

Recruitment Advertisement for the post of Officer (P&A) at Webfil Limited

WEBFIL Limited is a multidivisional Manufacturing and Service providing company in India and Group company of Andrew Yule & Company Limited (a Public Sector Enterprise) is looking for committed, promising and result oriented candidate for the position of **Officer(P&A)** with minimum 1 year post qualification experience.

The major businesses of the company are - a) Manufacturing of a range of high end Telecom & Signalling Equipment. b) Manufacturing of Tungsten Filaments for incandescent Lamps and cathodes for fluorescent/ compact fluorescent Tubes. c) Execution of Turnkey Projects for Telecom Network. d) System Integration of IT & ITES.

Educational Qualification: The candidate should be a Post Graduate /PGDM from a recognised university with specialization in Human Resources /I.R/Personnel Management.

Experience: Minimum one year experience in H.R/I.R/PM department of any reputed Industry is necessary.

Age : The age of the candidate should not be exceeded 30 years as on 30.09.2019.

Location: Kolkata

Job Description: a). To be responsible for handling the attendance system for the employees.

b).To comply all the applicable statutory compliances pertaining to the labour laws and other applicable rules/acts.

c).To submit all the applicable statutory returns to the Govt. Departments within stipulated time frame.

d).To look after the Training and Development of the employees.

e). To co-ordinate & implement the Performance Management Policy of the Company

f). To be effectively perform other H.R Functions as assigned by the Management time to time.

Salary: The present Gross salary would be Rs.40274 /- (Forty Thousand Two Hundred Seventy Four) only per month. The candidate will also be entitled to E. P.F , Gratuity and Medical Benefits as per the applicable rules of the company.

Other conditions:

- i) While applying the candidates should apply only in the format enclosed. Application received in any other format will be rejected. Photo copy of relevant supporting document should not be enclosed with application.

- ii) The candidates meeting the eligibility criteria need only apply. The candidates will be required to produce the original documents in support of qualification, experience and age at the time of interview. Mere submission of application or fulfilling the eligibility criteria does not confer any right on the individual for selection or short listing for the purpose of interview.
- iii) The candidates working with Govt. Departments, statutory corporations, Public Sector Enterprises should apply strictly through proper channel and enclose a No Objection Certificate while sending the Application. The No Objection Certificate may also be produced during the interview, if not enclosed with the Application. Candidates unable to produce no objection certificate at the time of interview will not be allowed to appear in the interview.
- iv) Submission of wrong / incorrect/ false information about age, qualification and experience will call for summarily rejection of the application.
- v) Canvassing in any form will be treated as a disqualification.
- vi) The Company will have no responsibility in regard to postal delay and no request will be entertained for change in the date of interview. Application received after the due date will be rejected.
- vii) Selection of candidates will be through interview/any other pedagogy.
- viii) Experience, age relaxation and higher salary may be considered for deserving candidates.
- ix) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- x) The Company reserves the right to relax (enhance) the maximum age limit for outstanding candidates depending on the need.
- xi) No TA /DA will be paid for attending the interview.
- xii) Interested candidates may apply to **The Chief Executive, M/s. WEBFIL Limited at 8, Dr. Rajendra Prasad Sarani, Kolkata-700001** furnishing the details in a sealed envelope. Kindly mention the post applied for in the envelop. The last date of receipt of application is November 25 , 2019 by 5 pm. WEBFIL LIMITED "YULE HOUSE" 8, DR. RAJENDRA PRASAD SARANI, KOLKATA-700001

