**VACANCY NOTICE NO. BCL/Reutt./2019/10**

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>BRAITHWAITE &amp; CO. LIMITED</th>
</tr>
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<tbody>
<tr>
<td>TITLE &amp; NO. OF POSTS</td>
<td>MANAGER (PERSONNEL &amp; ADMINISTRATION) - 1 Post</td>
</tr>
<tr>
<td>LOCATION</td>
<td>KOLKATA</td>
</tr>
<tr>
<td>DURATION</td>
<td>THREE YEARS</td>
</tr>
<tr>
<td>SERVICE/DEPARTMENT</td>
<td>PERSONNEL &amp; ADMINISTRATION DEPTT</td>
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<tr>
<td>TERMS OF APPOINTMENT</td>
<td>DEPUTATION</td>
</tr>
<tr>
<td>AGE</td>
<td>Subject to balance period of service of atleast 04 (Four) years in Railways.</td>
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<tr>
<td>SCALE OF PAY</td>
<td>PARENT PAY PLUS DEPUTATION ALLOWANCE IF ANY</td>
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<tr>
<td>EXPERIENCE</td>
<td>10 (ten) years Experience in matters relating to Personnel Management, Industrial Relations, HRD and General Administrative functions preferably in manufacturing organization / Factories. OR with minimum 03 (Three) Years experience in Personnel Dept. Of Indian Railways.</td>
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<tr>
<td>MINIMUM ELIGIBILITY</td>
<td>For MANAGER (PERSONNEL &amp; ADMINISTRATION) Qualification: Two years full time PG Degree / PG Diploma / MBA in Personnel Management / HRM / HRD / Industrial Relations / MSW / Social Welfare &amp; Labour Welfare (with HRM/Personnel Mgt. as main subject) from a recognized University/Institute of repute. OR with minimum 03 (Three) Years experience in Personnel Dept. Of Indian Railways. Pay Scale:Level-11 (CDA) / Rs.29100---54500/- (IDA) 1. Posts in analogous grade (CDA/IDA) OR 2. Post in Sr. Scale (Level 10) post for THREE years</td>
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**NOTE:** CUT OFF DATE FOR AGE AND ELIGIBILITY WOULD BE RECKONED AS ON CLOSING DATE OF VACANCY NOTICE.

**WEB ADDRESS** : www.braithwaiteindia.com

**CLOSING DATE** : 90 DAYS FROM DATE OF ISSUE

**CANDIDATES MAY APPLY THROUGH PROPER CHANNEL FOR SELECTION ON DEOUTATION BASIS TO THE ABOVE-MENTIONED VACANCIES IN THE PRESCRIBED PROFORMA AVAILABLE AT THE WEB ADDRESS INDICATED ABOVE. ZONAL RAILWAYS ETC. MAY FORWARD THE APPLICATIONS OF ELIGIBLE CANDIDATES ALONGWITH VIGILANCE/DAR CLEARANCE AND APAR TO CORPORATE OFFICE/BCL/KOLKATA. A SCANNED COPY OF THE DULY FILLED IN AND SIGNED PROFORMA IN PDF FORMAT MAY ALSO BE SENT BY CANDIDATE THROUGH E-MAIL TO: hrd@braithwaiteindia.com**

GM(HR.A.S)
BCL/CORPORATE OFFICE