

BITES LIMITED
(A Govt. of India Enterprise)

Notification for Recruitment of Graduate Executive Trainees (GETs)

BITES Ltd. is a Mini Ratna Central Public Service Enterprise under the Ministry of Railways, Govt. of India. It is an ISO 9001: 2000 certified premier international multi-disciplinary consultancy organization in infrastructure sector rendering comprehensive professional services in various sectors including Metro Rail Systems, Railways, Highways, Airports, Ports & Harbor, Urban Transport & others.

To fuel its ambitious growth plan, BITES is looking for promising, energetic young Graduate Engineers with brilliant academic record to join the organization as **Graduate Executive Trainee**.

A candidate with the degree in Engineering in the discipline indicated below can only apply for the post of GETs in the respective disciplines:

VC No.	Discipline	Vacancies*	Caste/Community-wise break up of vacancies			
			UR	OBC	SC	ST
59/13	Civil Engineering	30	16	8	4	2
60/13	Mechanical Engineering	25	15	6	3	1
61/13	Electrical Engineering	5	4	1	0	0
62/13	Metallurgical Engineering	5	4	1	0	0
63/13	Electronics & Communication Engineering	2	2	0	0	0

*The number of vacancies is provisional and subject to increase/decrease. Out of all vacancies indicated above, two vacancies shall be reserved for Persons with Disabilities (PWDs) which shall be operated, as per Government of India instructions, on horizontal reservation basis.

1. ELIGIBILITY CONDITIONS

- i- **Nationality:-** A candidate must be a citizen of India.
- ii- **Minimum Educational Qualification:-** Full Time Graduate in the relevant Engineering discipline i.e. Civil/ Mechanical/ Electrical/ Metallurgical / Electronics & Communication Engineering with 60% marks (50% for SC/ST/OBC candidates) or equivalent CGPA in aggregate of all the semesters from a AICTE approved University/Institute.
- iii- **Age-Limit:-** A candidate for this examination must have attained the age of 21 years and must not have crossed the age of 30 years as on 18.09.2013

i.e he/she must have born not earlier than 19.09.1983 and not later than 18.09.1992.

iv- Relaxation in upper age-limit:-

- (a) No Relaxation is allowed in the stipulated minimum age.
- (b) The upper age limit prescribed above will be further relaxable upto a maximum of **five years** if a candidate belongs to a **Scheduled Caste** or a **Scheduled Tribe**
- (c) The upper age limit prescribed above will be further relaxable upto a maximum of **three years** in the case of candidates belonging to **Other Backward Classes** who are eligible to avail of reservation applicable to such candidates.
- (d) The upper age limit prescribed above will be further relaxable upto a maximum of **five years** if a candidate had ordinarily been **domiciled in the State of Jammu & Kashmir** during the period from the **1st January, 1980 to the 31st December, 1989**.
- (e) The upper age limit prescribed above will be further relaxable upto a maximum of **three years** in the case of **Defence Service personnel** disabled in operations during hostilities with any foreign country or in a disturbed area, and released as a consequence thereof;
- (f) The upper age limit prescribed above will be further relaxable upto a maximum of **five years** in the case of **ex-servicemen including Commissioned Officers and ECOs/SSCOs** who have rendered **at least five years Military Service** as on 1st August, 2013 and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from 1st August, 2013) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to Military Service or (iii) on invalidment;
- (g) The upper age limit prescribed above will be further relaxable upto a maximum of **five years** in the case of **ECOs/SSCOs** who have completed an initial period of assignment of five years of Military Services as on 1st August, 2013 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and they will be released on three months' notice on selection from the date of receipt of offer of appointment;
- (h) The upper age limit prescribed above will be further relaxable upto a maximum of **10 years** in the case of **Persons With Disabilities (PWDs)**. (15 years in case of SC/ST and 13 years in case of OBC candidates).

- (i) **RITES' regular employees** fulfilling the educational qualification criteria may apply for the position. Such candidates shall be given age relaxation of **5 years**, over and above the upper age limit indicated above.

NOTE (I) - Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of Para 1 (iv) above, viz. those coming under the category of Ex-servicemen, persons domiciled in the State of J & K, and Persons with Disabilities (PWDs) etc. will be eligible for grant of cumulative age relaxation under both the categories.

Note (II) - The term ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

Note (III) - The age concession under Para 1 (iv)(f) and (g) will not be admissible to Ex-Servicemen and Commissioned Officers including ECOs/SSCOs, who are released on own request.

Note (IV) - Notwithstanding, the provision of age-relaxation, a physically handicapped candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or appointing authority, as the case may be, may prescribe) is found to satisfy the requirement of physical and medical standards for the posts concerned to be allocated to the physically handicapped candidates by the Government.

- (j) **SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.**

- (k) The date of birth accepted by the Company is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to matriculation or in an extract from a Register of matriculates maintained by a University and that extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate.

- (l) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted. The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.

NOTE 1:- CANDIDATES SHOULD NOTE THAT ONLY THE DATE OF BIRTH AS RECORDED IN THE MATRICULATION/SECONDARY EXAMINATION CERTIFICATE OR AN EQUIVALENT CERTIFICATE ON THE DATE OF SUBMISSION OF APPLICATION WILL BE ACCEPTED BY THE COMPANY AND NO SUBSEQUENT REQUEST FOR ITS CHANGE WILL BE CONSIDERED OR GRANTED.

NOTE 2:- CANDIDATES SHOULD ALSO NOTE THAT ONCE A DATE OF BIRTH HAS BEEN CLAIMED BY THEM AND ENTERED IN THE RECORDS OF THE COMPANY FOR THE PURPOSE OF ADMISSION TO AN EXAMINATION, NO CHANGE WILL BE ALLOWED SUBSEQUENTLY ON ANY GROUNDS WHATSOEVER.

NOTE 3:- CANDIDATES SHOULD EXERCISE DUE CARE WHILE ENTERING THEIR DATE OF BIRTH IN RESPECTIVE COLUMN OF THE APPLICATION FORM. IF ON VERIFICATION AT ANY SUBSEQUENT STAGE, ANY VARIATION IS FOUND IN THEIR DATE OF BIRTH FROM THE ONE ENTERED IN THEIR MATRICULATION OR EQUIVALENT EXAMINATION CERTIFICATE, DISCIPLINARY ACTION WILL BE TAKEN AGAINST THEM BY RITES UNDER THE RULES.

- v- **Physical Standards:-** A candidate should be physically and mentally fit. For being considered as PWDs, the candidate should have disability of Forty per cent (40%) or more. However, such candidates shall be required to meet one or more of the following physical requirements/abilities which may be necessary for performing the duties in the concerned posts:-

Code	Physical Requirements
F	Work performed by manipulating (with Fingers)
PP	Work performed by pulling & pushing
L	Work performed by lifting
KC	Work performed by kneeling and crouching
B	Work performed by bending
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
W	Work performed by walking
SE	Work performed by seeing
H	Work performed by hearing/ speaking
RW	Work performed by reading and writing.

The functional classification in their case shall be, one or more of the following, consistent with the requirements of the concerned Posts:

Functional Classification:-

Code	Functions
OL	one leg affected (R or L) a. impaired reach b. weakness of grip c. ataxic
OA	one arm affected a. impaired (R or L) reach b. weakness of grip c. ataxic
MW	Muscular weakness and limited physical endurance
PB	Partially blind
PD	Partially deaf

2. APPLICATION FEES:-

The candidate will have to deposit the under mentioned amount of fees in any branch of **Indian Bank all over India** and would attach the RITES copy of payment challan and send the same along with application:

General/OBC candidates-	Rs. 500
SC/ST candidates	Rs.100
Persons with Disabilities (PWDs)	Nil.

PWDs are given concession in the fee provided they are otherwise eligible for appointment as **GRADUATE EXECUTIVE TRAINEE** on the basis of the **standards of medical fitness for this post(including any concessions specifically extended to the physically handicapped)**. A PWD claiming age relaxation/fee concession will be required to submit along with their **Detailed Application Form, certified copy of the certificate from a Government Hospital/Medical Board in support of his claim for being a person with disabilities.**

NOTE:Notwithstanding the aforesaid provision for age relaxation/concessional fee, a PWD will be considered to be eligible for appointment only if he/she (after such physical examination as the Company or the appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Posts to be allocated to PWD candidates by the Company.

(iii) 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.

(iv) Applications not accompanied by the Payment Challan(RITES' Copy) shall be summarily rejected.

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

3. SELECTION PROCESS:

The candidates who have qualified GATE 2013 in their respective discipline i.e. Civil Engineering, Mechanical Engineering, Electrical Engineering, Metallurgical Engineering, or Electronics & Communication Engineering are eligible to apply for GET 2013. Candidates will be required to submit their original GATE - 2013 score card for verification at the time of Interview.

i) Shortlisting of Eligible candidates for Personal Interview

Candidates will be shortlisted based on their GATE 2013 score for holding personal interview of the candidates. The company shall decide the number of candidates to be shortlisted for interview in each of the discipline.

Candidates shortlisted for the Personal Interview shall be required to submit the documents as mentioned in their individual communication to be sent through e-mail.

ii) Weightage to Different Parameters for Selection:

For preparation of final merit of candidates for empanelment, the relative weightages assigned to the marks obtained in GATE – 2013 & Personal Interview shall be as indicated below:

Marks (out of 100) in GATE 2013	75%
Personal Interview	25%

iii) Qualifying marks in interview:

The qualifying marks in personal interview for different categories would be as mentioned below:

Category	Qualifying marks for interview
Unreserved(General)	60%
Reserved(SC/ST/OBC)	50%

Empanelment of candidates:

Candidates who secure minimum qualifying marks in the Personal Interview will only be adjudged suitable for empanelment. The final empanelment would be done on the basis of total marks secured(GATE 2013 score and personal interview score) by the candidate.

The offer of appointment shall be issued to the empanelled candidates in the order of category wise merit and based on requirement of the company.

COMPENSATION PACKAGE

Selected candidates will be on training for a period of one year. They will be placed in the IDA pay scale of Rs.20600-46500 during the training period with starting basic pay of Rs.20600/-. Besides basic pay, they will be paid Dearness Allowance (DA) and House Rent Allowance (HRA) during the training period. The candidates will also be required to successfully clear the examination to be conducted at the end of training. On successful completion of training and passing the examination, the candidates will be engaged as Assistant Manager, scale Rs.20600-46500(IDA) on probation for a period of 2 years. Besides the said basic pay the compensation package includes Dearness Allowance, Performance Related Pay, HRA/Leased Accommodation and other allowances as admissible from time to time. Total cost to the Company comes to Rs.9 Lacs per annum approximately.

SERVICE AGREEMENT BOND

The selected candidates will be required to execute a service agreement bond to successfully complete the prescribed training period and thereafter serve the organization for at least three years. The amount of the bond is 1,00,000/- for General/OBC (NCL) candidates and 50,000/- for SC/ST/PWD candidates. The candidate will be required to deposit six months' salary if he wishes to resign from service during training period or within a period of 3 years after the training period in addition to deposit of bond money as applicable.

HOW TO APPLY

1. Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the **Career Section of the RITES website**, <http://www.rites.com> on or before 2359 hrs. of 18 October 2013.
2. While submitting the online application the system would generate 'Registration No.' on the top of such filled online form. **A copy of this form containing the registration number is to be printed, signed, and furnished along with copy of GATE 2013 scorecard, attested copies of educational, experience certificates , 2 recent passport size colour photographs, all supporting certificates applicable for age relaxation and fee relaxation & RITES copy of payment challan to AGM(P)/Rectt., RITES Ltd., RITES Bhawan, Plot No.1, Sector-29,**

Gurgaon – 122001 through speed post so as to reach him definitely by 28 October 2013. The candidate is advised to keep a copy of such application form with him and to carry the same at the time of the interview if called. Candidates who have registered online but whose physical application along with aforesaid documents is not received by the due date, their candidature will not be considered.

3. Applications received after due date will not be entertained. The applicants should enclose certified copies of qualifications, testimonials, category to which they belong (SC/ST/OBC/PH/Ex-serviceman) and his/her recent passport size photograph. Those not conforming to the prescribed format or without/unclear certificates or having ambiguity will be summarily rejected.
4. The original testimonials/documents will have to be produced at the time of interview. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.
5. Departmental Candidates of RITES are also required to apply online. However, they will have to forward the Hard copy of the Resume through their controlling officer and Personnel Department to AGM(P)/Rectt, Recruitment cell, RITES Ltd. without which the candidature will not be considered.
6. Serving Govt./PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
7. Candidates should submit only single application 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.
8. All information regarding this recruitment process would be made available in the '**Career**' section of RITES website only. Applicants are advised to check the web site periodically..
9. Candidates should ensure that the same passport size photograph is used throughout this recruitment process.
10. No application will be entertained after the expiry of last date of receipt of Online Application Form
11. The company will not be responsible for any sort of delay in receipt of Hard copy of REGISTERED APPLICATION (Registration slip). The candidates are also requested to keep a copy of their REGISTERED APPLICATION (Registration slip).

Note 1: Since these application forms are to be processed in a computerised system, due care should be taken by the candidates to fill up their application form correctly. No column of the application should be left blank. Applications incomplete in any aspect (category certificate, educational qualification certificate etc.) shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances. Candidates are required to submit along with their applications certificates in support of their claims regarding age, educational qualifications, scheduled castes/scheduled tribes/other backward classes/ ex-serviceman and physically handicapped etc.

Note 3: The candidates should ensure that they fulfill all the eligibility conditions. Their admission at all the stages of selection for which they are admitted by RITES viz. Interview/Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the Examination will be cancelled by RITES.

Note 4. Candidates are requested to keep ready the attested (**attestation by a Gazetted Officer of Central/State Govt.**) copies of the following documents for submission when they are called for Interview

1. Certificate of Age.
2. Certificate of Educational Qualifications.
3. Certificate in support of claim to belong to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Ex-Serviceman or Physically Handicapped, where applicable.
4. Certificate in support of claim for age/fee concession, where applicable.

GENERAL INFORMATION AND INSTRUCTIONS

1. Before applying, candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.
2. Essential qualification should be from a AICTE approved Institution or University
3. Management reserves the right to cancel / restrict /enlarge /modify/alter the recruitment /selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
4. Date of issuance of mark sheet shall be taken as the date of acquiring qualification.

5. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute.
6. In the absence of any proof of norms adopted by the university / Institute to convert CGPA/OGPA/DGPA into percentage, the criteria adopted by AICTE shall be followed.
7. Candidates selected in RITES are liable to be posted in anywhere in India.