



**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 31.12.2023	Maximum Age (years) As on 31.12.2023
1.	Engineer (Crane Projects)- (E0 Grade)	01	Essential: Degree in Electrical Engineering	<b>Post Qualification Experience: 05 Years</b> <b>Minimum 2 years of experience in PSU / Govt. Sector must. Experience in the following areas required.</b>  Minimum 3 years of experience in Electrical installation, AMC works or regular maintenance works.  The candidate should be well conversant with Electrical Safety norms & should have adequate knowledge of Electrical drawings & Electrical Drives System.  Preference shall be given to those candidates having minimum 2 years' experience at a project Site and / or ability prepare estimate for repair / AMC work.	30 Years
2.	Engineer (Electrical Installations)- (E0 Grade)	01	Essential: Degree in Electrical Engineering	<b>Post Qualification Experience: 05 Years</b> <b>Minimum 2 years of experience in PSU / Govt. Sector must. Experience in the following areas required.</b>  Minimum 3 years of experience in HV and/or EHV Electrical Installation or maintenance work.  The candidate should be well conversant with Electrical Safety norms & should have adequate knowledge of HT Electrical project requirements.  Preference shall be given to those candidates having minimum 2 years' experience at a project Site or in a distribution station of minimum 33KV. Working in GIS substation will be an added advantage.	30 Years

3.	<b>Executive (Public Relations) (E1 Grade)</b>	01	<b>Essential:</b> Graduate in any discipline. Post Graduate Degree/ Diploma in Journalism	<b>Post Qualification Experience: 06 Years</b>  <b>Minimum 2 years of experience in PSU / Govt. Sector must. Experience in the following areas required.</b>  1.Should have post qualification work experience of <b>06</b> 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, YouTube etc. & Website of the organization.  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. Dept. & 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 Suite, Graphic Designs, Photography, Videography & Video Editing.  7. Should have experience on Adobe Acrobat, Canva Pro & InDesign tools / Up-to-date with the latest trends and best practices in SEO.	30 Years
4.	<b>Jr. Office Assistant Staff Grade: A</b>	01 (Reserved for persons with Locomotor Disability (maximum	<b>Essential:</b> Higher Secondary	To be able to handle office functions, to do correspondences, maintain files & records, attend to phone calls & Emails and allied functions of clerical nature, to assist Executives in different Departments.	30 Years

		up to 70% disability), certified by competent authority.		Working knowledge of Computers in MS Office is preferred.	
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**Scale of Pay: (2017 Pay Scale):**

**E0 Grade: Rs.30000---120000/-; Minimum Salary (Basic+DA): Rs.43140/-----approx.**

**E1 Grade: Rs.40000---140000/-; Minimum Salary (Basic+DA): Rs.57520/-----approx.**

**Staff Grade A: Rs.21500-----3%---/-; Minimum Salary (Basic+DA): Rs.30917/-----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 facilities, Perks & Allowances under Cafeteria Approach as applicable, 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 E1 Grade- Next below grade E0 Gross salary:Rs.43140/-;*

*For E0 Grade- Next below grade NUS-S4 Gross salary:Rs.41702/-;*

*For Staff Grade A- Next below grade Worker HSk Gross salary:Rs.28041/-;*

*Copy of first Appointment letter, Promotion Order / probation completion order, latest pay fixation order / pay slip and etc. duly self-attested should be attached with the application.*

*For exceptionally deserving candidates / internal 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. Depending on response and requirement, the management reserves the right to raise / relax / cancel / modify / alter the Selection process if need so arises, without issuing any further notice or assigning any reason whatsoever. Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained. 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: bcljobat@gmail.com.*

**CLOSING DATE: The last date & time of receipt of applications will be 21<sup>st</sup> January 2024, 4.00P.M.**

**No. Rectt./2023/5**

**ED (HR, A, S)**