

BRAITHWAITE & CO. LIMITED
(A Govt. of India Undertaking)
MINISTRY OF RAILWAYS

ISSUED ON: 01.06.2021

GENERAL MANAGERS
ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS
ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN
ALL RAILWAY PSUs

VACANCY NOTICE NO: BCL/Recft./2021/4

ORGANIZATION	BRAITHWAITE & CO. LIMITED
TITLE & NO. OF POSTS	EXECUTIVE (COMMERCIAL & ADMN.) – 1 Post.
LOCATION	VISHAKHAPATNAM
DURATION	THREE YEARS
SERVICE/DEPARTMENT	VISHAKHAPATNAM
TERMS OF APPOINTMENT	DEPUTATION
AGE	BELOW 50 YEARS Relaxation of Age may be considered in case of deserving candidates subject to balance period of service of atleast 04 (Four) years in Railways.
SCALE OF PAY	PARENT PAY PLUS DEPUTATION ALLOWANCE IF ANY
EXPERIENCE	Minimum 5 (Five) years Experience in Preparation of Bills & Accounts, collection of payments and related Commercial functions. Coordinate with Production & Inspection Deptt for monthly production results & billing thereof for submission to Railways. Experience in General Office Administration and co-ordination functions in Railways, Railway Workshops. Should be capable of handling commercial and office administration functions independently.
MINIMUM ELIGIBILITY	<u>For EXECUTIVE (COMMERCIAL & ADMN.)</u> Qualification: Any Graduate Pay Scale: 1. Level- 6 or above in Indian Railways

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 : 30 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 APARs 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