp.</b>	<b>Grade &amp; Scale Proposed</b>	<b>Max Age (Yrs.)</b>
2024/02/05	Engineering Division, Kalyani, Nadia, WB	Manager/Dy. Manager (Sales & Marketing), 01 post	Degree in Mechanical Engineering	10/7 years' minimum Experience in the industrial fans & blowers field preferably with relevant knowledge in Marketing / offer preparation for industrial fans / Sales and Marketing activities of Industrial fan.	Grade E4 - 70000-200000/ Grade E3 - 60000-180000	Maximum 42 years for E3/E4

**ELIGIBILITY CRITERIA:**

**Manager/Dy. Manager (Sales & Marketing) at Engineering Division in grade E4/E3:**

The candidate should have Degree in Mechanical Engineering with relevant knowledge in the industrial fans & blowers field preferably with relevant knowledge in Marketing / offer preparation for industrial fans / Sales and Marketing activities of Industrial fan and minimum post qualification experience of 10 years for E4 or 7 years' for E3 in the industrial fans & blowers field.

**Job Description:**

Sales & Marketing of the Product i.e. Industrial Fan & Blower. Conducting Market Survey, Penetrate the market and to look after the Business development, Cost Analysis, Vendor Assessment, Payment Collection, Budget Preparation, Technical Presentation. Additionally heading of service department. The person will be responsible for after Sales Service & trouble Shooting of Industrial Fan & Blower.

**COMPENSATION:**



Post Code No.	Position	Grade	Scale of Pay
2024/02/05	Manager/Dy. Manager (Sales & Marketing) at Engineering Division	E4/E3	Grade E4 - 70000-200000 Grade E3 - 60000-180000

Apart from Basic Pay, the post carries Dearness Allowance (IDA pattern), House Rent Allowance (Pre revised), Medical reimbursement (Pre revised), Leave Travel Concession, Leave, Conveyance & food allowance/lunch in accordance with the policy of the Company. Encashment of Privilege Leave. Coverage in terms of contributory Provident Fund, Gratuity as per rule is also applicable.

**How to Apply:**

- a. Candidates satisfying the conditions of eligibility criteria shall apply on-line through the Company's website [www.andrewyule.com](http://www.andrewyule.com) -> career opportunity -> online submission of application-> Advt. No. 2024/02/05 -> Apply Now.
- b. No other mode of submission of application is allowed.
- c. Before applying on-line, a candidate must have a PAN /Aadhaar card, an active email ID and a mobile phone number which must remain valid for at-least a twelve-month period for future communication (including issue of call letters).
- d. The candidate should have scanned copy of Latest passport size photograph in JPG/JPEG format (size not exceeding 1 MB) ready for uploading before applying on-line.
- e. Queries, if any, may be addressed to the following e-mail id [pna@andrewyule.com](mailto:pna@andrewyule.com).
- f. AYCL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.

**Other Conditions:**

- (i) The candidates meeting the eligibility criteria need only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
- (ii) The date of determining the upper age limit, qualification and experience shall be the date of publishing of advertisement.
- (iii) Reservation for SC/ST/OBC/minority/differently abled persons/EWS apply as per guidelines of the Union Government. Age relaxation will be as per Government norms for said category of candidates.
- (iv) Candidate will not be provided TA/DA for attending the interview.
- (v) The Company reserves the right to shortlist the candidate based on parameters decided by the Company and no clarification in this regard will be entertained at any stage.
- (vi) The Company reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
- (vii) No correspondence will be entertained with the candidates not selected for interview.
- (viii) Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehaviour at any stage during selection

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- (ix) The candidates working with Govt. Departments, statutory corporations, Public Sector Enterprises should apply strictly through proper channel. The No Objection Certificate may also be produced before the interview, if not enclosed with the Application. Candidates unable to produce no objection certificate at the time of interview will not be allowed to appear in the interview.
- (x) Applications that are incomplete, not in prescribed format, not legible, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
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- (xviii) The selected candidates may be transferred and placed anywhere in India and transfer is a service condition.
- (xix) Circumstances warranting the incumbents may be selected at a grade one step below.
- (xx) Experience and age relaxation and higher initial Basic may be considered for deserving candidates.
- (xxi) Any update, corrigendum etc. of this advertisement shall be posted at Company's website - [www.andrewyule.com](http://www.andrewyule.com) only. Hence candidates are requested to regularly check the website.
- (xxii) The number of vacancies is indicative. The company reserves the right to increase or decrease the number of vacancies purely on need basis at any point of time.
- (xxiii) The panel may be drawn from the recruitment process and it may be used to fill up vacancies arising subsequently if needed.
- (xxiv) Any dispute with regard to the recruitment against this advertisement shall be under the legal jurisdiction of Kolkata (West Bengal) only.

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[www.jkchrome.com](http://www.jkchrome.com)

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2024/02/06	Engineering Division, Klayani, Nadia, WB	Manager/Dy. Manager (Design), 01 post	Degree in Mechanical Engineering	10/7 years' minimum Experience in Design & Drawing of industrial fan and experience of designing over software package.	Grade E4 - 70000-200000 Grade E3 - 60000-180000	Maximum 42 years for E3/E4

**ELIGIBILITY CRITERIA:**

**Manager/Dy. Manager (Design) at Engineering Division in grade E4/E3:**

The candidate should have Degree in Mechanical Engineering with relevant knowledge in Design & Drawing of industrial fan and experience of designing over software package and minimum post qualification experience of 10/7 years' for E4/E3 in the same field.

**Job Description:**

Design of the Product i.e Industrial Fan & Blower. He should be Head of the design department. Day to day activity of design department i.e. Drawing, preparation of specification of bought out items (Motor, VVFD, Control Panel, Actuator, VMS, Temp Transmitter etc.), Bill of Material, Research & development of new product (related to fan), Process development. Import Substitution initiatives related to fan components. Drawing automation. 3D drawing preparation. Customer Handling related to GA Drawing approval. Trouble Shooting for site as well as production operational issues. Finite Element Analysis (FEA) to optimize fan design.

**COMPENSATION:**

<b>Post Code No.</b>	<b>Position</b>	<b>Grade</b>	<b>Scale of Pay</b>
2024/02/06	Manager/Dy. Manager (Design) at Engineering Division	E4/E3	Grade E4 - 70000-200000 Grade E3 - 60000-180000

Apart from Basic Pay, the post carries Dearness Allowance (IDA pattern), House Rent Allowance (Pre revised), Medical reimbursement (Pre revised), Leave Travel Concession, Leave, Conveyance & food allowance/lunch in accordance with the policy of the Company. Encashment of Privilege Leave. Coverage in terms of contributory Provident Fund, Gratuity as per rule is also applicable.

**How to Apply:**

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- d. The candidate should have scanned copy of Latest passport size photograph in JPG/JPEG format (size not exceeding 1 MB) ready for uploading before applying on-line.
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2024/02/07	Engineering Division, Klayani, WB	Asst. Manager (Purchase), 01 post	Degree in Mechanical Engineering with relevant knowledge in Purchase. Tendering Protocol/procedure of GeM etc. Knowledge about technical specification of fan components, Material of Construction. Having Vendor database for fan bought out items.	3 years' minimum Experience in the purchase field. With exposure to Gem and other tendering protocols	Grade E2 - 50000-160000	Maximum 37 years

**ELIGIBILITY CRITERIA:**

**Asst. Manager (Purchase) at Engineering Division in grade E2:**

The candidate should Degree in Mechanical Engineering with relevant knowledge in Purchase. Tendering Protocol/procedure of GeM etc. Knowledge about technical specification of fan components, Material of Construction. Having Vendor database for fan bought out items.

**Job Description:**

Tendering/Purchasing of technical components mostly related to fan, Vendor development, Vendor assessment, Cost estimation, execution of job in time.

**COMPENSATION:**

<b>Post Code No.</b>	<b>Position</b>	<b>Grade</b>	<b>Scale of Pay</b>
2024/02/07	Asst. Manager (Purchase) at Engineering Division	E2	Grade E2 – 50000-160000

Apart from Basic Pay, the post carries Dearness Allowance (IDA pattern), House Rent Allowance (Pre revised), Medical reimbursement (Pre revised), Leave Travel Concession, Leave, Conveyance & food allowance/lunch in accordance with the policy of the Company.

Encashment of Privilege Leave. Coverage in terms of contributory Provident Fund, Gratuity as per rule is also applicable.

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