



**The Braithwaite Burn And Jessop Construction Company Limited
(A Govt. of India Enterprise)**

Registered Office: 27 R.N. Mukherjee Road, Kolkata – 700 001
CIN NO. U70100WB1986GOI041286

Ref. Adv. No.: BBJ/2026/FTFT/Cont./03 dated: 28.08.2026

WALK – IN – INTERVIEW

CONTRACTUAL ENGAGEMENT OF EXPERIENCED INFORMATION TECHNOLOGY (IT) PROFESSIONALS FROM REPUTED ORGANIZATION ON FULL TIME FIXED TENURE (FTFT) BASIS.

The Braithwaite Burn And Jessop Construction Company Limited (BBJ), a Government of India Enterprise under Ministry of Heavy Industries is in the business of fabrication & erection of steel bridges for its clients throughout the Country. The company is looking for experienced Information Technology (IT) professionals from reputed organization on full time fixed tenure (FTFT) basis, the details of which are given below. All eligible and interested candidates may appear for **Walk – in – Interview**.

1. Post Code, Name of Post, Number of Post, Qualification, Post Qualification Experience:

Post Code	Name of the Post	No. of Post	Minimum Qualification as on the date of Advertisement	Post Qualification Experience as on the date of Advertisement	Upper Age Limit (Years)	Consolidated Remuneration per Month (₹)	Duration of contract periods in years
01	Sr. IT Assistant / IT Assistant	02	Bachelor's degree (B. Tech, BCA, B. Sc.) in Computer Science/ Information Technology/ Computer Application or equivalent from a Govt. recognized University, deemed University or an Institute recognized by UGC/ AICTE – Govt. of India.	Minimum 5 years' / 3 years' experience in • Maintain, secure, update and troubleshoot Servers, Switches, local area networks (LAN), wide area networks (WAN), and Wi-Fi systems. • Provide day-to-day hardware and software support for server, desktops, laptops, printers, and office peripherals. • Manage user accounts, email setups, and data security protocols (firewalls, antivirus etc. updates). • Thorough knowledge of Tally configuration, installation, user account control, • Manage installation and configuration of firewall, web server, web application, database etc. including backup process • Coordinate with technology vendors and external service providers for commissioning of new peripherals, repairs and upgrades. • Maintain regular inventory and documentation of all IT assets. • Knowledge on web application programming desirable. • Proficiency in database and network trouble shooting, Software and Hardware diagnostics with good	33 / 30	40,000 / 30,000	3

				communication and problem-solving skills. • Well versed on Office productivity software including PowerPoint.			
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2. Definition of Work Experience:

The work experience shall be in full time job on regular / contractual basis and in relevant area as stipulated against respective posts / contractual engagement will be considered.

3. Documentary evidence for work experience:

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below:

i. For past employment –

Candidates must submit work experience certificates for all previous employments mentioned in the application form. These certificates should clearly indicate the date of joining, date of relieving, nature of duties or specific areas of experience, relevance of the experience to the post.

In absence of an experience certificate for any past employer, the corresponding work experience will not be considered. Consequently, if the candidate fails to meet the minimum required post-qualification experience due to such omission, it may result in the rejection of their candidature.

ii For Current Employment:

Experience Certificate or other letter / Appointment letter / pay slip / identity card issued by Employer, showing the date of joining and proof of continuity of present employment i.e. last 03 (three) months Pay Slips from the date of advertisement, which the candidate has mentioned in the application form. In case of non-submission of these documents, it may lead to rejection of the candidature.

4. Cut-off Date: The cut-off date for deciding the age and past qualification work experience shall be the date of advertisement.

5. Selection Mode:

The mode of selection shall be Walk-In-Interview. The dates, place of Interview, venue against the post code will be uploaded on BBJ's website. Hence, candidates are advised to keep checking careers under website www.bbjconst.com regularly.

Before the candidates appear for walk-in-interview they should ensure that they fulfil all the eligibility criteria. Candidature will be subject to verification of details / documents when the candidate reports for interview.

The final list of the selected candidates will also be uploaded on BBJ's website and they will also be intimated about Documents Verification through BBJ's website of their registered E-mail ID only. Selected candidates will have to submit a recent medical certificate of fitness from a registered Medical Practitioner upon reporting for joining.

6. Travelling Allowance (TA) for Interview:

No travelling allowance shall be paid for appearing the interview.

7. Other Details:

Place of posting: Engaged candidate(s) may be posted in any project site / location / office of the company as per the requirement. Only candidates willing to serve anywhere in India should apply.

Statutory Contribution: Engaged candidate(s) will be covered under Employees' Provident Fund & Employees' Pension Fund scheme as per existing Act / Rules / Codes and also covered under deduction of PF / P. Tax / ESI as admissible.

Other terms & conditions will be as applicable to contract employees in the Company.

Duration of the Contractual Engagement:

The total period of engagement on contract is for 3 years which shall ensue on annual basis subject to performance and company requirement.

8. How to Apply:

- i. Candidate satisfying the conditions of eligibility criteria as mentioned in the above table shall download the application form in the prescribed format as attached from our website [www.bbjconst.com – "Careers" – "Current Openings"] and fill up the same, scan it & send the same via E-mail to bbjhm@bbjconst.com on or before **14.09.2026**.
- ii. While appearing for walk-in-interview, the candidates are required to bring the self-attested copies of the below mentioned documents along with one copy of their duly filled in application form and produce the original copies of the same of the time of scrutiny / verification:
 - a. Matriculation / Secondary Board level certificate / Municipal birth certificate, in support of age.
 - b. Final / provisional Certificate for Graduation and Post-Graduation as applicable or all semesters /all year's mark sheets or consolidated mark sheet in support of prescribed requisite educational qualification.
 - c. Work experience Certificate / other documents as mentioned of para No.4 in support of experience claimed.
 - d. PAN Card and Aadhaar Card and two-coloured passport sized photograph.

9. General Information and Instructions:

- i. Only Indian Nationals can eligible to apply.
- ii. NOC from the present employer, if employed / Release Order from past employer in which the candidate ceased employment from reputed organization, without which such candidate may not be interviewed.
- iii. The Candidate should produce all original certificates / documents before interview failing which they will not be interviewed.
- iv. The required educational qualifications must have been acquired from Universities / Institutes recognized by Government / accredited by councils / bodies like UGC / AICTE / MCI set up by Central or State Government for the purpose.
- v. The candidates are required to bring copy of Final Certificate for Graduation as applicable. In case the candidate has not got final Degree certificate then the provisional Degree needs to be furnished. Non-submission of Degree certificate lead rejection of candidature.
- vi. Furnishing of wrong / false information / producing overwritten & not legible document will lead to disqualification of the candidature an BBJ will not be responsible for any of the above consequences. If any stage during the recruitment and selection process or joining, it is found that candidate has furnished wrong / false information or it found ineligible with



- respect to any of the eligible parameters, his / her candidature will be rejected an offer of appointment, if issued, will be cancelled forthwith.
- vii. Before appearing for walk-in-interview, candidates are advised to go through the requirements of essential qualification, requisite experience, age etc. and satisfy themselves that they are eligible for the post. When scrutiny / document verification is undertaken on the date of Walk-In-Interview, if any claim made in the application is not found substantiated, the candidature will be cancelled and decision of BBJ shall be final.
 - viii. The candidates must have an active E-mail ID & Mobile number which must remain valid as on the date of interview and further. All future communication with the candidates will be via E-mail / mobile No. or both. Hence, candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed.
 - ix. Mere appearance in the walk-in-interview and fulfilling the eligibility criteria gives no right to any candidate for claiming employment in BBJ. The company reserves the right to alter any of the advertised condition depending upon the circumstances.
 - x. Age relaxation as per Govt. of India guidelines will be given to SC/ST/OBC etc. categories.
 - xi. BBJ reserves the right to raise the minimum eligibility standards for recruitment process of the candidates for walk-in-interview / selection of candidates etc. BBJ also reserves the right to fill or partially fill any of the above posts without assigning any reasons whatsoever.
 - xii. BBJ also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any future notice or assigning any reason thereof.
 - xiii. Any modifications / amendments / corrigendum related to the advertisement will be published on BBJ's website www.bbconst.com only. Hence, candidates are requested to regularly check the career section of the website www.bbconst.com for updates.
 - xiv. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper/media. For authenticity of any advertisement the candidate may check on BBJ's website www.bbconst.com only.
 - xv. The candidates not selected shall not be communicated regarding the status of their candidature. No correspondence will be entertained about the outcome of the application, at any stage.
 - xvi. Canvassing by a candidate in any form shall disqualify his / her candidature.
 - xvii. Management reserves the right to cancel the advertisement / selection process. The advertised vacancy /post is tentative and may increase / decrease any time without any prior information.
 - xviii. Any dispute with regard to recruitment against the above advertisement will be settled within the jurisdiction of Kolkata (West Bengal) only.

10. BBJ's decision final:

The decision of Chairman & Managing Director, BBJ Construction Co. Ltd. in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interview, selection and posting of selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

Abhilash Bhattacharyee 28/08/2026
Chief Manager (HRM)

The BBJ Construction Company Limited
27 R.N Mukherjee Road, Kolkata – 700 001



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Affix recent
coloured
passport size
self-attested
photograph

APPLICATION FORM

Ref. Adv. No.: BBJ/2026/FTFT/Cont./03 dated: 28.08.2026

1	POST APPLIED FOR					
2	NAME (IN CAPITAL) <i>(As appearing in matriculation certificate)</i>					
3	FATHER'S NAME <i>(As appearing in matriculation certificate)</i>		SPOUSE'S NAME			
4	GENDER		Marital Status			
5	PAN NO		AADHAAR NO			
6	DATE OF BIRTH		NATIONALITY			
7	Age <i>(As on Prescribed Date in advertisement)</i>	Year(s)	Month(s)	Day(s)		
8	Whether currently / previously an Employee of BBJ Construction Co. Ltd.		Employee ID Designation			
9	Category	SC/ST/OBC/Others				
10	Academic Qualification					

	Exam. Passed	Date / year of passing	Course Type	Course Duration (Years)	Institution / College Name	Board / University	Marks(%)	Class / Div / Grade	

Note: * Date of declaration of result/ date of issue of final semester marks sheet/ provisional certificate/ degree, whichever is earlier will be considered as the date of passing the examination.

#1 If Grades (CGPA/OGPA/DGPA/SGPA etc.) are awarded instead of marks, the applicants should clearly indicate its numerical equivalent so as to check the eligibility percentage.

11 **Work Experience**

	Employer Name	Post Held	Nature of duties performed	Start Date	End Date	Years	Months	Days	Pay scale / Salary
Total Experience									

12 **Permanent Address**

Address Line 1

Address Line 2					
Address Line 3					
Country			State		District
City			PIN Code		
13	Present Address				
Address Line 1					
Address Line 2					
Address Line 3					
Country			State		District
City			PIN Code		
MOBILE NO. OF CANDIDATE				E-MAIL OF CANDIDATE	

DECLARATION

I declare that all information given in this application form are true to the best of my knowledge and belief. If any of the information is found incorrect or distorted at any stage, I shall have no objection to cancellation of my candidature.

I agree to the declaration mentioned in the above.

Place: -

Date:-

(Signature of the Applicant)

For Office Use

Date of Birth Verified	Educational Certificate(s) checked	Work Experience Verified	Remarks

Name:

Designation:

(Signature of Verifying Officer)