



**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 28.02.2023	Maximum Age (years) As on 28.02.2023
1.	<b>Manager (Public Relations) (E4 Grade)</b>	01	<b>Essential:</b> Graduate in any discipline. Post Graduate Degree / Diploma in Journalism  <b>Preferential Qualification:</b> Accreditation with Central / State Information Deptt.	<b>Post Qualification Experience: 15 Years</b> <b>Experience in PSU / Govt. Sector preferable.</b> <b>Experience in the following areas required:</b> 1.Should have post qualification work experience of 15 years. Experience in Public Relations, Content writing, creative writing & content management. 2.Experienced in / To be able to write Company's business-related articles, marketing advertisements, speeches, Talk points etc. Handling social media: Facebook, Twitter, Instagram, You Tube etc. 3.Should have experience of working in any leading media-house and experienced in News writing, reporting and co-ordination with different media houses, Govt. Deptts & PR Agencies, Institutions including Press clubs etc. 4.Should have experience in fulfilling the PR function of any organization/Institution and Should be able to coordinate with different in-house project groups to support their mission, ensuring consistency and cultivating a social media network for effective communication, marketing and develop PR aspect of the Organization. 5.Experience in arranging Press Meets/Road Shows/ campaigns on behalf of such organization desirable. 6.Working knowledge of Computers in MS Office is a must. ERP exposure preferred.	46 years
2.	Site Engineer-E0 Grade	02	<b>Essential:</b> Graduate In Engineering	<b>Post Qualification Experience: 05 Years</b> <b>Experience in PSU / Govt. Sector must.</b>  Should have experience in: 1.Leading Site operations including Technical & Administrative activities. 2.Coordination with customer organization in matters related to work execution with measurement, inspection, material transaction, billing etc. 3.Planning for work activity, inventory, manpower. 4.Coordination and control of subcontractor agencies. 5.Cost management & Value engineering to reduce time and cost of completion of	35 Years

				<p>a project.</p> <p>6.Willing to travel, reside and work at various sites.</p> <p>7. Should be able to work independently and lead a team of professionals to meet project goals, adhering to their responsibilities and project milestones.</p> <p>8.Working knowledge of Computers in MS Office is a must. ERP exposure and knowledge in project management software preferred.</p>	
3.	Executive Personal Secretary- E0 Grade	02	<p>Post-Graduation in any Discipline.</p> <p><b>Preferential Qualification:</b> MBA or any PG qualification in Administration preferable.</p>	<p><b>Post Qualification Experience: 06 Years</b>  <b>Experience in PSU / Govt. Sector minimum 3 years must.</b></p> <p>1.Secretarial experience in the Office of CEO/Head of Organization/Director/ Senior level Executives not below General Manager</p> <p>2.Experience in networked computer systems in ERP enabled environment compulsory. Knowledge of MS-Word/Excel/Power point required.</p> <p>3.Experience in Liaison with Public/Stakeholders/Govt. Deptts./PSUs/agencies required.</p> <p>4.Language: English should have been a part of curriculum / Medium for Graduation / Post Graduation. Knowledge of Hindi/Bengali desired.</p>	35 Years
4.	Supervisor (Projects) – NUS-S4 Grade	02	<p><b>Essential:</b>  Diploma in Civil / Mechanical Engineering.</p>	<p><b>Post Qualification Experience: 07 Years</b>  <b>Experience in PSU / Govt. Sector must.</b></p> <p>Should have experience in:</p> <p>1.Minimum 7 years of experience in Fabrication. Erection / launching of steel bridge structures.</p> <p>2.Should be well conversant with preparation of Engineering drawing and document control.</p> <p>3.Should be able to prepare BOM from drawings, QAP,WPS, erection / launching methodology etc.</p> <p>4.Must have worked in Site and involved in launching / erection of at least 2 Steel bridges.</p> <p>5.Should be able to work independently and able to lead launching / erection work of steel bridges at project Sites.</p> <p>6.Experience in Railway Sector will be preferred.</p> <p>Working knowledge of Computers in MS Office is a must.</p>	45 Years
5.	Shop-Floor Assistant (Production) Staff Grade: A	02	<p><b>Essential:</b> Matriculation.</p> <p><b>Preferential Qualification:</b> Diploma in Engineering preferable.</p>	<p><b>Post Qualification Experience – 03 years</b>  <b>Experience in PSU / Govt. Sector must.</b></p> <p>1.Experience in Supervisory functions at</p>	30 Years

				<p>Shop Floor and Co-ordinate shop floor production, maintaining records and allied functions in assisting Executives.</p> <p>2.Experience in maintaining safety standards of workers and workplace and coordination with safety department / safety officer to ensure incident free workdays.</p> <p>3.Working knowledge of Computers in MS Office is preferred.</p>
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**Scale of Pay:** (2017 Pay Scale):

E4 Grade: Rs.70000---200000/-; Minimum Salary (Basic+DA): Rs.96040/----approx.

E0 Grade: Rs.30000---120000/-; Minimum Salary (Basic+DA): Rs.41160/----approx.

NUS-S4 Grade: Rs.29000---116000/-; Minimum Salary (Basic+DA): Rs.39788/-----approx.

Staff Grade A: Rs.21500-----3%---/-; Minimum Salary (Basic+DA): Rs.29498/----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, Perks & Allowances under Cafeteria Approach, Gratuity 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 employed in Govt. / Public Sector Undertaking and Private Sector as well 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 confirmed in the immediate below scale (one step below) for the post applied for. Further, one must have worked for 02 (Two) years in 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 posts are as under:

For E4 Grade- Next below grade E3 Gross salary:Rs.82320/-; For E0 Grade- Next below grade NUS-S4 Gross salary:Rs.39788/-;

For NUS-S4 Grade- Next below grade NUS-S3 Gross salary:Rs.37044/-; For Staff Grade A- Next below grade Worker HSK Gross salary:Rs.26754/-;

Copy of first Appointment letter, Promotion Order / probation completion order, latest pay fixation order / pay slip and Form 16 for the Assessment year 2022-23 duly self-attested should be attached with the application.

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.

Candidates should apply in the prescribed "APPLICATION BLANK" available in the web address [https://www.braithwaiteindia.com/jobs\\_opening](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:[beljobat@gmail.com](mailto:beljobat@gmail.com).

**CLOSING DATE:** The last date & time of receipt of applications will be **11<sup>th</sup> MARCH 2023, 4.00P.M.**

No. Rectt./2023/1

ED (HR, A, S)