



**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
38/19	Junior Assistant (HR)	9	2	9*	-	2*	22**

\*Includes backlog vacancies

\*\*4 posts shall be reserved for PWD candidates

**Age Limit**

Maximum Age	Cut-off date for calculation of Age
32 years	01.06.2019

**Minimum Qualifications & Experience**

VC No	Designation & Pay Scale (Rs.)	Minimum Qualification*	Minimum post - qualification experience
38/19	Junior Assistant (HR) (Rs. 18, 000 – 66, 000)	Graduate in any discipline <b>AND</b> Typing speed (On computer) 25 w.p.m in English/ 20 w.p.m. in Hindi	2 years

**Experience is defined as under:**

Candidates should have total post qualification experience of minimum 2 years of working in HR/ Finance/ Public Relations / General Administration in Govt. Department/ Central/ State PSUs/ Autonomous Bodies or Private firms of repute.

The experience should be of working in areas as indicated below:

*“Recruitment / Training / Performance Management / Employees Relations/ Labour Laws/HR Policies/ Welfare/ General Administration/ Public Relations/ Corporate Accounting/ Financial Management/ Taxation etc”*

\*Candidates belonging to General/EWS category should have first class degree/ minimum 60% marks in Minimum Qualification.

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

Similarly candidates belonging to SC/ST/OBC(NCL)/PWD applying against unreserved posts should also have first class degree/ minimum 60% marks in Minimum Qualification.

Experience shall be calculated as on 01.06.2019.

**Note for Educational Qualification:**

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	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 the performance in the Written Test, and fulfilling the conditions of eligibility; candidates shall be shortlisted for Skill Test. **The skill test would be of only qualifying nature.**

Candidates opting for English medium should have typing speed of 25 words per minute and those opting for Hindi medium should have typing speed of 20 words per minute. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. Visually Handicapped candidates (with 40% disability and above) will be allowed 30 minutes.

OH candidates who claim to be permanently unfit to take the typewriting test because of a physical disability may, with the prior approval of the Company, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format from the competent Medical Authority, i.e., the Civil Surgeon declaring him/her to be permanently unfit for the Typewriting Test because of a physical disability.

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.

### 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, 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 are ₹ 5 LPA.

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

## Fees

No fee is required to be paid for applying to the above posts.

## 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. 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) at the time of selection (if called):
  - 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).
5. **No hard copy of any documents/forms is to be sent to this office at present.**
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. 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.
8. 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).
9. 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).
10. Departmental Candidates of RITES are required to apply online and submit their hard copy through proper channel.

11. 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
12. 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.
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.
14. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

#### Venue & Time

S. No.	Selection Round	Venue & Date
1	Written Test	6 different locations across India* (Exact address shall be communicated to the candidates later)
2	Document Verification (Subject to performance in Written Test)	Venue shall be communicated to shortlisted candidates

Candidates are required to give two preferences for their choice of center for the Written Test at the time of online application. Although efforts shall be made to allot a center of choice to the candidates, however RITES reserves the right to allot to a candidate a center which was not indicated as his preference.

Test Centers for Written Test\*:

S. No.	City
1	Delhi/Gurgaon
2	Kolkata
3	Chennai
4	Mumbai
5	Hyderabad
6	Nagpur

**\*All centers except Delhi/ Gurgaon are tentative and will depend on number of candidates and discretion of RITES.**

Exact 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 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.

#### 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](mailto:rectt@rites.com).**

For any further clarification/query, 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 in the advertisement may not be attended to.**

#### Important Dates

S. No.	Particular	Date
1	Start date of online registration	04.06.2019
2	Last date of online registration	25.06.2019
3	Date of selection	To be notified later