

**Shortlist for Selection for the Post of General Manager (HR) on Regular Basis against VC No. 55/19 in RITES Ltd.**

Under mentioned candidates have been shortlisted for **Stage -I interview process** through Video Call as per the following schedule:

Date: 25th March 2021

Time : 10:45 a.m onwards

Interview shall be conducted through ZOOM software. As such, you are advised to have the software installed with properly working audio & video systems in preparation of the Interview.

Candidates who are found suitable in Stage-I of Video Interview shall be called for Stage-II In-Person Interview in Gurgaon. The Schedule shall be intimated later.

Note:

1. Link for the video meeting shall be shared 1 hour before start of interview.
2. Candidates are advised to join the video meeting with their full name as per their Reporting Time.
3. Candidates will be admitted one by one for the Interview as per the list.
4. Candidates are advised to wait patiently in the Waiting Room/Lobby of Zoom till they are admitted.

Candidates are also requested to have the following documents readily available in Original at the time of interview in support of your qualification, total experience & CTC 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 all of the above documents at the time of Stage-I interview process or thereafter as and when sought by RITES Ltd. for verification/scrutiny. 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.

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Note:

i) Shortlisting for the above selection (Stage-I) 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-I 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-I) Video 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	730980	HMANSHU SEKHAR PRADHAN	12/08/1971
2	736433	ANURAG MALVIYA	16/02/1969
3	736646	DURGA PRASAD PATRO	24/07/1973
4	737735	MANOJ KUMAR BHAGAT	29/09/1968
5	738098	DEBI PRASAD SATPATHY	01/07/1968
6	738278	DIBYENDU BIDYANTA	14/01/1965
7	738813	Pankaj Tyagi	25/09/1967
8	738970	SOMU BALAN	24/12/1969
9	739396	Gopal Krishna Sinha	01/09/1971
10	739478	ABHAYA KUMAR MAHAPATRO	28/12/1965
11	737887	SATYANARAYAN PRADHAN	25/05/1971