



Recruitment of professionals on regular basis

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 professionals as under:

VC No.	Post	No. of Vacancies					
		UR	EWS	OBC	SC	ST	Total
54/19	General Manager (Finance)	1	-	-	-	-	1
55/19	General Manager(HR/Personnel)	1	-	-	-	-	1

Age Limit

Maximum Age	Cut-off date for calculation of Age
55 years	01.10.2019

*Age relaxation can be considered upto 2 years in case of extremely deserving cases having relevant experience

Minimum Qualifications & Experience

VC No	Designation & Pay Scale (Rs.)	Minimum Qualification*	Minimum post - qualification experience
54/19	General Manager (Finance) (Rs. 1, 20, 000 – 2, 80, 000)	Qualified CA/ICWA	21 years
<u>Experience is defined as under:</u>			
<p>Candidates working in Central/ State Govt./ PSU/ autonomous organizations etc should have a total experience of 21 years and should have atleast 2 years experience of working in IDA pay scale of ₹ 1,00,000-2,60,000/ CDA scale at level 13A in pay matrix of 7th CPC or above. Candidates working in Private Sector or other organizations with experience in Executive capacity as indicated above should have an annual CTC of atleast 25 LPA.</p> <p>Experience should be in different areas of Finance and Accounts viz. Corporate Accounting, Financial Management, Taxation- Direct/ Indirect, Treasury Management, Corporate Governance, Tender Evaluation, Vetting of Contracts/ offers/ estimates etc.</p>			
55/19	General Manager (HR/ Personnel) (Rs. 1, 20, 000 – 2, 80, 000)	Graduate with atleast 2 years Post Graduate MBA/PG Diploma/Post Graduate Programme in Management with specialization in HR/Industrial Relation/Personnel Management or MHORD or equivalent	21 years

Experience is defined as under:

Candidates working in Central/ State Govt./ PSU/ autonomous organizations etc should have a total experience of 21 years and should be working in the IDA pay scale of ₹ 1,00,000-2,60,000/ CDA scale at level 13A in pay matrix of 7th CPC, or, with at least 4 years service in IDA pay scale of ₹ 90,000-2,40,000 / CDA scale at level 13 in pay matrix of 7th CPC or above. Candidates working in Private Sector or other organizations with experience in Executive capacity as indicated above should have an annual CTC of atleast 25 LPA.

Candidates should have minimum total 21 years of post-qualification experience of working in various areas of Human Resources Development viz. Talent Acquisition/ Retention and Management/ Skill Development/ Competency and Leadership Development / Performance Management, HR Branding / Employees Relations/ Compliance of statutory requirement including Labour Laws/ Implementation of HR Policies/ Manpower Planning/ Training & Development/ Welfare/ General Administration/ Benchmarking/ Discipline Rules etc

Experience shall be calculated as on 01.10.2019.

Note for the post of General Manager (Finance) only:

- i. Candidates showing experience of practice in their own firm shall have to produce registration certificate of the firm and only experience post-registration of the firm shall be counted.

Note for the post of GM (HR/ Personnel) only:

- a) Candidates belonging to General/EWS category (and candidates belonging to SC/ST/OBC(NCL)/PWD applying against unreserved posts) should have first class degree/ minimum 60% marks in Minimum Qualification for consideration against unreserved posts
- b) The candidate should possess Degree recognized by UGC/AICTE (as applicable); 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.

Relaxations & Concessions

Reservation/ relaxation/ concessions to EWS/ SC/ST/OBC (NCL)/PWD/ Ex-SM/ J&K Domicile would be provided as per extant Govt. orders.

Relaxations and concessions to PWD candidates would be provided as per extant Govt. orders. The upper age shall be relaxed in case of PWD candidates who are eligible as per the physical requirements and functional classification by a period of 10 years.

RITES' regular/ contract employees fulfilling the educational qualification and experience criteria shall be given age relaxation of 5 years, over and above the upper age limit indicated above.

PWD candidates will have to meet the Physical Requirements and Functional Classifications which have been identified for the post as under:

S. No.		Categories for which identified	Functional Classification	Physical Requirements
1	Finance	Locomotor disability	OA, OL, OAL, BL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, R, W & RW
		Hearing Impairment	HI	
		Visual Impairment	LV	

2	HR/ Personnel	Locomotor disability	OA, OL, OAL, BL	S, ST, BN, W, SE, MF, C, R, W & RW
		Hearing Impairment	HI	
		Visual Impairment	LV	

Functional Classification:

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected
OAL	One arm one leg affected
BL	Both legs affected
HI	Hearing Impaired
LV	Low Vision

Physical Requirements:

Code	Physical Requirements
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
SE	Work performed by seeing
RW	Work performed by reading and writing
BN	Work performed by bending
MF	Work performed by manipulation by fingers
C	Work performed by communication
W	Work performed by walking
H	Hearing/ Speaking

Selection Process

The applications received shall be screened for eligibility. The candidates may be shortlisted for selection. The company reserves the right to shortlist the number of candidates for selection out of eligible candidates.

Based upon fulfilling the conditions of eligibility; candidates shall be shortlisted for 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.

Nature & Period of Engagement

The appointment will be initially on probation for a period of two years.

Selected candidates shall be liable for posting to any place in India as per requirements of the Company.

Candidates will be required to clear the screening test for confirmation of their services at the end of the probation period. Those who fail to qualify in the screening test, their probation period may be extended and further action taken in accordance with the policy of the Company.

Remuneration

The pay would be fixed at the minimum of the scale. Candidates from Government Departments/ PSUs are eligible for protection of their Basic Pay in accordance with the policy of the Company. In addition to Basic Pay candidates would be paid DA, Fixed/variable allowances as applicable to the scale, Performance Related Pay, Medical facilities, HRA/Lease accommodation, attractive superannuation package consisting of contribution to PF, Gratuity as per Gratuity Act and Post Retirement Medical Scheme. Other benefits would be as under:

- | | | |
|--|---|---|
| a) Leaves as per leave rules
b) Maternity Leave/ Paternity Leave
c) Medical facility.
d) Group Insurance.
e) Leave Encashment. | } | As per company rules applicable to Regular employees. |
|--|---|---|

The approximate emoluments at the minimum of the pay-scale for the post of General Manager are ₹ 36 LPA.

Remuneration mentioned above is only indicative. Actual remuneration shall depend upon place of posting and other terms & conditions of appointment.

Fees

The candidates will have to deposit the under mentioned amount of fees during online application:

Category	Fee
General/OBC Candidates	Rs. 600/-
EWS/ SC/ST/ PWD Candidates	Rs. 300/-

For any difficulty/ queries regarding fee payment, candidates may contact on following only:

Helpdesk No: 011 – 33557000 Extension Code - 13221

Helpdesk e-mail id: pghelpdesk@hdfcbank.com

Note:

- a) Candidates should note that the fee submitted through any other mode except the mode specified, will not be accepted by RITES and such applications will be treated as without fee and will be summarily rejected.
- b) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.
- c) Persons with disabilities are given concession in the fee provided they are otherwise eligible for appointment. A PWDs candidate claiming age relaxation/fee concession will be required to submit alongwith their Detailed Application Form, certified copy of the PWD certificate as per latest GOI format.

How to Apply

1. **Before applying candidates should ensure that they satisfy the necessary conditions and requirements of the position.**
2. Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of RITES website, <http://www.rites.com>.

3. While submitting the online application; the system would generate 'Registration No.' on top of online form filled up by the candidate. Note down this "Registration No." and quote it for all further communication with RITES Ltd.
4. **After filling up the required details under the "Fill/ Modify Application Form", click on "Make payment". The payment details show the amount to be paid to the bank based on your category.
Applications without successful fee payment shall be treated as incomplete and shall be summarily rejected.**
5. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and furnished alongwith **SELF-ATTESTED HARD COPIES** of the following documents in the given order only (from top to bottom):
 - 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. EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
 - e. Proof of Identity & Address (Passport, Voter ID, Driving Licence, Aadhaar Card etc)
 - f. PAN Card
 - g. Proof of different periods of experience as claimed in the Application Form (if applicable)
 - h. Any other document in support of your candidature
 - i. PWD Certificate as per latest format (if applicable).

Application Form along with above documents are to be sent through post to "**Assistant Manager (P)/Rectt., RITES Ltd., RITES Bhawan, Plot No.1, Sector-29, Gurgaon – 122001, Haryana**"; **within the date specified for the purpose.**

6. 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.
7. **For proof of CTC/ salary, candidates shall have to submit a copy of their last Form No. 16/ Earning Card/ salary slip/ Appraisal letter/ any other suitable document.**
8. Community certificate (SC/ST/OBC) should be in the format prescribed by Government of India only. OBC candidates included in the Central List with certificate not more than 12 months old (with clear mention of candidate not belonging to "Creamy Layer") in the GOI prescribed format only will be considered for the posts reserved for OBC. EWS certificate should also be as per Gov. of India format.
9. The candidates are also advised to keep a copy of Application Form submitted with them and to carry the same at the time of the Interview (if called).
10. **Candidates who have registered online but whose physical application along with aforesaid documents is not received by the due date, their candidature may not be considered.** The company reserves the right to consider only such applications which are received in physical format by the prescribed date.
11. The **original testimonials/documents along with one self-attested copy** will have to be produced by the candidate(s) at the time of interview (if called).

12. Applications received after the last date of receipt of Application Form and documents shall be rejected. RITES Ltd. does not bear any responsibility for any delay in post/courier for any reason whatsoever.
13. Departmental Candidates of RITES are required to apply online and submit their hard copy through proper channel.
14. Candidates working in Government Departments/ PSU are required to apply through proper channel. The candidates who apply directly would have to bring NOC from their employer at the time of Interview (if called) so as to consider their claims under technical resignation category
15. Candidates not fulfilling the minimum laid down criteria advertised with respect to educational qualifications, age, and experience for selection to the respective post, would not be able to register online.
16. Candidates should submit only one application for one vacancy and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online 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.
17. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Venue & Time

Date, time and details of venue of the selection shall be communicated to shortlisted candidates

General Instructions

1. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
2. The number of vacancies may vary.
3. Serving Govt./PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization
4. The period of training/internship/ articleship shall not be counted towards post qualification experience.
5. Legal jurisdiction will be Delhi in case of any dispute
6. No train/bus fare / TA / DA shall be payable.
7. In case a candidate is found suitable for a lower post than for which he/she has applied, he/she shall only be considered for the post for which he/she has been found suitable by the selection committee.

Communication with RITES

Any information regarding this recruitment process would be made available on the e-mail address provided by the candidate at the time of registration and/or shall be uploaded on RITES website. Candidates are advised to periodically check the site for further updates.

Any communication with RITES should invariably contain the following particulars:

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

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

Queries if any should be sent to rectt@rites.com.

For any further clarification/query, please contact officials of Recruitment Section on telephone No. 0124 – 2818115/ 848/ 163/ 178 from 10:00 AM to 5:00 PM only on working days (Monday - Friday). **Queries related to information already provided in the advertisement may not be attended to.**

Important Dates

S. No.	Particular	Date
1	Start date of online registration	03.10.2019
2	Last date of online registration	25.10.2019
3	Last date of submission of hard copy of documents	04.11.2019
4	Date of selection	To be notified later