



Recruitment of Company Secretary on contract basis in pay-scale

BITES Ltd., a Schedule '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 and hard working professionals as under:

VC No.	Post	Vacancies				
		UR	OBC	SC	ST	Total
80/17	Assistant Manager (Company Secretary)	2	0	0	0	2

Age Limit

Maximum Age	Cut-off date for calculation of Age
35 years	01.09.2017

Minimum Qualifications & Experience

Designation & Pay Scale (Rs.)	Minimum Educational Qualification	Minimum post - qualification experience
Assistant Manager (Rs. 20, 600 – 46, 500)	Member of the Institute of Company Secretaries of India and should have passed final examination of ICSI	Total 4 years experience in a Central/ State PSU or in a private company

Experience is defined as under:

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.

Preference shall be given to candidates having experience of listed company/ IPO/ Stock exchange

Experience shall be calculated as on 01.09.2017.

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. 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.
- iv. For proof of experience in a grade/ or at a particular level, experience certificate from the competent authority would be required.
- v. In case a candidate is found suitable for a lower post than the post 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.

Selection Process

After screening of documents, suitable number of eligible candidates shall be called for selection which may consist of Written Test and/or Interview. The company reserves the right to shortlist candidates for Interview out of eligible candidates.

Candidates shall have the option to appear for Interview either in Hindi or English.

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.

Relaxations & Concessions

Reservation/ relaxation/ concessions to SC/ST/OBC (NCL)/PWD/ Ex-SM/ J&K Domicile would be provided against reserved posts (where applicable) as per extant Govt. orders.

PWD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD. Such PWD candidates shall be eligible for relaxation of 10 years in upper age limit.

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

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.

Selected candidates shall initially be posted in Gurgaon. However, selected candidates shall be liable to be posted anywhere in India as per company requirements.

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">a) Leavesb) Maternity Leave/ Paternity Leavec) Medical facility.d) Accident/Death Insurance.e) Leave Encashment. | } | As per company rules applicable to contract employees. |
|--|---|--|

The approximate emoluments for the post of Assistant Manager are 8 LPA respectively.

Remuneration mentioned above is only indicative. Actual remuneration shall depend upon place of posting and other terms & conditions of appointment.

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

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 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 selection (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 selection (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 and candidates working in Government Departments/ PSU shall be allowed to join RITES only after being properly relieved from their parent organization.
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 online application for one VC No. and application once submitted cannot be altered. However, candidates wishing for more than one VC No. will have to apply separately for each VC No. and appear for selection as per schedule mentioned. 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.
14. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Note:

All candidates who successfully submit the online Application Form shall be considered for the post. Application form of the candidates (along with hard copies of documents if submitted)shall be scrutinized to check fulfilling of the eligibility criteria viz. Educational Qualification, Experience etc as mentioned in the advertisement. Hence candidates are advised to first check their eligibility as per the advertisement and fill the following details with the utmost care and to ensure the details match the criteria laid down in the advertisement:

- i. **Degree Name, Discipline and Percentage of Marks scored**
- ii. **Position Held, Dates and Experience Details (Areas of Work)**

Candidates are also encouraged to fill their “Areas of Specialization” field in detail and submit hard copies of all their relevant documents to RITES Ltd.

Taking care of above details would enable RITES to appropriately scrutinize the applications and judge the eligibility of the candidates.

Venue & Time

Exact 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 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/articleship shall not be counted towards post qualification experience.
5. Legal jurisdiction will be Delhi in case of any dispute
6. No train/bus fare / TA / DA shall be payable.

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.

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.	Particular	Date
1	Start date of online registration	20.09.2017
2	Last date of online registration	13.10.2017
3	Last date of submission of hard copy of documents	23.10.2017
4	Date of selection	To be notified later