

HOOGLHY PRINTING COMPANY LIMITED
(A Government of India Enterprise)
(A Subsidiary of M/s. Andrew Yule & Company Limited)
Registered Office : 8, Rajendra Prasad Sarani, Kolkata – 700 001
Factory : 41, Chowringhee Road, Kolkata – 700 071

CIN – U22219WB1922SGC004390
[**Recruitment Advertisement No. 2017/2**]

THE COMPANY :

Hooghly Printing Co. Ltd (HPCL) incorporated in the year 1922 is a wholly owned subsidiary of **Andrew Yule & Company Limited**. A well equipped Press of HPCL is located in the heart of the City of Kolkata. HPCL is closely associated with prestigious printing jobs in Eastern India. It specializes in the voluminous printing, precision multi-colour carton boxes and other sophisticated printing jobs. The Company is looking for qualified and experience talents to fill up the following positions -

JOB TITLE :

| Sl. No. | | No. of Vacancy |
|----------------|--|-----------------------|
| 1. | Dy. Manager (Sales & Business Development) | 01 |
| 2. | Assistant Manager (Personnel & Administration) | 01 |

ELIGIBILITY CRITERIA :

Dy. Manager (Sales & Business Development) :

The incumbent must be a full time Graduate Engineer i.e. B.E. in Printing Technology from a recognised University with 07 to 10 years post qualification experience in the sales function in printing industry. Persons with Post graduate degree/diploma in marketing and sales from a recognised university/institute will be having added advantage. Must have direct exposure to digital and variable data printing and conversant of working in a computerised environment. Possession of sound communication and presentation skills mandatory. Maximum age limit 40 years.

Assistant Manager (Personnel & Administration) :

The incumbent must be a Graduate (10+02+03) with Post Graduate Degree or Diploma (02 Years duration) in Human Resource/Personnel Management/MSW from a recognized University or Institute with 03-07 years post qualification experience in personnel function in an organisation of repute. Incumbents must have thorough understanding about laws pertaining to labour and employment, modern Human Resources and organisational development practices. Exposure in regard to talent/performance management, assessment centre, Corporate Social Responsibility will be an added advantage. Maximum age limit 35 years.

The maximum age limit is relax able for exceptionally brilliant and experienced candidates.

LOCATION :

Both the positions are primarily based in Kolkata however job is transferable anywhere in India according to Company's requirement.

COMPENSATION :

| Sl. No. | Grade | Scale of Pay |
|--|-------|--------------------|
| 1. Dy. Manager (Sales & Business Development). | E3 | Rs. 24900-3%-50500 |
| 2. Assistant Manager (Personnel) | E2 | Rs. 20600-3%-46500 |

Apart from Basic Pay the post carries Dearness Allowance (IDA pattern), House Rent Allowance, medical reimbursement, Leave Travel Concession, Leave, Conveyance & food allowance/lunch in accordance with the policy of the Company, coverage in terms of contributory Provident Fund, Gratuity.

OTHER CONDITIONS :

- (i) While applying the candidates should write their full name as it appears in the matriculation/secondary certificate.
- (ii) The candidates meeting the eligibility criteria need only apply clearly stating the qualification, experience and age enclosing the self-attested photocopies of the relevant supporting documents.
- (iii) 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.
- (iv) Reservation for SC/ST/OBC/minority/differently able persons apply as per guidelines of the Union Government.
- (v) The candidates working with Govt. Departments, statutory corporations, Public Sector Enterprises should apply strictly through proper channel and must 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.
- (vi) Submission of wrong / incorrect/ false information in regard to age, qualification and experience will call for summary rejection of the application.
- (vii) Canvassing in any form will be treated as a disqualification.
- (viii) The Company will have no responsibility in regard to postal delay and no request will be entertained for change in the date of interview.
- (ix) Selection of candidates will be through interview/any other pedagogy.

- (x) Circumstances warranting the incumbents may be selected at a grade one step below.
- (xi) Experience and age relaxation and higher initial Basic may be considered for deserving candidates.
- (xii) The company reserves the right to reject all or any of the applications received without assigning any reason thereof.
- (xiii) The Company reserves the right to relax (enhance) the maximum age limit for outstanding candidates depending on the need as mentioned in the Recruitment and Promotion Policy of the Company approved by the Board of Directors.
- (xiv) The selected candidates may be placed anywhere in India and transfer is a service condition.

Interested candidates may apply in plain paper to Shri Sunil Munshi, Director, M/s. Hooghly Printing Company Limited at 8, Dr. Rajendra Prasad Sarani, Kolkata-700001 furnishing the details of qualification, experience and age in a sealed envelope super scribing the same with the post applied for within 20 (Twenty) days from the date of publication of the advertisement.