

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



Recruitment of professionals on regular basis

RITES Ltd., a Nav 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 (NCL)	SC	ST	Total
190/24	Additional General Manager (ES&T)	2	-	-	-	-	2

Age Limit

VC No.	Post	Maximum Age
190/24	Additional General Manager (ES&T)	46 Years

Note: Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of the application (cut-off date).

Minimum Qualifications & Experience

VC No	Designation & Pay Scale (Rs.)	Minimum Qualification*	Minimum post - qualification experience
190/24	Additional General Manager (ES&T) (INR 90,000-2,40,000)	Full time Bachelor's degree in Electrical / Electronics /Power Supply/ Instrumentation and Control/ Industrial Electronics/Electronics & Instrumentation/Applied Electronics/ Digital Electronics/Power Electronics Engineering or any of the above combination in part or whole Or Full time Bachelor's Degree in Electronics / Electronics & Telecommunication / Electronics & Communication / Electronics & Electrical / Electronics & Instrumentation Engineering /Computer Science/ IT/ Computer Engineering or any of the above combination in part or whole	16 Years

Experience is defined as under:

Candidates working in Central/ State Govt./ PSU/ autonomous organizations etc should have a total experience of 16 years and should be working for atleast 2 years in the IDA pay scale of ₹ 80,000-2,20,000/CDA scale in **Level 12** of pay matrix of 7th CPC. Candidates working in Private Sector or other organizations with experience in Executive capacity as indicated above should have an annual CTC of atleast 29.92 LPA.

Candidate should have post-qualification work experience of minimum 16 years and have experience in Signal

&Telecommunication construction projects, installation, testing and commissioning of SSI/EI/RR/PI of indoor and outdoor of Signal& Telecommunication gears for Railways/RRTS/Metro/Light Rail etc.

OR

Candidates should have post qualification work experience of minimum 16 years and have experience in Electrical work related to Sub Station/ Workshop with substantial Electrical Machines/ Railway Electrification works of Mainline/sidings/RRTS/ Metro etc., E&M works in large building projects, Installation and maintenance in the field of Renewable energy etc.

*Candidates belonging to UR/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.

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

Selection Process

Documents submitted by candidates will be scrutinized by RITES Limited and candidates found eligible will be called for verification of original documents and selection process. It will be the candidates' responsibility to upload supporting documents substantiating the claims submitted in the application form, absence of which shall render the candidature ineligible.

The weightage distribution of various parameters of the interview round shall be as under:

Interview	-	100%
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(Technical & Professional proficiency - 65 %; Personality Communication & Competency – 35 %)

Total	-	100%
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A minimum of 60% marks for UR/ EWS (50% for SC/ST/OBC (NCL)/ PWD against reserved posts) in interview will be required to enable the candidate to be considered suitable in screening round. There will be no minimum qualifying marks required in the aggregate.

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

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.

Shortlisted candidates shall be informed about the venue and timings of the selection process.

Relaxations & Concessions

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

Relaxation in upper age limit to OBC (NCL)/ SC/ ST candidates shall be provided against reserved posts as per extant Govt. orders.

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 suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD. Such PWD candidates shall be eligible for relaxation of 10 years in upper age limit.

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

Discipline	Category for which identified	Functional Classification	Physical Requirements
S&T	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, R, W & RW

Discipline	Category for which identified	Functional Classification	Physical Requirements
Electrical	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

Persons with Disabilities belonging to the category/ categories for which the post is identified (as indicated in Table above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

Functional Classification:

Code	Functions
OH	Orthopaedically Handicapped
VH	Visually Handicapped
HH	Hard of Hearing
OL	One leg
OA	One arm
BA	Both Arms
BH	Both Hands
MW	Muscular Weakness
OAL	One arm one leg
BLA	Both Legs and Arms
BLOA	Both Legs one Arm
LV	Low Vision
B	Blind
PD	Partially Deaf
FD	Fully Deaf
BL	Both legs
D	Dwarfism
CP	Cerebral Palsy
LC	Leprosy Cured
AAV	Acid Attack Victims
MD	Multiple Disabilities

The above lists are subject to revision.

Physical Requirements:

Code	Physical Requirements
S	Sitting
ST	Standing
W	Walking
SE	Seeing
H	Hearing/ Speaking
RW	Reading and Writing
C	Communication
MF	Manipulation by fingers
PP	Pulling & Pushing
L	Lifting
KC	Kneeling & Crouching
BN	Bending
M	Movement
JU	Jumping
CL	Climbing

Nature & Period of Engagement

The appointment will be initially on probation for a period of one year.

Selected candidates shall be liable for posting at any place in India and abroad 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. Candidates may also note that no application of an employee would be forwarded for jobs outside until he/ she completes 2 years of service in 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 As per company rules applicable to Regular employees.
- c) Medical facility.
- d) Group Insurance.
- e) Leave Encashment.

The approximate emoluments at the minimum of the pay-scale for different positions are detailed below:

VC No	Post	Pay Scale	Approximate CTC
190/24	Additional General Manager (ES&T)	INR 90,000-2,40,000	INR 32.72 Lacs

Fees

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

Category	Fee
General/OBC Candidates	Rs. 600/- plus Taxes as applicable
EWS/ SC/ST/ PWD Candidates	Rs. 300/- plus Taxes as applicable

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) 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 along with 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. While filling up the required details, candidates are advised to carefully and correctly fill the details of "Identity Proof". Candidates are also advised to note the same and ensure the availability of the same Identity Proof as it will be required to be produced in /original at later stages of selection (if called).
5. **After filling up the required details under the "Fill/ Modify Application Form", click on "Upload Documents". Post successful upload of documents, candidate needs to click on "Makepayment". The payment details show the amount to be paid to the bank based on category against which you are submitting application form.**

Applications without successful fee payment shall be treated as incomplete and shall be summarily rejected.

6. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and retained. The same is to be submitted at the time of Scrutiny of Documents along with **SELF-ATTESTED SCANNED COPIES** of the following documents strictly in the following order. (if called for document scrutiny):
 - 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 License, 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).

Scanned copies of all above mentioned documents need to be uploaded on RITES website for successful submission of applications. Candidates need to ensure that scanned copies are clear and visible.

7. In respect of claims made by you in your application with regard to experience, documents in support thereof have to be uploaded on RITES website and needs to be re-produced on the day of interview. In case your claim is not established from the proofs submitted by you; your candidature is liable to be rejected at the time shortlisting/ document scrutiny. Please check your claims vis-a-vis the certificates in support thereof establishing your candidature. Incomplete application or insufficient upload of proof would entail rejection of your candidature. No additional information other than those furnished in the Application shall be allowed to be considered at a later stage.
8. For proof of CTC/ salary, candidates shall have to upload a copy of their last Form No. 16/ Earning Card/ salary slip/ Appraisal letter/ any other suitable document and the same needs to be re-produced on the day of interview.
9. Community certificate (SC/ST/OBC) should be in the same format as 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.
10. Hard copies of documents are not to be sent to this office through post/ courier.
11. The original testimonials/documents along with one self-attested copy will have to be produced by the candidate(s) at the time of selection (if called). The original copies shall be returned after verification.
12. Mere applying for the post/ submission of documents/ appearing or qualifying in the selection does not confer any right on the candidates for claiming selection. If it is found that a candidate does not fulfill the advertised eligibility criteria, his/her candidature will be summarily rejected.

13. 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 separately.
14. The candidates must submit all the details pertaining to his candidature viz. personal details, educational qualification details, experience details, category etc. Suppression, in this regard, if any, detected on a future date shall render the candidature liable for forfeiture.
15. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
16. Departmental Candidates of RITES are required to apply online and submit their hard copy through proper channel.
17. **Candidates working in Government Departments/ PSUs are required to apply through proper channel. Candidates who apply directly would have to bring No Objection Certificate (NOC) at the time of Interview (if called) for being eligible for protection of their pay, transfer of gratuity, Leave etc., subject to satisfaction of other terms and conditions in this regard. NOC submitted after due date shall not be considered.**
18. **Candidates have to bring duly filled two copies of Annexure A, and documents mentioned therein in chronological order and submit at the time of Document verification/Selection process.**

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. Candidates working in any organization shall be allowed to join RITES only after being properly relieved from their parent organization.
4. Before applying, the Candidates must satisfy themselves about their eligibility for the post applied for.
5. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature is liable for cancellation. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
6. **Any corrigendum/addendum to this advertisement will be displayed only on the Company's website www.rites.com. Therefore, applicants are advised to keep checking the Company's website for any update.**
7. The period of training/internship shall not be counted towards post qualification experience.
8. Legal jurisdiction will be Delhi in case of any dispute
9. No train/bus fare / TA / DA shall be payable.
10. **Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of application (cut-off date).**
11. Date of acquiring the qualification will be earliest of the following:

- (i) Last day of month in which final examination of qualifying degree has been held. In cases where exact

- date of written examination is stated, the same will be treated as date of acquiring the qualification
- (ii) Date of declaration of result
 - (iii) Date of issuance of marksheet
 - (iv) Date of issuance of degree

There shall be no relaxation on this account. No further relaxation shall be provided in this regard.

12. Where a specialization is required in the qualifying degree in the educational qualification, candidate is required to submit a certificate from the University/ Institution clearly specifying the specialization in the qualifying degree.

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 Career section of RITES website for further updates.

Candidates are encouraged to go through the detailed advertisement and read the "Frequently Asked Questions (FAQs)" uploaded on RITES website under Career section to solve their queries.

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

Any query/ issue should be brought to notice of RITES duly in advance of the last date affording opportunity to redress genuine and reasonable grievance

RITES will not be responsible for non-submission of application due to issues brought to notice at the last moment.

Queries related to information already provided in the advertisement shall not be attended to.

Important Dates

S. No.	Particular	Date
1	Commencement of submission of online application and online payment of fees	20.07.2024
2	Last date of submission of online application and online payment of fees	25.08.2024

Annexure-A

With reference to my application, I am submitting requisite Document(s) along with duly self-attested photocopies of my certificates as under (in chronological order):

S. No.	Documents name	Submitted (Y/N)	Remarks
01	10 th /High School certificate for proof of Date of Birth		
02	12 th Marksheet		
03	Diploma / Graduation Marksheets- All semesters		
04	Diploma / Graduation Certificate		
05	Post Graduation Marksheet All semesters		
06	Post Graduation Certificate (as applicable)		
07	PhD Marksheets & Certificate, if any		
08	Other Academic Qualification / Certification, please specify: _____		
09	List of Experience certificates submitted: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____		
10	Last company relieving letter/ experience certificate, NOC (For Govt./PSU Employees)		
11	ADHAR Card		
12	PAN Card		
13	Copy of Bank Account Passbook/Statement		
14	08 recent passport size colour photographs		

I also certify that the above documents are authentic, valid and true to the best of my knowledge. If any of the above document(s) or any information contained therein is found to be false, my candidature/ employment may be summarily rejected/ cancelled.

Signature of candidate	
Name of candidate	
Date of Documents Submission	
Post Name	
VC No against which Documents Submission	

For official use only

I have verified the above documents submitted by the candidate and found **them to be / not to be** (strike out one of these) in order as per company requirement(s)

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Any other remarks/ details of lack of documents:	
Signature of officer accepting documents	
Name of officer accepting documents	
Designation of officer accepting documents	
Date	