

**Shortlist for Selection for the post of Additional General Manager(Civil) against VC No. 65/19 in RITES Ltd.**

Under mentioned candidates have been shortlisted for interview through Video Call as per the following schedule:

**Date : 20.07.2020 Time is 11:15 AM**

Interview shall be conducted through Microsoft Teams software. In case of any technical issue, Zoom software shall be used for conducting Interview. As such, you are advised to have both the software's installed and properly working audio & video systems in preparation of the Interview.

The link for the interview shall be shared with you 1 hour before start of Interview. You are advised to be ready for Interview by 11:15 AM so as to avoid any delays.

You are also requested to have the following documents readily available in ORIGINAL at the time of Interview in support of your qualification, total experience & relevant experience etc as per the advertised criteria:

- 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)

You may be required to produce any of the above documents at the time of Interview or thereafter as and when sought by RITES Ltd. for verification/ scrutiny. It may also be noted that Video Interview is provisional and subject to production and scrutiny of all relevant documents in support of your candidature.

**Note:**

i) Shortlisting for the above selection 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, 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 selection. They must ensure that they fulfill the advertised criteria of age, qualification (only full time diploma permissible), 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 have been sent on the email id provided by candidates at the time of registration for the vacancy. Candidates are advised to check their email Inbox/ SPAM/ Junk folder for the same.

S No	Regn. No.	Name (S/Shri)	DOB	Category
1	739633	SANJEEV RAJAURIA	18-04-69	GEN
2	739728	YASH GOYAL	12-08-70	GEN
3	739828	ANOOP SHARMA	14-10-73	GEN
4	740004	ABHAY YADAV	21-09-69	GEN