

Document verification for the post of Junior Assistant (HR) against VC No. 38/19 in RITES Ltd.

With reference to the written test held for the post of Junior Assistant (HR) conducted on 12.01.2020, the list of qualified candidates has already been uploaded on RITES website.

These qualified candidates have been notified via e-mail to submit the self-attested scanned copies of following documents (in **PDF Format** only) in support of their qualification and other details furnished in the application, through e-mail to our **e-mail Id ritesrecruitment3819@gmail.com** so as to reach our end on or before **08.09.2020 (End of Day)**. Please note that non-receipt of self-attested scanned copies of the documents within the stipulated date shall result in forfeiture of candidature.

- i) RITES Application Form
- ii) High School certificate as proof of Date of Birth
- iii) Degree/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) and percentage conversion certificate, if applicable
- iv) EWS/SC/ST/OBC (NCL) Certificate if applicable.(Only caste certificate for reservation for posts under Govt. of India is acceptable in RITES Ltd.) OBC-NCL candidates included in the Central List with certificate not more than 12 months old in the GOI prescribed format only will be considered.
EWS certificate must be as per Govt. of India format.
- v) PAN Card and Aadhaar Card
- vi) No Objection Certificate/copy of letter forwarding of your application (in case you are in service with Central/State Govt./ Public Sector Undertaking) from the organization in which you are working.
- vii) Documentary proof establishing different periods of experience as claimed in your application (if applicable).Experience certificate/ joining letter along with first and last months' salary slips, or, Form 16 and other documents which clearly prove your experience or continuity in the job during the mentioned time period shall be accepted.
- viii) Any other document in support of your candidature
- ix) PwD Certificate as per latest format (if applicable)
- x) Valid discharge certificate in case of candidates belonging to ExServicemen category.

Candidates should note that shortlisting has been done on the basis of marks scored in the Written Test only. Candidate must ensure that he/she fulfils all the eligibility conditions before submitting the self-attested scanned copies of documents for verification. Please furnish the below-mentioned details while e-mailing to our e-mail Id **ritesrecruitment3819@gmail.com**:

Name: (As mentioned in Application form)

RITES Registration No:

Roll No in admit card:

VC No:

Detailed Advertisement has been e-mailed for reference.

Note:

i) Documents called are only for the purpose of verification and in no way, entitles the candidate for an appointment in RITES Ltd.

ii) Candidature of a candidate is provisional and based on the details of age, qualification, category, experience etc filled in by the candidate in the application. In case the candidate fails to produce documents in support of his/her age, qualification, category, experience etc., his/her candidature shall be cancelled, at any stage of the selection. Submission of documents does not confer any right on the applicant for claiming selection.

iii) Only those candidates who fulfill the eligibility criteria should submit their documents for the selection. They must ensure that they fulfill the advertised criteria of age, qualification (Degree recognized by UGC/AICTE, as applicable), Category (wherever applicable), etc. If at any stage, it is found that candidate is not eligible for the post, his/her candidature will be summarily rejected.

iv) List of candidates who have been qualified to submit documents for verification has also been uploaded on RITES website under Career Section. Candidates are advised to check their name in the uploaded list as well.