



Special Recruitment Drive for SC, ST & Persons With Disability (PWD) on regular basis

BITES 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.

BITES Ltd. is in urgent need of dynamic, sincere and hard working qualified professionals for its various projects on regular basis:

VC. No.	Post	No of vacancies			
		SC	ST	PWD	Total
3/16	Personal Assistant/ Stenographer	3	1	1	5
4/16	Junior Assistant (HR)	-	6	-	6

Age Limit

VC No.	Post	Maximum Age	Cut-off date for calculation of age
3/16	Personal Assistant/ Stenographer	27 years	01.03.2016
4/16	Junior Assistant (HR)	27 years	

***The specified Maximum Age is for Unreserved category. SC/ ST/ PWD/EX-Serviceman/ J&K Domicile candidates shall be eligible for age relaxation as per extant Govt. orders as under:**

S. No.	Category	Age relaxation in Upper Age Limit
1	SC/ ST	5
2	PWD	10
3	SC/ ST + PWD	15
4	OBC +PWD	13
5	Ex-Serviceman + SC/ ST	8
6	Ex-Serviceman + PWD	13
7	Ex-Serviceman + OBC + PWD	16
8	Ex-Serviceman + SC/ST + PWD	18
9	J&K Domicile + SC/ ST	10
10	J&K Domicile + PWD	15
11	J&K Domicile + OBC + PWD	18
12	J&K Domicile + SC/ ST + PWD	20

Essential Qualifications & Experience

VC No.	Post	Minimum Educational Qualification	Minimum Post-Qualification Experience
3/16	Personal Assistant/ Stenographer	Full Time Graduate in any discipline AND Shorthand speed - 80 w.p.m. in English	Nil

4/16	Junior Assistant (HR)	Full Time Graduate in any discipline AND Typing speed (On computer) 35 w.p.m in English/ 30 w.p.m. in Hindi	Nil
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Candidates should have atleast 50% marks in Minimum Educational Qualification to be eligible for above posts.

Candidates should be proficient in the use of computers/ MS – Office.

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

RITES regular employees will be eligible for a relaxation of 5 years in maximum age-limit over and above the above specified age relaxation.

PWD candidates will have to meet the Physical Requirements and Functional Classifications which have been identified for the post as under:

S. No.	Discipline	Categories for which identified	Functional Classification	Physical Requirements
1	HR	Locomotor disability	OA, OL	S, ST, W, RW, SE, HC
		Visual Impairment	LV	
		Hearing Impairment	PD	
2	Personal Assistant/ Stenographer	Locomotor disability	OA, OL, BL	S, ST, W, RW, SE, HC
		Visual Impairment	PB, B	

Functional Classification:

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected
HI	Hearing Impaired
PD	Partially Deaf
PB	Partially Blind
B	Blind

Physical Requirements:

Code	Physical Requirements
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
SE	Work performed by seeing
R, W & 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

Selection Process

Eligible candidates shall be called for Written Test.

The facility of SCRIBE for Visually Handicapped (VH) with disability of forty percent (40%) or above and Cerebral Palsy candidates will be allowed as per Government of India rules. For engaging the scribe, the candidate will have to inform RITES in advance. Question Papers and Answer Sheets will not be provided in Braille. No attendant will be allowed with such candidates inside the examination premises. The Visually Handicapped/Cerebral Palsy candidates will be allowed compensatory time in the written examination

Candidates securing minimum 50% marks in written test shall also be required to appear in a skill test. **The skill test would be of only qualifying nature.**

For the post of Personal Assistant/ Stenographer, candidates will have to appear for the Stenography Test. The candidates will be given one dictation for 10 minutes in English at a speed of 80 w.p.m. the matter will have to be transcribed on computer only. Transcription time will be 50 minutes. VH candidates will be required to transcribe the matter in 75 minutes.

For the post of Junior Assistant (HR), candidates will have to appear for the Typing Test. Candidates opting for English medium should have typing speed of 35 words per minute and those opting for Hindi medium should have typing speed of 30 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.

Syllabus for Written Test

Vacancy	Syllabus
Personal Assistant/ Stenographer And Junior Assistant (HR)	General Intelligence & Reasoning
	General Awareness
	English Language & Comprehension

Venue & Time

S. No.	Selection Round	Venue & Date
1	Written Test	Venue: RITES Ltd., RITES Bhawan Plot No. 1, Sector 29 Gurgaon – 122001, Haryana Date: To be notified later Time: To be notified later
2	Skill Test (Subject to qualifying in Written Test)	

Remuneration

VC. No.	Post	Pay - Scale
3/16	Personal Assistant/Stenographer	Rs. 9, 200 – 22, 400
4/16	Junior Assistant (HR)	Rs. 7, 300 – 17, 800

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:

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|---|---|
| a) Leaves.
b) Maternity Leave/ Paternity Leave
c) Medical facility.
d) Accident/Death Insurance.
e) Leave Encashment. | } As per company rules applicable to Regular employees. |
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Terms of Service

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.

Selected incumbent may be posted anywhere in India as per requirements of the company.

Fees

No fee is to be paid for applying to the said post.

How to Apply

- 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>.
- 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.
- 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):
 - 2 recent passport size colour photographs
 - Certificates of Educational qualifications (in chronological order)
 - Proof of identity and address (Aadhar Card, Voter ID, Driving Lisence, PAN Card etc.)
 - Certificate in support of claim of belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Ex-Serviceman or Physically Handicapped, where applicable as per GOI prescribed formats.
 - Certificate in support of claim for age concession, where applicable.
 - PWD candidates have to attach their Disability certificate in the latest GOI format (Format Attached) which should clearly indicate their Category of disability, Functional Classification of disability and Percentage of Disability. Further, candidates have to indicate whether they need the assistance of a scribe (to be arranged by the candidate only) for the Written Test. If scribe is needed by the candidates, Name, Date of Birth and Identity Proof of the scribe should be provided along with other documents.**

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”**.

4. 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.**
5. 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.
6. 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.
7. Departmental Candidates of RITES are also required to apply online and submit hard copy through proper channel.
8. 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.
9. 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.
10. If any claim made by candidates is found to be incorrect, their candidature shall be summarily rejected.

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/trainer/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. 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** to.

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 on working days (Monday to Friday). **Queries related to information already provided above shall not be attended.**

Important Dates

S. No.	Particular	Date
1	Start date of online registration	24.02.2016
2	Last date of online registration	09.03.2016
3	Last date of receipt of hard copy of documents	16.03.2016
4	Tentative date of Selection	To be notified later