



Recruitment of professionals on contractual 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	Vacancies					
		UR	EWS	OBC (NCL)	SC	ST	Total
05/21	Assistant (Marketing/ Protocol/ Welfare)	2	-	1	-	-	3

Age Limit

Maximum Age	Cut-off date for calculation of age
40 years	01.03.2021

Minimum Qualifications & Experience

VC No	Designation	Minimum Educational Qualification*	Minimum post - qualification experience
05/21	Assistant (Marketing/ Protocol/ Welfare)	Graduate in any discipline	3 years

Experience is defined as under:

Candidates should have post qualification experience of minimum 3 years in any of the following areas:

Protocol and Travel, Customer Relations Management, Marketing/ Public relations/ Sales & Client service/ Corporate communication/ Hospital management/ mediclaim policies, insurance coordination services.
Experience of reception/ call centre shall not be considered relevant.

*Candidate 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.

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

Experience shall be calculated as on 01.03.2021.

Note for Educational Qualification:

The candidate should possess Degree recognized by AICTE/ UGC (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. Sections A & B examination of the Institution of Engineers (India) which is treated as equivalent to Degree by Govt. of India and recognized by AICTE, shall also be accepted.

Selection Process

The applications received shall be screened for eligibility. The candidates may be shortlisted for further selection. The company reserves the right to shortlist the number of candidates for selection out of eligible candidates. Due to prevalent pandemic situation, based on the requirement and discretion of RITES, selection process may be conducted online.

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

Written Test - 100%

The candidates shall have to produce copies of educational qualification and experience claimed which shall be verified from the original documents at the appropriate stage and shall be subject to verification from the original source.

A minimum of 50% marks (45% for OBC (NCL) against reserved posts) in written test will be required to enable the candidate to be considered for placement on panel.

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.

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.

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.

PwBD 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, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, RW, H
	Hearing Impairment	HH	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H (Acceptable with Hearing Aids)
	Visual Impairment	LV	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

Functional Classification & Physical Requirement:

Code	Functional Classification	Code	Physical Requirements
OH	Orthopaedically Handicapped	S	Sitting
VH	Visually Handicapped	ST	Standing
HH	Hard of Hearing	W	Walking
OL	One leg	SE	Seeing
OA	One arm	H	Hearing/ Speaking
BA	Both Arms	RW	Reading and Writing
BH	Both Hands	C	Communication
MW	Muscular Weakness	MF	Manipulation by fingers
OAL	One arm one leg	PP	Pulling & Pushing
BLA	Both Legs and Arms	L	Lifting
BLOA	Both Legs one Arm	KC	Kneeling & Crouching

LV	Low Vision	BN	Bending
B	Blind	M	Movement
PD	Partially Deaf	JU	Jumping
FD	Fully Deaf	CL	Climbing
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, if any.

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.

Selected candidates shall be liable for posting anywhere in India as per Company requirements.

Remuneration

Pay, allowances and perks for the post would be as under:

Post	Basic pay	Allowances	Other perks
Assistant	Rs. 13, 660/- (1 to 3 % annual increment based on the performance)	65% in Non-metro cities 70% in Metro Cities other than Mumbai/Bangalore 75% for Mumbai/ Bangalore.	Medical & Accidental Insurance for self and Employer's contribution towards PF @ 12% would be borne by the company.

The Consolidated monthly Gross Emoluments including PF contribution of Employer for posting in Metro city comes out to be ₹ 24, 860/- which results in CTC of 2.98 LPA (approx.).

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. 300/- plus Taxes as applicable
EWS/ SC/ST/ PWD Candidates	Rs. 100/- 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:

- 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.
- Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

- 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 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. 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 "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.
6. 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 selection (if called).
7. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and furnished along with **SELF-ATTESTED SCANNED 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 Lisence, 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 and all the above documents are to be mailed to the email id ritesrecruitment0521@gmail.com; within the date specified for the purpose.

This e-mail id is only for the purpose of submission of documents for VC No 05/21 only. Any queries sent to this e-mail id shall not be attended to.

While mailing the documents, following details are to be mentioned in the e-mail:

Name: (As mentioned in Application form)

RITES Registration No:

The scan of the documents should be of good quality and clearly visible.

Documents sent to any other email id shall not be considered. RITES will not be responsible for bouncing of any e-mail.

8. Please attach copies of experience certificates from your previous employer 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.
9. 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.
10. 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.
- 11. Hard copies of documents are not to be sent to this office through post/ courier. Documents are to be sent through e-mail only.**
12. 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).
13. Candidates who have registered online but whose application along with aforesaid documents is not received on e-mail by the due date, their candidature may not be considered. The company reserves the right to consider only such applications which are received along with documents by the prescribed date. RITES Ltd. does not bear any responsibility for any delay for any reason whatsoever.
14. 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.
15. 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.
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. 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.
18. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Venue & Time

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.
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 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 remaining 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 well in advance of the due date. 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	16.03.2021
2	Last date of submission of online application and online payment of fees	07.04.2021
3	Last date of submission of documents on e-mail	12.04.2021
4	Date of selection	To be notified later