



Recruitment of professionals on regular basis

Following vacancy was notified on regular basis in RITES Ltd. In 2019:

VC No.	Post	No. of Vacancies					
		UR	EWS	OBC	SC	ST	Total
49/19	Junior Manager (Finance)	4	1	6	8	3	22*

* Includes backlog vacancies

The Written Test for the above post was conducted on 22.02.2020.

Call Letter for Interview through Video Call (scheduled from 17.07.2020 – 30.07.2020) have been issued to shortlisted candidates. The list of shortlisted candidates has also been uploaded on RITES website under Career section.

It is hereby notified that candidates securing a minimum of 50% marks out of 125 for UR/EWS posts and 45% marks out of 125 for OBC/ SC/ ST posts have qualified in the Written Test.

Based on the marks scored in the Written Test and number of vacancies, candidates have been shortlisted for further selection process i.e. Interview and Document Scrutiny as per following cut-off:

Category	UR	EWS	OBC	SC	ST
Cut – off marks out of 125	103	99	98	90	91

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

Exact time slot for Interview will be shared shortly. The link for the interview shall be shared with candidates 1 hour before start of Interview. Candidates are advised to be ready for Interview 15 minutes before their slot, so as to avoid any delays.

Candidates are also requested to have the following documents readily available in ORIGINAL at the time of Interview in support of their qualification, and other details etc as per the advertised criteria:

- RITES Application Form
- High School certificate for proof of Date of Birth.
- Degree/Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Graduation/ Post-Graduation, **CA / CMA (earlier known as ICWAI)** as applicable) and percentage conversion certificate, if applicable.
- 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.
- 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.
- PAN Card and Adhaar Card

- 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) (format attached)

Candidates 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.

Candidates must ensure that they fulfil all the eligibility conditions before appearing in the selection.

Detailed Advertisement has been mailed to all candidates for reference.

Candidates have been shortlisted for Interview on the basis of marks scored in the Written Test only. Shortlisting for the above selection is provisional and subject to fulfilment of the advertised eligibility criteria and production and scrutiny of all relevant documents in support of your candidature. Mere shortlisting does not confer any right on the applicant for claiming selection.

Only those candidates who fulfill the eligibility criteria should appear in further selection process. If at any stage, it is found that candidate is not eligible for the post, his/her candidature will be summarily rejected.

General Guidelines for attending Video Interview for the post of Junior Manager(F) VC No 49/19 in RITES Ltd	
SN	Instructions for Candidates appearing for Interview process through Video Call
1	Proper Equipment in place
	Ensure you have all the proper equipment in place : A computer/laptop, webcam/in-app camera, microphone
	Tip: Use headphones to block noises
2	Install the Video Software
	Install Microsoft teams on your system (Zoom as backup)
	Install, Sign in/up and get familiarized with the software
	Login with your Complete Name
	Tip: Test run with friends/family or colleague, to check voice quality and camera visibility angle for best output on interview day
3	Internet Connection
	Strong signal internet connection throughout the call
	If wifi- Keep your device close to router
	Disconnect other devices to avoid much bandwidth consumption
	Tip: Close all other tabs; these may slow down the connectivity
4	Charged up device
	Keep your device fully charged beforehand to avoid any disruption
	Keep the Plug ins nearby
	Tip: Keep an alternative ready for adverse scenarios

5	Seating location
	Choose a quiet room and litter free background
	Adequately Lit place, with natural light facing you; avoid any kind of light behind your back
	Try avoiding noise from fans, cooler/AC, TV or kids/people
	Tip: Mute notifications. Before the interview, remember to put your phone on silent mode and turn off notifications on your computer. A message or pop-up could easily disrupt the flow of the interview.
6	Dressing/Attire
	Strictly Formals
	Tip: Test what works well with the background of your seating
7	During the interview
	Keep your documents available to be provided when prompted
	Keep your RITES Registration no. and application form along with you
	Keep a pen and paper near you
	Wait and listen to the interviewers till they complete
	Ask for clarification if you didn't hear something properly
	Tip: Login 15 Mins before your scheduled slot ensuring adherence to all instructions
Candidates will be admitted one by one for the Interview as per the list. Please wait patiently for your turn	