

**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.

Sl. No.	Name of the Post	No. of posts	Minimum Qualification	Post Qualification experience (years) / Nature of Experience as on 30.11.2024	Maximum Age (years) As on 30.11.2024
1.	Executive (Administration)- E1 Grade	01	Essential: Post Graduation in any Discipline	Post Qualification Experience: 05 Years Minimum 2 years of experience in PSU / Govt. Sector must. Experience in the following areas required. <ul style="list-style-type: none">• Experience of working as Administrative Officer, Administrator or other similar position.• Significant experience of organizing office systems & procedures• Good practical experience with office management software like MS Office. Excellent communication skills with close attention to details. Manage correspondence (including letters, emails etc.), arrange travels and accommodations• Create reports and presentations with statistical data, as assigned• Strong problem-solving and organization skills• Scheduling in-house and external events, maintain corporate calendar and arrange / book meeting rooms.• Managing important and confidential company documents; Manage company databases• Providing support to clients and employees• Reviewing and update office policies as needed• Must have the mindset to work in any given situation and emergency.	30 Years

Scale of Pay: (2017 Pay Scale):**E1 Grade: Rs.40000---140000/-; Minimum Salary (Basic+DA): Rs.57920/-----approx.**

Emoluments: In addition of Basic Pay, Dearness Allowance, HRA as admissible; other benefits include Provident fund, Company's accommodation in lieu of HRA, Medical facilities, Perks & Allowances under Cafeteria Approach as applicable, Gratuity and other benefits as would be decided by the management time to time etc.

General:

The Candidate along with application must give a Self -Declaration that No Vigilance case is pending against him / her and he / she has never been subjected to disciplinary action during past career.

The candidate shall submit RELEASE LETTER from his / her employer at the time of joining, if selected.

The candidate, if in permanent roll in Govt. / Public Sector Undertaking, should have been earlier confirmed in a scale equivalent to or above the immediate below scale (one step below) for the post applied for. Further, one must have worked for 02 (Two) years in a scale equivalent to or above the immediate below scale for the post applied.

The contractual employees in PSU / Govt. Sector should be drawing a consolidated / gross salary of minimum 50% of the gross amount against the next below scale.

Gross salary (Basic + DA) of next below scale for above post are as under:

For E1 Grade- Next below grade E0, Gross salary:Rs.43440/-;

For exceptionally deserving candidates / internal 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. Depending on response and requirement, the management reserves the right to raise / relax / cancel / modify / alter the Selection process if need so arises, without issuing any further notice or assigning any reason whatsoever. Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained. Candidates should apply in the prescribed "APPLICATION BLANK" available in the web address https://www.braithwaiteindia.com/jobs_opening. Candidates should download the said format, fill up & upload as EMail attachment along with all credentials and send the same to Email ID:bcjobat@gmail.com.

Note:

- Working Email of applicant to be mentioned. Application to be sent from that Email only. WhatsApp Mobile No, if any, should be mentioned.
- Copies of all relevant credentials are to be page numbered and serially included in the application. An index of such credentials also to be included in the application.
- Documents in support of various experiences claimed by the candidate should explicitly mention the particulars of experience.
- **Shortlisted candidates shall be notified in the Company's website as well as intimated through Email & WhatsApp.**
- **Shortlisted candidates have to appear for a personal interview and/ or written / practical tests the date of which will be intimated in due course. The candidates should carry all Original & xerox copies of the credentials and Passport size photo with them.**
- No TA / DA will be admissible for attending the interview and/ or written/practical tests.

CLOSING DATE: The last date & time of receipt of applications will be **07th December, 4.00P.M.**

No. Rectt./2024/2

ED (HR, A, S)