



राइट्स लिमिटेड
(भारत सरकार का प्रतिष्ठान)
RITES LIMITED
(Schedule 'A' Enterprise of Govt. of India)

No. PERS/9/6/Secy/2021- Vacancy Circular No.87/21 (D)
Dt. 31.12.2021

Subject: Filling up of the 4 (four) posts of Secretary (Junior Manager/Assistant Manager / Manager level) on immediate absorption basis in RITES Corporate Office / Gurugram

RITES Ltd., a Government of India Enterprise was established in 1974, under the aegis of Indian Railways. RITES is incorporated in India as a Public Limited Company under the Companies Act, 1956 and is governed by a Board of Directors which includes persons of eminence from various sectors of engineering and management. RITES Ltd., an ISO 9001:2015 company, is a multi-disciplinary consultancy organization in the fields of transport, infrastructure and related technologies.

There is a requirement of filling up the subject posts in RITES on immediate absorption basis from officials working in Central/State Government/Autonomous Bodies/CPSUs/State PSUs as per details attached as Annexure-I.


(S. Mohanty)
Addl. General Manager (HR) 31/12/21

Annexure I

1.	Organization	RITES Ltd.
2.	Nomenclature of the post	Secretary (Junior Manager/Assistant Manager / Manager level)
3.	No. of vacancies	04
4.	Location	Gurugram
5.	Requirement of Scale of Pay of the post in parent organization and scale to be granted on immediate absorption in RITES	Officials working in IDA pay scales of Rs.30000-120000, Rs.40000-140000 and Rs.50000-160000 or corresponding CDA pay scale or equivalent pay scales in their parent organizations shall be inducted in IDA pay scale of Rs.40000-140000 (Junior Manger level), Rs.50000-160000 (Asst. Manager level) and Rs.60000-180000 (Manager level) respectively.
6.	Job specification, Experience details, Educational Qualification and Age requirement	Minimum 10 years' experience as Secretary with the ability to take decisions, make presentations on Power Point, plan tours in India/Abroad, draw minutes of meetings, ability to monitor/coordinate various activities with senior level officers, preparation of MIS etc. He should have worked with Senior Management Officers preferably with officer in E-7 IDA pay level / Level-13 in CDA officers. The applicant should be a Graduate in any stream. The applicant should not be more than 50 years of age as on 01.01.2022.
7.	Mode of application	<p>1. Applications are to be sent through respective administrative officer indicating No Objection, Vigilance/DAR clearance & Vigilance/D&AR records indicating details of penalties if any, imposed upon the applicant during his service and ACRs for the past 05 years. The applicants are also required to send their CV in the prescribed format (Annexure II) along with the applications.</p> <p>2. The candidates should send their applications along with the documents as mentioned in the Vacancy Notice within 30 days of the date of vacancy notice. In case, it is not possible to send the letter forwarding the application along with other required documents within the stipulated period of 30 days, then the applicant may send an advance copy of his application directly to us. However, the forwarded application along with other required documents must reach us within three months from the date of issue of vacancy notice. In absence of receipt of the forwarded application and the required documents within the stipulated period, the advance copy of the application so received, will be liable for non-consideration for the subject post. No correspondence either from the applicant or from his organization in this regard including the request for extension of time period shall be entertained.</p>

[Handwritten Signature]
31/12/22

8.	Mode of selection	Applications will be scrutinized on the basis of the following parameters on a 100 point scale: 1. Educational Qualification, evaluation of CV, length of service (25 marks) 2. Previous Work Experience and Domain Knowledge (25 marks) 3. APRs, D&AR and Vigilance record (25 marks) 4. Potential/Overall Suitability of the candidate to requirements (25 marks) - To be assessed on the basis of an interview to be conducted in physical or Video Conference mode
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8/1/21

APPLICATION IN PRESCRIBED PROFORMA

Vacancy Notice and date	Vacancy Circular No.87/21 (D) Dated: 31.12.2021
Post against which application has been submitted	Secretary (Jr.Manager/Asstt.Manager/Manager level)
Mode of appointment	Immediate absorption

PERSONAL DATA

1	Name	:	
2	Gender	:	
3	Service	:	
4	Organization/Department	:	
5	Category	:	
6	Date of Birth	:	
8	Present Pay Scale	:	
9	Present Designation	:	
10	Contact Details	:	
a.	Email ID	:	
b.	Telephone (O)	:	
c.	Telephone (R)	:	
d.	Mobile Number	:	
e.	Complete address of HoD for correspondence	:	

11. EDUCATIONAL QUALIFICATION

SN	Qualification/Degree	Year	Division	Institution/University, Place/Country

12. EXPERIENCE DETAILS

SN	Designation with place of posting	Grade	From	To

I certify that the details furnished by me are true and I am eligible for the post as per the criteria laid down in the vacancy circular.

Name and Signature

Place

Date