



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 31.03.2022	Maximum Age (years) As on 31.03.2022
1.	Manager (Purchase) -E4Grade	01	Degree in Engineering / Diploma in Materials Management will be an added advantage.	PQ Experience - 10 years Experience in PSU / Govt. Sector preferred. <ul style="list-style-type: none">• Experience in Purchase / Materials Management / Contracts awarding functions preferably in Engineering / Manufacturing Units.• Should be capable of handling Purchase / Materials Management / Contracts functions independently and lead group of executives.• Working knowledge of Computers in MS Office and ERP exposure MUST.	46 years
2.	Executive (Marketing) -E0 Grade	01	Degree in Engineering / MBA (Marketing)	PQ Experience - 05 years Experience in PSU / Govt. Sector preferred. Should have experience in <ul style="list-style-type: none">• Promoting Company's products services addressing or predicting clients' objectives.• Identifying new markets, Coordination with clients, customers, evaluating customer needs.• Arranging business meetings with prospective clients.• Liaisoning with Govt. Departments, Ministerial Offices, other PSUs.• Liaisoning experience with Railway Board, Zonal railway Offices preferred.• Building long-term relationships with new and existing customers.• Working knowledge of Computers in MS Office is a must. ERP exposure preferable.	35 years
3.	Supervisor (Hospitality) -NUS-S1 Grade	01	Graduate in Hotel Management OR Graduate in any Discipline & Diploma in Hotel Management	PQ Experience - 05 years after Graduation Experience in PSU / Govt. Sector preferred. Should have experience in <ul style="list-style-type: none">• Guest House Management• To be able to facilitate at least 20 Heads at time.• Accounts keeping, Records keeping, Maintaining Hygiene & Sanitation.• Coordination with Guests/Suppliers, Service providers, Facility & maintenance personnel at Estate / Guest House.• Must have good communication skills. To be able to read, write, speak (any two languages) in Hindi, English & Bengali. Literacy in additional Indian language preferred.	32 Years

Scales of Pay:

E4 Grade: Rs.70000---200000/-; Minimum Salary (Basic+DA): Rs.90580/-----approx.

E0 Grade: Rs.30000---120000/-; Minimum Salary (Basic+DA): Rs.38820/-----approx.

NUS-S1 Grade: Rs.25000---95000/-; Minimum Salary (Basic+DA): Rs.32350/-----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 next below scale of NUS-S-1 is 31056/-, Gross salary of next below scale of Executive-E0 grade is Rs.37526/- and Gross salary of next below scale of Manager-E4 grade is Rs.77640/-), of the advertised posts. 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 posts without assigning any reason. 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: bcljobat@gmail.com.

CLOSING DATE: The last date & time of receipt of applications will be **31st MARCH 2022, 4.00P.M.**

No. Rectt./2022/2

General Manager (HR, A, S)