

RITES LIMITED
(A Govt. of India Enterprise)
RITES Bhawan, Plot No. 1, Sector – 29, Gurgaon – 122001



Recruitment of Engineers in various disciplines on contract basis in pay-scale

RITES Ltd., a Mini Ratna Central Public Sector Enterprise under the Ministry of Railways, Govt. of India is a premier multi-disciplinary consultancy organization in the fields of transport, infrastructure and related technologies.

RITES Ltd. is in urgent need of dynamic and hard working experts for Nagpur Metro Projects as under:

VC No.	Post
107/16	Joint General Manager (Civil)
108/16	Deputy General Manager (Civil)
109/16	Engineer(civil)

Nature & Period of Engagement

The appointment shall be purely on contract basis initially for a period of one year, extendable until completion of the assignment subject to mutual consent and satisfactory performance.

The selected candidates shall initially be headquartered in Nagpur. However, candidates shall be liable to be posted anywhere in India as per company requirements.

Age Limit

Maximum Age	Cut-off date for calculation of Age
54 years	01.09.2016

***Age limit can be relaxed by upto 2 years in deserving cases**

Minimum Qualifications & Experience

VC No.	Designation & Pay Scale (Rs.)	Minimum Qualification
107/16	Joint General Manager (Civil) (Rs. 36,600-62,000)	Full time first class Graduate in Civil Engineering
<u>Minimum post qualification experience required is as under:</u>		
Candidate should have minimum 15 years post qualification experience in rail related/major infrastructure project, with minimum 4 years experience in relevant field in Metro.		
108/16	Deputy General Manager (Civil) (Rs. 29, 100 – 54, 500)	Full time first class Graduate in Civil Engineering
<u>Minimum post qualification experience required is as under:</u>		
Candidate should have minimum 10 years post qualification experience in rail related/major infrastructure project, with minimum 3 years experience in relevant field in Metro.		
109/16	Engineer (civil) (Rs. 16,400-40,500)	Full time First Class Degree in civil Engineering
<u>Minimum post qualification experience required is as under:</u>		
Candidate should have minimum 5 years post qualification experience in rail related/major infrastructure project.		

Reserved category candidates (SC/ST/OBC) should have at least 50% marks in Minimum Qualification for consideration against reserved posts (as applicable).

Experience shall be calculated as on 01.09.2016.

Note for Educational Qualification:

The candidate should possess full time Degree approved by UGC/AICTE; from a University incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956. Sections A & B examination of the Institution of Engineers (India) which is treated as equivalent to Degree by Govt. of India, shall also be accepted.

Relaxations & Concessions

Reservation, relaxation & concessions to SC/ST/OBC/Ex-Servicemen would be provided against reserved posts (where applicable) as per extant Govt. orders.

Selection Process

Candidates are required to fill up the attached application form and mail it to Rectt.nagpur@rites.com . RITES shall initially shortlist the candidates out of the applications received along with hardcopy up to 31.12.2016. Applications received thereafter shall be processed at the end of every week. Shortlisted candidates shall be called for interview. Selection will be on the basis of personal interview.

Appointment of selected candidates will be subject to their being found medically fit in the Medical Examination to be conducted as per RITES Rules and Standards of Medical Fitness for the relevant post.

Candidates have the option to appear for interview either in Hindi or English.

How to Apply

1. Before applying candidates should ensure that they satisfy all the necessary conditions and requirements of the post(s).
2. Self-attested hardcopies of the following documents in the given order may be submitted.
 - a. 2 recent passport size colour photographs
 - b. High School certificate for proof of Date of Birth
 - c. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
 - d. SC/ST/OBC Certificate if applicable.(Only caste certificate for reservation for posts under Govt. of India is acceptable in RITES Ltd.)
 - e. Proof of identity & Address (Passport, Voter ID, Driving Liscence, Aadhaar Card etc)
 - f. PAN Card
 - g. Proof of different periods of experience as claimed in your application (if applicable)
 - h. Any other document in support of your candidature
 - i. PWD Certificate as per latest format (if applicable)

Documents thus arranged may be sent through post to **“Assistant Manager (P)/Rectt., RITES Ltd., RITES Bhawan, Plot No.1, Sector-29, Gurgaon – 122001, Haryana”**.

3. Please attach copies of experience certificates from your previous employment in respect of claims made by you in your application. In respect of current employment, **experience certificate/ joining letter along with last months’ salary slips, or, Form 16 and other documents** which clearly prove your continuity in the job are to be attached. In case your claim is not established from the proofs submitted by you; your application is liable to be rejected. Please check your claims and certificates submitted by you carefully. Incomplete application or, insufficient proof would entail rejection of your application. No claims would be entertained at a later stage.

4. The candidates are also advised to keep a copy of such application form with them and to carry the same at the time of the Interview.
5. Category certificate (SC/ST/OBC) should be for reservation for appointment to posts under Government of India only.
6. The **original testimonials/documents along with one self-attested copy** will have to be produced by the candidates at the time of Interview.
7. Departmental Candidates of RITES and candidates working in Government Departments/ PSU shall be allowed to join RITES only after being properly relieved from their parent organization.
8. Candidates should submit only single application for one vacancy. A valid e-mail ID is essential for submission of application. RITES will not be responsible for bouncing of any e-mail sent to the candidates. However, candidates can apply for any number of vacancies.
9. If any claim made by candidates is found to be incorrect, their candidature shall be summarily rejected.

Candidates have to appear for the interview as per intimation/communication from Rites

Remuneration

The selected candidates on contract would be paid Basic pay and DA fixed/variable allowances as applicable in the scale, HRA/Lease, Contribution to PF.

Other benefits would be as under:

- | | | |
|---|---|--|
| <ol style="list-style-type: none">a) Leaves.b) Maternity Leave/ Paternity Leavec) Medical facility.d) Accident/Death Insurance.e) Leave Encashment. | } | As per company rules applicable to Contract employees. |
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Fees

No fee is required to be paid for applying to the said post.

General Instructions

1. The period of training/internship/apprenticeship shall not be counted towards post qualification experience.
2. Any information regarding this recruitment process would be made available through the e-mail provided by the candidate and/or uploaded on RITES website. Candidates are advised to periodically check the site for updates.
3. No train/bus fare / TA / DA shall be payable.

Communication with RITES

All correspondence by/with the candidates in regard to the examination shall be through e-mail only.

All communications with RITES should invariably contain the following particulars:

- i. VC No.
- ii. NAME OF CANDIDATE IN FULL AND IN BLOCK LETTERS.
- iii. Valid email address as given in the application

Communications not containing above particulars shall **NOT BE ATTENDED**.

Any queries should be mailed to Rectt.nagpur@rites.com

For any clarification/queries not covered above, please contact officials of Recruitment Section on telephone No. 0124 - 2818178/ 2818163 from 10:00 AM to 5:00 PM on working days (Monday - Friday). **Queries related to information already provided above shall not be attended.**

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आवेदन फार्मेट/ APPLICATION FORMAT

(बड़े अक्षरों में भरा जाए/टंकित किया जाए/To be filled up/typewritten in capital letters)

वीसी सं./ VC No _____ पद का नाम/Name of Post _____

फोटो लगाने
के लिए

1 उम्मीदवार का नाम/ Name of Candidate _____

2 पिता/पति का नाम / Father/Husband's Name _____

3 जन्मी तिथि/ Date of birth _____

4 स्थायी पता/Permanent Address _____

5 पत्राचार का पता / Address for Correspondence _____

6 संपर्क दूरभाष सं. एवं ईमेल आईडी / Contact Phone No. & Email ID _____

7 (*) (श्रेणी) सामान्य/अनुसूचित/ अनुसूचित जन जाति/ अन्य_ पिछड़ा वर्ग/ अल्प संख्याक/शारीरिक विकलांग/भूतपूर्व सैनिक)

Category (GEN/SC/ST/OBC/Minority/PH/Ex.SM) _____

8 धर्म/ Religion _____

9 पहचान प्रमाण-पत्र (पासपोर्ट/मतदान प्रमाण पत्र/ चालक लाइसेंस आदि/ ID Proof (Passport/Voter ID Card/Driving license etc) _____

10 राष्ट्रियता/ Nationality _____

11 (*)मैट्रिक से आगे तक शैक्षणिक एवं व्यवसायिक योग्यता

(*)Educational & Professional qualification from Matriculation and onwards:

क्र सं. SN	उत्तीर्ण परीक्षा Exam passed	वर्ष Year	संस्था/दण का नाम Name of Institution	बोर्ड/विश्वविद्यालय Board / University	मुख्य विषय Main subject	प्रतिशत अंकों का % of marks

12 (*) व्यवसायिक अनुभव (कालक्रम अनुसार) अनुभव के कुल वर्ष _____

(*) Professional Experience (in chronological order) – Total yrs. of exp. _____

संगठन का नाम Name of the organization	पदनाम के साथ वेतनमान Position held with scale of pay	तिथियों के साथ अवधि Period of tenure with dates	संक्षिप्त कार्यो का विवरण Brief description of duties	विस्तृत अनुभव (तिथि अनुसार) Detailed experience (date wise)

(संबंधित प्रमाण पत्रों की अनुप्रमाणित प्रतियां साथ में संलग्न करें ./Attested copies of relevant certificates to be attached).

यह सत्यनिष्ठापूर्वक घोषित किया जाता है कि उपरोक्त दी गई जानकारी सत्य है. किसी भी समय इनमें से कोई एक भी गलत पाए जाने पर, कंपनी के नियमानुसार मुझ पर कार्रवाई की जा सकती है.

/ It is solemnly declared that the information furnished above are true. If any of these is found incorrect at any point of time, I shall be liable for action as per rules of the Company.

आवेदक के हस्ताक्षर/ Signature of the applicant

स्थाकन Place

दिनांक / Date