


No. PERS/9/6/HR/2023
Dt. 14.02.2023

Subject: Filling up of following posts (one each) on immediate absorption basis in RITES:
1. Additional General Manager (AGM)/HR – VC No.03/23 (D) dt.14.02.2023
2. Joint General Manager (JGM)/HR – VC No.04/23 (D) dt.14.02.2023
3. Assistant Manager (AM)/HR – VC No.05/23 (D) dt.14.02.2023

RITES Ltd., a Government of India Enterprise was established in 1974, under the aegis of Indian Railways. RITES Ltd. is incorporated in India as a Public Limited Company under the Companies Act, 1956. 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 Ltd. on immediate absorption basis from officials working in Central/State Government/ Autonomous Bodies/ CPSUs/ State PSUs on regular basis as per details attached in the Annexure-I.


(S. Mohanty)
General Manager (HR) 14/02/23

Transforming to GREEN

| | | |
|----|---|--|
| 1. | Organization | RITES Ltd. |
| 2. | Nomenclature of the post | 1. Additional General Manager (HR) in IDA pay scale of 1,00,000-2,60,000. 2. Joint General Manager (HR) in IDA pay scale of 90,000-2,40,000 and 3. Assistant Manager (HR) in IDA pay scale of 50,000-1,60,00 |
| 3. | No. of vacancies | 01 each |
| 4. | Location | Initial place of posting - Gurugram Depending upon the requirement, the officer can be posted anywhere in India and Abroad. |
| 5. | Requirement of scale of Pay of the post in parent organization. | Additional General Manager (HR):- Minimum eligibility for employees working in CDA pay scale - 7 th CPC Matrix level- 13/ in IDA pay scale of 90,000-2,40,000 or equivalent pay scale. The employee should have minimum 19 years of experience in the field of HR Joint General Manager (HR): - Minimum eligibility for employees working in CDA pay scale - 7 th CPC Matrix level- 12/ in IDA pay scale of 80,000-2,20,000 or equivalent pay scale. The employee should have minimum 16 years of experience in the field of HR. Assistant Manager (HR):- Minimum eligibility for employees working in CDA pay scale - 7 th CPC Matrix level- 7/ in IDA pay scale of 40,000-1,40,000 or equivalent pay scale. The employee should have minimum 5 years of experience in the field of HR. N.B- No request for grant of higher post based on any subsequent revision of pay/post held by an employee in his parent organisation will be considered. |
| 6. | Job specification, Experience details, and age requirement | Experience: The applicant should have minimum 19/16/5 years experience in the field of Human Resource for the post of AGM/JGM/AM respectively. Age: The applicant should not be more than 55 years of age as on last date of submission of applications. |


14/02/23

| | | |
|----|---------------------|--|
| 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/APARs for the past 05 years with specific mention of the grading in the APARs (OS, VG, Good, Fair, Poor). 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 so as to reach us on or before 13.03.2023. In case, it is not possible to send the letter forwarding the application along with other required documents within the stipulated date, then the applicant may send an advance copy of his application directly to us by 13.03.2023. However, the forwarded application along with other required documents must reach us on or before 31.03.2023. In absence of receipt of the forwarded application and the required documents within the stipulated date, 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> <p>3. The applications should be addressed to:</p> <p>Shri S. Mohanty, General Manager (HR), RITES Ltd., Shikhar, Plot No.1, Sector-29, Gurugram-122001</p> <p>Queries if any should be sent to sbu.hr@rites.com or desraj@rites.com</p> |
| 8 | Mode of selection | <p>Applications will be scrutinized on the basis of the following parameters on a 100 point scale:</p> <ol style="list-style-type: none"> 1. Education qualification (20 Marks) 2. Vigilance and D&AR record (10 Marks) 3. Performance (APARs) (25 Marks) 4. Work Experience (15 Marks) 5. Length of service (10 Marks) 6. Overall Suitability (20 Marks) |


 (S. Mohanty)
 General Manager (HR)

14/02/23

APPLICATION IN PRESCRIBED PROFORMA

| | |
|---|--|
| Post against which application has been submitted (PI tick as applicable) | 1. Additional General Manager (HR) – VC No. 03/23 (D) dt. 14.02.2023 2. Joint General Manager (HR) – VC No. 04/23 (D) dt. 14.02.2023 3. Assistant manager (HR) – VC No. 05/23 (D) dt. 14.02.2023 |
| Mode of appointment | Immediate absorption basis |
| Choice of station (wherever applicable) | Gurugram. Depending upon the requirement, the officer can be posted anywhere in India and Abroad. |

PERSONAL DATA

| | | | |
|----|--|---|--|
| 1 | Name | : | |
| 2 | Gender | : | |
| 3 | Service | : | |
| 4 | Department | : | |
| 5 | Category | : | |
| 6 | Date of Birth | : | |
| 7 | DITS (Date of entry into Time Scale) | : | |
| 8 | Present Pay Band with Grade Pay/level and basic pay as on date of application. | : | |
| 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 | : | |
| F | Complete address of candidate applying for the post | : | |

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