

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
8, Dr.Rajendra Prasad Sarani, Kolkata-700 001
CIN - L63090WB1919GOI003229
[Recruitment Advertisement No. 2025/08/01]

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 Contractual Basis in General Division of the Company. Candidates having requisite qualification and experience as indicated below may apply accordingly:

Sl. No.	Position & Period	Location & No of Post	Qualification Required	Min. Post Qualification Exp.	Gross Consolidated Pay & Allowance	Max Age (Yrs.)
2025 /08/ 01	General Manager/Executive Director (HR & Legal) in equivalent grade of E7/E8 for a period of 03 years	General Division, Kolkata 01 post	Graduate with Post-Graduate Degree / Diploma (2 years Duration) in Human Resource / Personnel Management/ Industrial Relations / Labor Welfare/ MSW / Social Science and Full-time LL.B. Degree (3 years or 5 years integrated regular course) obtained from a recognised University/Institution, approved by the Bar Council of India	Minimum 18 years (for E7) / 20 years (for E8) of post-qualification executive experience in the domains of HR and/or Legal with domain knowledge in both fields to independently work and guide the team. For the purpose of this requirement, experience in Legal shall not include independent practice.”	Consolidated sum of approximately Rs. 1.61/1.94 lakhs per month. Apart from the above the incumbent will also be entitled to other allowance /benefits amounting to approximately Rs. 43/53 thousand per month (including Conveyance, mobile reimbursement, PF) as per E-7/E8 Grade	Maximum 52 years for E7 & 57 years for E8

ELIGIBILITY CRITERIA:

1. General Manager/Executive Director (HR & Legal) on Contractual basis for 03 (three) years in Grade equivalent to E7/E8:

The candidate should possess Graduate with Post-Graduate Degree/Diploma (2 years Duration) in Human Resource / Personnel Management/ Industrial Relations/Labour Welfare/ MSW / Social Science and Full-time LL.B. Degree (3 years or 5 years integrated regular course) obtained from a recognised University/Institution, approved by the Bar Council of India and Minimum 18 years (for E7) / 20 years (for E8) of post-qualification executive experience in the domains of HR and/or Legal with domain knowledge in both fields to independently work and guide the team. For the purpose of this requirement, experience in Legal shall not include independent practice.”

In case the incumbent is working in Government/ CPSE or State PSU, out of 18/20 years' experience minimum 2 years' experience is required in immediate lower grade i.e. under IDA pattern in Grade E6/E7 (₹ 90000 – 240000/-) or (₹ 100000 – 260000/-) revised or equivalent in prevised scale in Grade E6/E7 or (78800-209200) / (123100-215900) in CDA pay scale for applying for the above mentioned post respectively. The candidate working in private sectors should be drawing at least a CTC of Rs. 20/23 Lakhs per annum in the last 2 years.

Job Description:

The General Manager/ Executive Director (HR & Legal) will be responsible for leading the Company's HR and legal functions, ensuring alignment of people management strategies with organizational objectives while maintaining full compliance with statutory and legal requirements. The role demands strong leadership in HR operations, industrial relations, legal advisory, and policy formulation to support business performance, workforce engagement, and industrial harmony across all units of Andrew Yule & Company Limited.

Key Roles & Responsibilities:

Personnel & Administration Department:

- Develop and implement HR strategies, policies, and procedures in alignment with the Company's business objectives.
- Oversee workforce planning, talent acquisition, succession planning, and capability development across business units.
- Drive employee engagement, retention, and performance management initiatives to create a high-performance culture.
- Lead negotiations and settlement of Chartered Agreements with unions, ensuring productive industrial relations.
- Implement and monitor compliance with all labour laws, statutory regulations, and government guidelines applicable to the Company.
- Manage grievance redressal processes and dispute resolution to maintain a harmonious work environment.

Legal Department:

- Provide legal advice and guidance on matters related to labour, employment, contracts, and company policies.
- Draft, review, and negotiate contracts, agreements, and legal documents to safeguard the Company's interests.
- Oversee litigation management, coordinate with legal counsel, and represent the Company in statutory forums where required.
- Ensure compliance with statutory obligations, corporate governance norms, and internal control mechanisms.

Competencies Required:

- Strategic Leadership: Ability to align HR vision with organizational strategy and drive impactful initiatives.
- Proven ability to manage union relationships, collective bargaining, and industrial disputes with tact and authority. Ability to build trust and rapport across all organizational levels.
- In-depth understanding of labour laws, corporate laws, and contractual obligations and employment regulations in India.
- Skill in leading organizational transformation, restructuring, and cultural change.
- Expertise in workforce planning, succession planning, leadership development, and employee retention strategies.

Excellent verbal, written, and presentation skills to engage with stakeholders at all levels.

CTC:

Approximate CTC per annum is INR 25.52 Lakh for E7 and 30.80 lakh for E8 Grade :

The appointment will be in the level of General Manager/Executive Director and a consolidated gross sum of Rs. 1.60/1.94 lakh (approx.) per month (Basic +DA+HRA (on pre revised Basic) will be

paid. Apart from the above the incumbent will also be entitled to other allowance /benefits amounting to approximately Rs. 43000/53000 per month (including Conveyance, mobile reimbursement as per rule of the Company and PF as per applicable acts) as per E-7/E8 Grade. The DA will be on IDA pattern and will be revised quarterly. Apart from the above the incumbent will not be entitled to any other allowances, benefits and reimbursements as are enjoyed by employees in the regular employment of the Company. In case the candidate is required to undertake an official tour for the said assignment, the expenses incurred for the said tour, will be reimbursed at actuals, as per Travelling & Daily Allowance Rule applicable for employees in equivalent Grade subject to approval of the Competent Authority. Employee contribution to PF and taxes will be deducted as applicable.

How to Apply:

- a. Candidates satisfying the conditions of eligibility criteria shall apply on-line through the Company's website www.andrewyule.com -> career opportunity -> online submission of application-> Advt. No. **2025/08/01**-> 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.
- f. AYCL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.

Other Conditions:

- (i) This is not a regular employment and does not entitle any privilege or benefit of regular employment. It is only a contractual employment on fixed term basis.
- (ii) At no point, the claim for regular employment shall be entertained.
- (iii) The tenure of appointment is initially for a period of 03 (three) years and will be terminated automatically after expiry of 03 Years. However, the period of contractual engagement can be reduced/ terminated at any time due to unsatisfactory performance of the individual.
- (iv) The contract may be renewed at the discretion of the Management based on satisfactory performance of the candidate and subsequent requirement of the Company.
- (v) Monthly consolidated remuneration only will be paid during the period of the contract. Applicable taxes will be deducted as applicable.
- (vi) The date of determining the upper age limit, qualification and experience shall be the date of publishing of advertisement.
- (vii) Reservation for SC/ST/OBC/minority/differently-abled persons/EWS applies as per guidelines of the Union Government.
- (viii) Documents in support of experience, qualification etc. is required to be produced in original for verification at the time of interview. If any of the documents are not produced by the Candidate at the time of interview for verification and ascertaining their eligibility, then he or she will not be allowed to appear for the interview.
- (ix) Candidate will not be provided TA/DA for attending the interview.
- (x) The Company reserves the right to shortlist the candidates based on parameters decided by the Company and no clarification in this regard will be entertained at any stage.

- (xi) The Company reserves the right to cancel the entire recruitment process at any time without assigning any reason whatsoever.
- (xii) No correspondence will be entertained with the candidates not selected for interview.
- (xiii) Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehavior at any stage during selection shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained.
- (xiv) The candidates working with Govt. Departments, statutory corporations, Public Sector Enterprises should apply strictly through proper channel and must enclose a No Objection Certificate while sending the Application. The No Objection Certificate may also be produced before the interview, if not enclosed with the Application.
- (xv) Applications that are incomplete or are not in the prescribed format, or not legible, shall be summarily rejected without assigning any reason and no correspondence in this regard shall be entertained.
- (xvi) Company takes no responsibility to collect any certificate/ documents sent separately.
- (xvii) Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application. Multiple applications from the same person against a post are not permitted and such applications are liable to be rejected.
- (xviii) Mere submission of application and fulfilling the eligibility criteria gives no right to appear for interview and/or employment. The management reserves the right to short list the candidates for Interview. No correspondence shall be entertained about the outcome of the application.
- (xix) The candidate fulfilling the criteria should submit only one application against his or her name. Management reserves the right to select the candidate in the post mentioned above.
- (xx) Selection of candidates will be through interview/any other method as may be decided by the Management.
- (xxi) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- (xxii) The Company reserves the right to relax (enhance) the maximum age limit for outstanding candidates depending on the need.
- (xxiii) Circumstances warranting, the incumbent may be selected at a Grade one step below.
- (xxiv) The selected candidates may be transferred and placed anywhere in India and transfer is a service condition.
- (xxv) Any update, corrigendum etc. of this advertisement shall be posted at Company's website - www.andrewyule.com only. Hence candidates are requested to regularly check the website.
- (xxvi) 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.
- (xxvii) Panel may be drawn from the recruitment process which will be valid for one year and it may be used to fill up vacancies arising subsequently in the said posts. This is only indicative.
- (xxviii) The email id and mobile number given in the application form will be used for further communication in this regard.
- (xxix) Any dispute with regard to the recruitment against this advertisement shall be under the legal jurisdiction of Kolkata (West Bengal) only.

Interested candidates may apply online through the link given in the website www.andrewyule.com on or before September 09, 2025

Important Dates:

- 1)** Opening date of application : August 20, 2025
- 2)** Last date of receipt of application : September 09, 2025