



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 31.01.2022	Maximum Age (years) As on 31.01.2022
1.	Pharmacist Staff Grade: A	02	Diploma in Pharmacy	PQ Experience -05 years Experience in PSU / Govt. Sector preferred. Registered Pharmacist with validity. Experience in Industry / Factory as a Pharmacist is a must. Must be able to assist Doctor and paramedical functions.	30 Years
2.	Dispensary Assistant Staff Grade: A	01	Higher Secondary & FIRST AID Training	Experience-05 Years Experience in PSU / Govt. Sector preferred. Experience in Industry / Factory as a Dispensary Attendant and paramedical staff / First Aid is a must. Must be able to assist Doctor and paramedical functions.	30 Years
3.	Jr. Office Assistant (Stores / Quality Control & Inspection/ Commercial / Fin & A/cs / P & A / Transport & Traffic / Projects / Purchase Deptts.) Staff Grade: A	08	Higher Secondary	PQ Experience – 05 years Experience in PSU / Govt. Sector preferred. Experience in Office / Supervisory functions to be able to do and handle correspondences, maintaining records and allied functions in assisting Executives in different Departments. Working knowledge of Computers in MS Office is preferred.	30 Years
4.	Shop-Floor Assistant (Production) Staff Grade: A	02	Matriculation	PQ Experience – 05 years Experience in PSU / Govt. Sector preferred. Experience in Supervisory functions at Shop Floor and Co-ordinate shop floor production, maintaining records and allied functions in assisting Executives. Working knowledge of Computers in MS Office is preferred.	30 Years
5.	Supervisor (Commercial) – NUS-S4 Grade	02	Graduate	PQ Experience - 05 years Experience in PSU / Govt. Sector preferred. Should have experience in (1) Estimation, Billing, Collection and related Commercial functions. Co-ordinate with Production & Inspection Deptt for monthly production results & billing thereof.	45 Years

				(2) Preparation of DM/IC and co-ordination with RDSO. Preparation of Bills, submission to Railway Authorities and collection of Payments. Experience in Engineering /Manufacturing Units preferably under Railway Rolling Stock Organizations desired. (3)Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	
6.	Supervisor (Purchase) – NUS-S4 Grade	01	Diploma in Engineering	PQ Experience - 05 years Experience in PSU / Govt. Sector preferred. Experience in Purchase / Materials Management / Contracts awarding functions preferably in Engineering / Manufacturing Units. Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	45 years

Scales of Pay:

Staff Grade A: Rs.21500-----3%---/-; Minimum Salary (Basic+DA): Rs.27348/----approx.

NUS-S4 Grade: Rs.29000---116000/-; Minimum Salary (Basic+DA): Rs.36888/-----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 Staff Grade A is 24804/- and Gross salary of next below scale of NUS-S4 grade is Rs.34344/-), 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. Applications through Email will not be accepted.

CLOSING DATE: The last date of receipt of applications will be **19th February 2022.**

No. Rectt./2022/1

General Manager (HR, A, S)