



Recruitment of CAD operators 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	OBC	SC	ST	Total
116/16	CAD Operator (Civil)	1	1	0	0	2
117/16	CAD Operator (Civil)	1	1	0	0	2
118/16	CAD Operator (Civil)	1	1	0	0	2
119/16	CAD Operator (Civil)	1	2	0	0	3

Age Limit

VC No	Maximum Age	Cut-off date for calculation of Age
116/16	34 years	01.10.2016
117/16	34 years	
118/16	37 years	
119/16	32 years	

Minimum Qualifications & Experience

VC No	Minimum Educational Qualification	Minimum Post – Qualification Experience
116/16	Certificate course in Draftsmanship in Civil Trade from ITI with 3 months certificate course in Auto Cad package from a reputed training Institute	4 years experience in preparation of plans, L-sections, cross sections, survey maps etc.
117/16		4 years experience in civil structural drawings
118/16		7 years experience in civil structural drawings
119/16		2 years experience in preparation of civil engineering drawing in Autocad.

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

Experience shall be calculated as on 01.10.2016.

Note for Educational Qualification:

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

Selection Process

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

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 reserved category candidates (SC/ST/OBC/PWD) would be provided against reserved posts (where applicable) 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	S, ST, BN, W, SE, MF, C, R, W & RW
2	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

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.

The tentative place of posting for various vacancies is indicated as under (However, candidates are liable to be posted anywhere in India as per company requirements):

VC No.	Likely place of Posting
116/16	Gurgaon
117/16	Mumbai
118/16	Mumbai
119/16	Delhi /Ajmer /Vadodra

Remuneration

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

VC No.	Post	Basic pay*	Allowances	Other perks
116/16	CAD Operator (Civil)	Rs. 10,974/- (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.
117/16	CAD Operator (Civil)	Rs. 10,974/- (1 to 3 % annual increment based on the performance)		
118/16	CAD Operator (Civil)	Rs.11,991 /- (1 to 3 % annual increment based on the performance)		
119/16	CAD Operator (Civil)	Rs. 10,344/- (1 to 3 % annual increment based on the performance)		

Fees

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

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. 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 if applicable.(Only caste certificate for reservation for posts under Govt. of India is acceptable in RITES Ltd.)
 - e. Proof of identity & Address (Passport, Voter ID, Driving Liscence, Aadhaar Card etc)
 - f. PAN Card
 - g. Proof of different periods of experience as claimed in your application (if applicable)
 - h. Any other document in support of your candidature
 - i. PWD Certificate as per latest format (if 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. 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. Category certificate (SC/ST/OBC) should be for reservation for appointment to posts under Government of India only. OBC candidates included in the Central List having certificate not more than 12 months old (with clear mention of not belonging to “Creamy Layer”) in the GOI format only will be given the benefit of OBC reservation.
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 selection 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 selection 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 and candidates working in Government Departments/ PSU shall be allowed to join RITES only after being properly relieved from their parent organization.
11. Existing RITES employees who apply shall also be required to submit their Appointment Letter/ salary slip etc in support of their experience claim along with other relevant documents.
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 as a part of acquiring qualification 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 for attending the Selection.

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**.

Queries should be sent to rectt@rites.com.

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	07.10.2016
2	Last date of online registration	23.10.2016
3	Last date of submission of hard copy of documents	02.11.2016
4	Tentative date of selection	To be notified later