



Recruitment of Technical Assistant (Civil) on contract 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
14/16	Technical Assistant (Civil)	4	1	-	-	5

Age Limit

Maximum Age	Cut-off date for calculation of Age
32 years	01.04.2016

Minimum Qualifications & Experience

Minimum Educational Qualification	Minimum Post – Qualification Experience
Full Time First Class Diploma in Civil Engineering	Minimum 2 years experience in infrastructure projects Preference shall be given to candidates with experience in Port/ Water front structures

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

Experience shall be calculated as on 01.04.2016.

Note for Educational Qualification:

The candidate should possess full time Diploma 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.

Relaxations & Concessions

Reservation, relaxation & concessions to SC/ST/OBC/PWD/Ex-Servicemen 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.	Vacancy for which identified	Categories for which identified	Functional Classification	Physical Requirements
1	Technical Assistant (Civil)	Locomotor disability	OA, OL	S, ST, BN, W, SE, MF, C, R, W & RW
		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

Selection Process

The company reserves the right to shortlist suitable number of eligible candidates for selection, based upon scrutiny of documents; their eligibility and other shortlisting criteria.

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.

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 be liable to be posted anywhere in India as per company requirements.

Remuneration

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

Post	Basic pay	Allowances	Other perks
Technical Assistant (Civil)	Rs. 10, 610/- (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.

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 post(s).**
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 Liscence, 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 only are acceptable as proof of experience. Copies of salary slips, Form 16 issued by employer can be considered at the discretion of the company. Offer letters are not acceptable.
6. 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. The company reserves the right to take suitable decision in this regard.**
7. 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.
8. 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.
9. 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.
10. 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
11. 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.
12. 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	07.04.2016
2	Last date of online registration	22.04.2016
3	Last date of submission of hard copy of documents	29.04.2016
4	Tentative date of selection	To be notified later