



**Recruitment of Legal 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
134/15	Deputy General Manager (Legal)	1
135/15	Manager (Legal)	1

**Age Limit**

VC No.	Maximum Age	Cut-off date for calculation of Age
134/15	40 years	01.01.2016
135/15	38 years	

**Minimum Qualifications & Experience**

VC No.	Designation & Pay Scale (Rs.)	Minimum Qualification	Minimum post-qualification experience
134/15	Deputy General Manager (Rs. 29, 100 – 54, 500)	Graduate with LLB Degree <b>OR</b> Integrated LLB Degree	8 years
<b>Experience is defined as under:</b>			
Experience of practice in High Court and Civil Courts, handling labour cases, knowledge of statutory rules, legal compliances, knowledge of statutory rules, legal compliances and experience in handling legal matters pertaining to drafting, vetting & review of contracts/ commercial ventures/ service & establishment matters and good knowledge of arbitration. Equivalent experience in legal profession working as in-house counsel in Govt. Depts./ PSU/ Companies shall also be considered. Experience gained after completion of degree shall only be considered and experience of Internship shall not be counted			
135/15	Manager (Rs. 24, 900 – 50, 500)	Graduate with LLB Degree <b>OR</b> Integrated LLB Degree	6 years
<b>Relevant Experience is defined as under:</b>			
Experience of practice in High Court and Civil Courts and experience in handling legal matters pertaining to drafting, vetting & review of contracts/ commercial ventures/ service & establishment matters and good knowledge of arbitration. Equivalent experience in legal profession working as in-house counsel in Govt. Depts./ PSU/ Companies shall also be considered. Experience gained after completion of degree shall only be considered and experience of Internship shall not be counted			

Law degree possessed by candidates should be First Class to be eligible for above posts.

Experience shall be calculated as on 01.01.2016

Candidates having experience of practice in court(s) shall have to produce experience certificate issued from the office of the BAR association concerned.

**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.

**Relaxations & Concessions**

Reservation, relaxation & concessions to SC/ST/OBC/PWD/Ex-Servicemen would be provided as per extant Govt. orders.

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, SE, RW & H
2	Hearing impairment	HI	
3	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**

After screening of documents, suitable number of eligible candidates shall be called for selection.

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.

### Nature & Period of Engagement

The appointment will be initially on probation for two years.

Candidates will be required to successfully clear the screening for confirmation of their services at the end of the probation period.

Candidates selected may be posted anywhere in India as per requirements of the company.

### 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:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"><li>a) Leaves.</li><li>b) Maternity Leave/ Paternity Leave</li><li>c) Medical facility.</li><li>d) Accident/Death Insurance.</li><li>e) Leave Encashment.</li></ul> | } | As per company rules applicable to Regular employees. |
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### 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 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. A copy of this online Application form containing the registration number is to be printed, signed, and furnished alongwith **self-attested copies** of the following documents in the given order only (from top to bottom):
  - a. 2 recent passport size colour photographs
  - b. Certificates of Educational qualifications (in chronological order)
  - c. Experience certificates (in chronological order)
  - d. Proof of identity and address (Aadhar Card, Voter ID, Driving Licence, PAN Card etc.)
  - e. Certificate in support of claim of belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Ex-Serviceman or Physically Handicapped, where applicable as GOI prescribed formats.
  - f. Certificate in support of claim for age concession, where applicable.

Documents thus arranged are to be sent through post to "**Assistant Manager (P)/Rectt., RITES Ltd., RITES Bhawan, Plot No.1, Sector-29, Gurgaon – 122001, Haryana**".

5. Experience certificates, salary slips, Form 16 and bona fide certificates only are acceptable as proof of experience. Offer letters are not acceptable.
6. Candidates can apply for more than one vacancy. However, separate online registration and documentation has to be done for each.

7. The candidates are also advised to keep a copy of such application form with them 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 may not be considered.**
8. The **original testimonials/documents along with one self-attested copy** will have to be produced by the candidates at the time of interview if called.
9. No application will be entertained after the expiry of last date of receipt of Online Application Form. RITES Ltd. does not bear any responsibility for any delay in post/courier for any reason whatsoever.
10. Departmental Candidates of RITES are also required to apply online and submit hard copy through proper channel.
11. Candidates working in Government Departments/ PSU are required to apply through proper channel.
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 single 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 candidates is found to be incorrect, their candidature shall be summarily rejected.

#### **Venue & Time**

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 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.

#### **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**.

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	06.01.2016
2	Last date of online registration	22.01.2016
3	Last date of submission of hard copy of documents	29.01.2016
4	Tentative date of selection	To be notified later