



Recruitment of Civil Engineers on contractual basis in pay-scale through Walk-In Interview

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	Vacancies				
		UR	OBC	SC	ST	Total
110/16	Assistant Manager (Civil) for Jodhpur site	2	0	0	0	2
111/16	Assistant Manager (Civil) for Ambala site	2	0	0	0	2
112/16	Assistant Manager (Civil) for Shillong site	2	0	0	0	2
113/16	Assistant Manager (Civil) for Port Blair site	2	0	0	0	2

Age Limit

VC No	Maximum Age	Cut-off date for calculation of Age
110/16 to 113/16	40 years	01.10.2016

Minimum Qualifications & Experience

Designation & Pay Scale (Rs.)	Minimum Educational Qualification	Minimum post - qualification total / relevant experience
Assistant Manager (Rs. 20, 600 – 46, 500)	Full time First Class Degree in Civil Engineering	Total 5 Years Experience In Relevant Area
	Full Time First Class Diploma in Civil Engineering	Total 10 Years Experience With 5 Years In Relevant Area

Relevant Experience is defined as under:
Experience should be in quality control of mass concreting in building works/ metro station buildings/ underground structures etc.

Experience shall be calculated as on 01.10.2016.

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 Diploma by Govt. of India, shall also be accepted.

Selection Process

After preliminary screening of the applications & certificates etc. submitted by the candidates in person, suitable candidates will be interviewed.

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.

Relaxations & Concessions

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	Locomotor disability	OA, OL	S, ST, BN, W, SE, MF, C, R, W & RW
	Hearing Impairment	HI	

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

Nature & Period of Engagement

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

Selected candidates shall be liable to be posted anywhere in India as per company requirements. However, tentative place of initial posting is indicated as under:

VC No	Tentative place of posting
110/16	Jodhpur, Rajasthan
111/16	Ambala, Haryana
112/16	Shillong, Meghalaya
113/16	Port Blair, Andaman & Nicobar Islands

Remuneration

The selected candidates would be paid Basic pay and DA, fixed/variable allowances as applicable in the scale, HRA/Lease, Contribution to PF, Gratuity as per Gratuity Act. Other benefits would be as under:

- a) Leaves.
- b) Maternity Leave/ Paternity Leave
- c) Medical facility.
- d) Accident/Death Insurance.
- e) Leave Encashment.

As per company rules applicable to contract employees.

Fees

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

How to Apply

1. **Before applying candidates should ensure that they satisfy all 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 the top of filled up online form. Please note down this "Registration No." and quote it for all further communication with RITES Ltd.
4. **Candidates who have not applied online may also appear for the Walk-In Interview on the scheduled dates. However, such candidates will be required to fill up the Offline Application Form (Attached with this advertisement).**
5. Candidates are required to bring the **filled up Online Application Form/ Offline Application Form** along with the following documents with them in **ORIGINAL & ONE SELF-ATTESTED COPY** at the time of Interview 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. 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 Licence, 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).
6. **No hard copy of any documents/forms is to be sent to this office.**
7. 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.

8. 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.
9. 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.
10. 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.
11. If any claim made by candidates is found to be incorrect, their candidature shall be summarily rejected..

Venue & Time

Selection Round	VC No	City	Venue	Date & Time
Personal Interview	110/16	Gurgaon, Haryana	RITES Ltd. RITES Bhawan Plot No. 1, Sector 29 Gurgaon – 122001, Haryana	11.11.2016 10:00 AM
	111/16	Gurgaon, Haryana		11.11.2016 10:00 AM
	112/16	Guwahati, Assam	Ginger Hotel Guwahati IHM Campus, Upper Hengrabari, Borbari, VIP Road, Guwahati Assam - 781036	21.10.2016 10:00 AM
	113/16	Port Blair, Andaman & Nicobar Islands	Hotel Hill Top International J.N. Road, Next to State Bank Of India Haddo, Port Blair Andaman and Nicobar Islands - 744102	04.11.2016 10:00 AM

Candidates who have applied online as well as those who have not applied online have to appear for the Interview as per above schedule without waiting for any intimation/ communication from RITES.

Candidates who have registered online at RITES website shall be interviewed first followed by other candidates. For other candidates, registration will be from 10:00 AM to 12:00 PM on the day of the Interview.

Effort shall be made to conduct Interviews for all candidates on the same day only. However, in case of large number of candidates, selection may continue to the next day as well.

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

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. 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**.

Queries should be sent to rectt@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 only on working days (Monday - Friday). **Queries related to information already provided above shall not be attended.**

Important Dates

S. No.	Particular	Date
1	Start date of online registration	07.10.2016
2	Last date of online registration	19.10.2016
3	Date of Interview	As indicated above

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 जन्म तिथि / Date of birth _____

4 स्थाई 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 संख्यक/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	संस्थान 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 कार्यों 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

स्थान/ Place

दिनांक/ Date