

**Shortlist for Selection for the Post of General Manager (Finance) on Regular Basis against VC No. 54/19 in RITES Ltd.**

Under mentioned candidates have been shortlisted for Stage -II Interview process (In-Person) as per the following schedule:

Date: 09th March 2021

Time : 12:00 Noon

Venue:- RITES LTD. RITES Bhawan,  
No.1, Sector-29,Gurgaon,  
Haryana-122001

Candidates are requested to bring the following documents (IN ORIGINAL ALONG WITH A SET OF SELF – ATTESTED COPY) in support of your qualification, total experience &CTC etc as per the advertised criteria at the time of interview, failing which your candidature is liable to be cancelled.

- i. This Call letter
- ii. RITES Application Form
- iii. High School certificate for proof of Date of Birth.
- iv. 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.
- v. EWS/SC/ST/OBC 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 should also be as per Govt. of India format.
- 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. Proof of identity & Address (Passport, Voter ID, Driving License, Adhaar Card etc)
- viii. PAN Card and Adhaar Card
- ix. 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.
- x. For proof of CTC/salary/pay-scale (if applicable for the post), candidates shall have to submit a copy of their last Form No. 16/Earning Card/Salary slip/Appraisal letter/any other suitable document.
- xi. Any other document in support of your candidature
- xii. PWD Certificate as per latest format (if applicable) (format attached).

Candidates must ensure that they fulfil all the eligibility conditions before appearing in the selection. It may please be noted that no request for change of date & time of Interview will be entertained under any circumstances whatsoever.

Note:

- i) Shortlisting for the above selection (Stage-II) is provisional and is based on the details of age, qualification, category, experience etc filled in the application. In case candidates fail to prove age, possession of the required qualification, category and experience etc, their candidature will be cancelled, at any stage of the selection. Mere appearing or qualifying in the selection does not confer any right on the applicant for claiming selection.
- ii) Only those candidates who fulfill the eligibility criteria should appear in the Stage-II Interview. They must ensure that they fulfill the advertised criteria of age, qualification (Degree recognized by UGC/AICTE (as applicable), Category (wherever applicable), etc and bring relevant documents/ certificates in support thereof. If at any stage, it is found that candidate is not eligible for the post, his/her candidature will be summarily rejected.
- iii) Call letters for (Stage-II)In-Person interview process have been sent on the email ID provided by the candidates at the time of registration for the vacancy. Candidates are advised to check their Email Inbox/SPAM/Junk folder for the same.

SN	RITES Reg. No.	Name (S/Shri/Ms)	DOB
1	732532	KRISHNA GOPAL AGARWAL	22/03/1973
2	738030	PRADIP KUMAR MAHAPATRA	10/11/1968
3	738923	AJAY SHARMA	14/08/1966