



**BRAITHWAITE & CO.LTD.**  
**(A Govt. of India Undertaking)**  
**5, Hide Road, Kolkata-700043.**

**CIN:U74210WB1976GOI030798**

Braithwaite & Co. Ltd., A Govt. of India Undertaking under the Ministry of Railways invites applications from Indian Nationals for filling up the following posts.

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of posts</b>	<b>Minimum Qualification</b>	<b>Post Qualification experience (years) / Nature of Experience as on 24.12.2021</b>	<b>Maximum Age (years) As on 24.12.2021</b>
1.	Sr. Manager (Business Development & Marketing)- (E5 Grade)	01	Degree in Engineering.	<b>PQ Experience -15 years</b> <b>Experience in PSU / Govt. Sector preferred.</b> Experience in the following areas required: <ul style="list-style-type: none"><li>• Developing growth strategy focused both on financial gain and customer satisfaction.</li><li>• Identifying new markets, conduct research and customer needs.</li><li>• Arranging business meetings with prospective clients.</li><li>• Promoting Company's products services addressing or predicting clients' objectives.</li><li>• Building long-term relationships with new and existing customers.</li><li>• Should be able to work independently and lead a team of professionals.</li></ul>	49 years
2.	Manager (Commercial) -(E4 Grade)	01	Graduation in Commerce / Engineering	<b>PQ Experience -12 years</b> <b>Experience in PSU / Govt. Sector preferred.</b> Experience in Commercial / Marketing / Banking functions w.r.to Bidding, Sales, Billing, Tax, Collection of Funds, Liaisoning with clients / banks etc. Should be able to work independently and lead a team of executives. Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	46 Years
3.	Manager (Personnel & Admn)- (E4 Grade)	01	Two years full time Post Graduate Degree / PG Diploma / MBA in Personnel Management / HRM / HRD / Industrial Relations / MSW / Social Welfare & Labour Welfare (with HRM/Personnel Mgt. as main subject) from a recognized University/Institute of repute. Law Degree holder preferred.	<b>Post Qualification Experience: 12 Years</b> <b>Experience in PSU / Govt. Sector preferred.</b> Experience in matters relating to Personnel Management, Industrial Relations, HRD and General Administrative functions preferably in manufacturing organization. Should be conversant with various Industrial / Labour Laws. Must be able to work independently and possess good oral & written communication skills and work in a team. Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	46 Years

4.	Engineer (Projects) – (E0 Grade)	05	Degree in Engineering (Mechanical / Civil)  Certified Associate in Project Management (CAPM) OR similar Post Graduate qualification in Project Management preferred.	<b>Post Qualification Experience: 05 Years Experience in PSU / Govt. Sector preferred.</b> Experience in Project Management & Execution Functions preferably in Mechanical and Civil fields. Experience should cover Design, Engineering & Projects related to Structural / Material Handling / Railway Rolling Stock. Knowledge of Project Estimation & Tendering processes desirable. Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	35 Years
5.	Engineer (Production)- (E0 Grade)	04	Degree in Engineering (Mechanical / Production / Electrical)	<b>Post Qualification Experience: 05 Years Experience in PSU / Govt. Sector preferred.</b> Experience in Production & Manufacturing activities of Heavy Engineering / Steel Fabrication / Railways Rolling Stock. Exposure to various Welding processes is a must. Should be capable of handling shop-floor production, possess supervisory skills. Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	35 Years
6.	Engineer (Maintenance) - (E0 Grade)	04	Degree in Engineering (Mechanical / Electrical / Civil)	<b>Post Qualification Experience: 05 Years Experience in PSU / Govt. Sector preferred.</b> Experience in Maintenance activities of Heavy Engineering Machinery / Cranes / CNC / Steel / Railways Rolling Stock. Etc and activities related to Maintenance / Electrical / Civil Maintenance/ Projects etc Exposure to various Welding processes is a must. Should be capable of handling shop-floor Maintenance functions, possess supervisory skills. Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	35 Years
7.	Executive (Personnel & Admn.)- (E0 Grade)	01	Two years full time Post Graduate Degree / PG Diploma / MBA in Personnel Management / HRM / HRD / Industrial Relations / MSW / Social Welfare & Labour Welfare (with HRM/Personnel Mgt. as main subject) from a recognized University/Institute of repute. Law Degree holder preferred.	<b>Post Qualification Experience: 05 Years Experience in PSU / Govt. Sector preferred.</b> Experience in matters relating to Personnel Management, Industrial Relations, Labour Laws, HRD and General Administrative functions preferably in manufacturing organization. Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	35 Years

Scale of Pay (2017 Pay Scale):

E5 Grade: Rs.80000---220000/-; Minimum Salary (Basic+DA): Rs.101760/-----approx.

E4 Grade: Rs.70000---200000/-; Minimum Salary (Basic+DA): Rs.89040/-----approx.

E0 Grade: Rs.30000---120000/-; Minimum Salary (Basic+DA): Rs.38160/-----approx.

Emoluments: In addition of Basic Pay, Dearness Allowance, HRA as admissible, other benefits include Provident fund, Gratuity, LTC, Company's accommodation in lieu of HRA, medical and other facilities according to Company Rules.

General: Persons employed in Govt. / Public Sector Undertaking may forward their application through proper channel and must produce NO OBJECTION CERTIFICATE / RELEASE LETTER from their employer at the time of joining if selected.

Further, one must have worked for 02 (Two) years in immediate below scale for the post applied, if regularly employed in Govt. / Public Sector Undertaking. The contractual employees in PSU / Pvt. Sector should be drawing a consolidated / gross salary of minimum 50% of the gross amount against the next lower scale, (Gross salary of E3 Grade is 76320/- and Gross salary of next below scale of E0 grade is Rs.36890/-), of the advertised post. For exceptionally deserving candidates, age ceiling will be relaxed. Reservation for SC/ST/OBC/PH candidates will be as per GOI guidelines. The Company reserves the right to fill up / alter / cancel the post without assigning any reason. Applications on plain paper with detailed Resume, Photograph, copies of all certificates of qualification & experience favouring the candidature and duly signed may be sent to General Manager (HR, A, S), Braithwaite & Co. Ltd., 5, Hide Road, Kolkata-700043. The envelope should be superscribed for the post applied for.

CLOSING DATE: The last date of receipt of applications will be **24<sup>th</sup> December 2021.**

No. Rectt./2021/3

General Manager (HR, A, S)