

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
8, Dr.Rajendra Prasad Sarani, Kolkata-700 001
CIN – L63090WB1919GOI003229
[Recruitment Advertisement No. 2026/04]

THE COMPANY:

Andrew Yule & Company Limited (AYCL) is engaged in the manufacture, sales and servicing of various industrial products like Transformers, industrial fans etc. The Company also has fifteen tea gardens under its control. AYCL became a Government of India Enterprise in 1979. The Company today is a multi-product, multi-unit Company having three Operating Divisions namely, Engineering, Electrical and Tea Division.

Applications are hereby invited from retired Executives and Non-Executives from CPSEs/ Autonomous Organizations/ Central/ State Government/ Statutory Bodies for the following position in General Division of the Company. Candidates having requisite qualification and experience as indicated below may apply accordingly:

Sl. No.	Position & Period	Location & No of Post	Qualification Required	Min. Post Qualification Exp.	Gross Consolidated Pay & Allowance	Max Age (Yrs.)
2026/04	Consultant (Hindi) for a period 01 year on full time basis.	Kolkata, Registered office 01 No. post	Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level	Minimum 5 years' experience in Central/State Government/PSUs /other Government bodies as Hindi Translator/Hindi Officer or in related Official Language work/ translation from Hindi to English and vice versa	Rs. 40,000/- per month + Transport allowances of Rs. 4000/ per month and Mobile reimbursement of as per policy of the Company.	Maximum Age 64 years as on the date of advertisement.

ELIGIBILITY CRITERIA:

Consultant (Hindi)

The candidate should have retired from CPSEs/ Autonomous Organizations/ Central/ State Government/ Statutory Bodies and possess a Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level and Minimum 5 years' experience in Central/State Government/PSUs/other Government bodies as Hindi Translator/Hindi Officer or in related Official Language work/ translation from Hindi to English and vice versa.

Job Description:

1. Implementation of Official Language Policy of GOI.
2. Conduct of Hindi Pakhwada, Hindi Workshops and Competitions.
3. Preparation and submission of quarterly/annual Hindi returns
4. Translation and drafting work (Hindi–English / English–Hindi)
5. Coordination of Hindi meetings and inspections
6. Compliance with directions of Department of Official Language.
7. Implementation of directives of the Parliamentary Committee on Official Language
8. Any other task and responsibilities assigned by Head of the Department

REMUNERATION & BENEFITS

The selected candidate will be paid a consolidated remuneration of **Rs. 40,000/- per month** along with allowances as per Company policy, including:

- Transport Allowance @10% of consultancy fee
- Mobile reimbursement up to Rs. 2,000/- per month (on submission of bills)
- TA/DA as applicable to equivalent grade employees
- Leave: 1 day for every 20 days of work (without encashment)

Note:

- No PF contribution, HRA, or medical benefits shall be admissible
- Income Tax/TDS shall be deducted as per applicable rules

How to Apply:

- a. Eligible Candidates who are willing to apply may submit their application(s) in the prescribed Format stipulated at Annexure “II” along with all credentials to Dy. General Manager (P&A), Andrew Yule & Company Limited, 8, Dr. Rajendra Prasad Sarani, Kolkata – 700 001.
- b. No other mode of submission of application is allowed.
- c. List of Self-Attested Photocopies of documents to be provided with the application form are given below: -
 - i. Educational/ Professional Certificates
 - ii. Experience Certificates or Appointment & Relieving letters of all previous employers.
 - iii. Caste Certificate [in case of SC/ST and OBC (NCL)]
 - iv. Copy of Latest updated CV detailing the work performed.
- d. Queries, if any, may be addressed to the following e-mail id pna@andrewyule.com.
- e. AYCL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.

Vigilance Clearance

- (i) Engagement will be subject to obtaining Vigilance Clearance from previous employer(s) for the last 10 years of service
- (ii) In case of multiple organizations, clearance will be obtained from all such organizations.

GENERAL CONDITIONS:

- (i) This engagement is purely contractual and does not confer any right for regular employment.
- (ii) No claim for regular employment shall be entertained.
- (iii) Initial tenure is 01 years, extendable based on performance and requirement, up to 65 years of age.
- (iv) The candidate should be medically fit and of sound health condition. Consultant shall undergo a Medical Examination from Company Medical Officer/ Government Medical officer/Medical Officer of a Government Undertaking prior to engagement.
- (v) Office timing will be 9.30 a.m. to 6.00 p.m.
- (vi) Engagement may be terminated at any time in case of unsatisfactory performance.
- (vii) Only consolidated remuneration will be paid; applicable taxes will be deducted
- (viii) Cut-off date for age, qualification, and experience shall be date of advertisement.
- (ix) Reservation shall be applicable as per Government of India guidelines.
- (x) Original documents must be produced at the time of interview.
- (xi) No TA/DA will be paid for attending interview.
- (xii) AYCL reserves the right to shortlist candidates.
- (xiii) AYCL reserves the right to cancel the recruitment process without assigning any reason.
- (xiv) No correspondence will be entertained with non-selected candidates.
- (xv) Misrepresentation of facts will lead to cancellation of candidature.
- (xvi) Incomplete applications will be rejected.
- (xvii) Only one application per candidate is permitted.
- (xviii) Selection will be based on interview or any other method decided by Management.
- (xix) Selected candidate shall have no financial powers.
- (xx) The Consultant shall follow normal working hours and may work beyond office hours without extra remuneration
- (xxi) The Consultant shall submit periodic performance reports.
- (xxii) The Consultant shall sign a Non-Disclosure Agreement and maintain confidentiality.
- (xxiii) The Consultant shall comply with provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- (xxiv) The Consultant shall not take up any other assignment during the tenure.
- (xxv) Any dispute shall be subject to jurisdiction of Kolkata only.
- (xxvi) Corrigendum/updates, if any, will be uploaded on Company website only.
- (xxvii) The number of vacancies may vary based on requirement.
- (xxviii) A panel may be prepared and kept valid for one year.

Important Dates:

- 1) Opening date of application : May 09, 2026
- 2) Last date of receipt of application: May 31, 2026