



**Recruitment for DGM in Company Secretary Discipline 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.

To fuel its ambitious growth plans, RITES is inviting applications from dynamic and result oriented professionals employed in Central/ State Government Departments/ Central or State PSUs or Private Sector for the following posts in Company Secretary Discipline:

| VC No. | Post                   | No. of Vacancies |     |    |    |       |
|--------|------------------------|------------------|-----|----|----|-------|
|        |                        | UR               | OBC | SC | ST | Total |
| 1/17   | Deputy General Manager | 1                | 0   | 0  | 0  | 1     |

**Age Limit**

| Maximum Age | Cut-off date for calculation of Age |
|-------------|-------------------------------------|
| 41 years    | 01.01.2017                          |

**Minimum Qualifications & Experience**

| Designation & Pay-scale (Rs.)                   | Minimum Educational Qualification   | Minimum Post-qualification experience  | Experience Description  |
|---|---|--|---|
| Deputy General Manager<br><br>(Rs. 29100-54500) | Member of Institute of Company Secretaries of India<br><br>Desirable: LLB or equivalent qualification from recognized University/ Institution | Total - 10 years experience in a Central/ State PSU/ Private Listed Company at the Executive Level | The incumbent should have experience of compliance of Companies Act, conducting meetings of Board of Directors, Committees of Board, finalization of Annual Reports, compliance to Govt. of India guidelines, Corporate Governance.<br><br>Experience in CSR and legal shall be desirable |

Experience shall be calculated as on 01.01.2017.

**Further,**

- i. Experience post qualification of Company Secretary shall only be counted.
- ii. Experience rendered as an articleship/ internship/training shall not be counted.
- iii. Preference shall be given to candidates having 3 years experience at the level of Manager in IDA pay-scale of Rs. 24, 900 – 50, 500 or at a comparable level in Central/ State PSU, Central/ State Govt. Department/ Autonomous bodies.
- iv. Candidates showing experience of practice in their own firm shall have to produce registration certificate of the firm and experience post-registration of the firm can only be counted.
- v. For proof of experience in a grade/ or at a particular level, experience certificate from the competent authority would be required.

- vi. In case a candidate is found suitable for a lower post than for which he/she has applied for, he/she shall only be offered the post for which he/she has been found suitable by the selection committee.

**Note for Educational Qualification:**

LLB or equivalent Degree approved by UGC; 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, only shall be considered.

**Relaxations & Concessions**

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 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, BN, W, SE, MF, C, RW |
|        | Visual Impairment               | LV                        |                         |
|        | 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                             |

### 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 Written Test/ Interview out of eligible candidates. The candidates shall have an option to answer the questions in Written Test and appear for interview either in Hindi or English.

The selection criteria shall consist of following:

|               |   |     |
|---------------|---|-----|
| Qualification | - | 20% |
| Experience    | - | 20% |
| Written Test  | - | 40% |
| Interview     | - | 20% |

**Only those candidates shall be eligible for empanelment who secure a minimum of 60% marks in Written Test, in Interview as well as in aggregate. The panel shall be drawn based upon the overall marks.**

Selected candidates will be appointed subject to their being found medically fit in the Medical Examination to be conducted as per RITES Rules and Standards for the 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, DA, Fixed/variable allowances as applicable to the scale, HRA/Leased accommodation, Contribution to PF, Gratuity as per Gratuity Act. Other benefits would be as under:

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

The approximate emoluments at the minimum of the pay-scale are ₹ 14 LPA.

The pay-scales are due for revision based on the recommendations of the 3<sup>rd</sup> Pay Revision Committee.

### 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):
  - 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 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.**

5. 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.
6. 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.
7. 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).
8. **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.
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. 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.

11. Departmental Candidates of RITES are required to apply online and submit their hard copy through proper channel.
12. 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).
13. 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.
14. 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.
15. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

#### Venue, Date & Time of selection

| S. No. | City    | Venue & Date  |
|--------|---------|---|
| 1      | Gurgaon | RITES Ltd.<br>RITES Bhawan<br>Plot No. 1, Sector 29<br>Gurgaon – 122001, Haryana<br><b>Date and Time of selection shall be intimated through mail</b> |

#### 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/apprenticeship shall not be counted towards post qualification experience.
5. Legal jurisdiction will be Delhi in case of any dispute

#### 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. | Name of Important Event   | Date                 |
|--------|---|----------------------|
| 1      | Start date of online registration   | 28.12.2016           |
| 2      | Last date of online registration  | 15.01.2017           |
| 3      | Last date of submission of hard copy of Application Form with due documents | 25.01.2017           |
| 4      | Date of selection   | To be notified later |