



Recruitment of professionals on contract basis

RITES Ltd., a Mini Ratna Central Public Sector Enterprise under the Ministry of Railways, Govt. of India is a premier multi-disciplinary consultancy organization in the fields of transport, infrastructure and related technologies.

RITES Ltd. is in urgent need of dynamic and hard working professionals as under:

VC No.	Post	No. of Vacancies					Total
		UR	EWS	OBC (NCL)	SC	ST	
04/22	Junior Manager (Finance)	2	-	1	-	-	3*

*1 post is reserved for PWD on horizontal basis

Age Limit

VC No.	Maximum Age	Cut-off date for calculation of Age
04/22	40 Years	01.05.2022

Minimum Qualifications & Experience

VC No	Designation	Minimum Qualification*	Minimum post - qualification experience
04/22	Junior Manager (Finance)	Qualified CA/ICWA	Nil

Relaxations & Concessions

Reservation/ relaxation/ concessions to EWS/ SC/ST/OBC (NCL)/PWD/ Ex-SM/ J&K Domicile would be provided against reserved posts (where applicable) as per extant Govt. orders.

Relaxation in upper age limit to OBC (NCL)/ SC/ ST/ PwD candidates shall be provided against reserved posts as per extant Govt. orders.

PwD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PwD. Such PwD candidates shall be eligible for relaxation of 10 years in upper age limit.

PwD candidates will have to meet the Physical Requirements and Functional Classifications which have been identified for the post as under:

Vacancy for which identified	Categories for which identified	Functional Classification	Physical Requirements
JM (Finance)	Locomotor disability	OA, OL, OAL, BL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, R, W & RW
	Hearing Impairment	HI	
	Visual Impairment	LV	

Functional Classification & Physical Requirement:

Code	Functional Classification	Code	Physical Requirements
OH	Orthopaedically Handicapped	S	Sitting
VH	Visually Handicapped	ST	Standing
HH	Hard of Hearing	W	Walking
OL	One leg	SE	Seeing
OA	One arm	H	Hearing/ Speaking
BA	Both Arms	RW	Reading and Writing
BH	Both Hands	C	Communication
MW	Muscular Weakness	MF	Manipulation by fingers
OAL	One arm one leg	PP	Pulling & Pushing
BLA	Both Legs and Arms	L	Lifting
BLOA	Both Legs one Arm	KC	Kneeling & Crouching
LV	Low Vision	BN	Bending
B	Blind	M	Movement
PD	Partially Deaf	JU	Jumping
FD	Fully Deaf	CL	Climbing
BL	Both legs		
D	Dwarfism		
CP	Cerebral Palsy		
LC	Leprosy Cured		
AAV	Acid Attack Victims		
MD	Multiple Disabilities		

The above list is subject to revision.

Selection Process

On the basis of applications received, eligible candidates will be required to appear in the written test (Off-Line/On-Line). The candidates may be shortlisted for selection on the basis of performance in the written test. The company reserves the right to shortlist the number of candidates for selection out of eligible candidates. Due to prevalent pandemic situation, based on the requirement and discretion of RITES, selection process may be conducted online.

Based upon the performance in the Written Test, and fulfilling the conditions of eligibility; candidates shall be shortlisted for Interview.

The weightage distribution of various parameters of the selection shall be as under:

Written Test	-	80%
Interview	-	20%

(Technical & Professional proficiency - 10 %; Personality Communication & Competency – 10%)

Total	-	100%
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A minimum of 50% marks for UR/EWS (45% for SC/ST/OBC (NCL)/ PWD against reserved posts) in written test and a minimum of 60% marks for UR/EWS (50% for SC/ST/OBC (NCL)/ PWD against reserved posts) in interview will be required to enable the candidate to be considered for placement on panel. There will be no minimum qualifying marks required in the aggregate.

Appointment of selected candidates will be subject to their being found medically fit in the Medical Examination to be conducted as per RITES Rules and Standards of Medical Fitness for the relevant post.

Candidates have the option to appear for interview either in Hindi or English.

Nature & Period of Engagement

The appointment shall be purely on contract basis initially for a period of one year, extendable until completion of the assignment subject to mutual consent and satisfactory performance.

Selected candidates shall be liable for posting anywhere in India as per Company requirements.

Remuneration

Pay, allowances and perks for the post would be as under:

Post	Basic pay	Allowances	Other perks
Junior Manager (Finance)	Rs. 18,720/- (1 to 3 % annual increment based on the performance)	65% in Non-metro cities 70% in Metro Cities other than Mumbai/Bangalore 75% for Mumbai/Bangalore.	Medical & Accidental Insurance for self and Employer's contribution towards PF @ 12% would be borne by the company.

The Consolidated monthly Gross Emoluments including PF contribution of Employer for posting in Non – Metro city comes out to be ₹ 33, 134/- which results in CTC of 3.97 LPA.

Remuneration mentioned above is only indicative. Actual remuneration shall depend upon place of posting and other terms & conditions of appointment.

Fees

The candidates will have to deposit the under mentioned amount of fees during online application:

Category	Fee
General/OBC Candidates	Rs. 600/- plus applicable taxes
EWS/ SC/ST/ PWD Candidates	Rs. 300/- plus applicable taxes

For any difficulty/ queries regarding fee payment, candidates may contact on following only:

Helpdesk No: 011 – 33557000 Extension Code - 13221

Helpdesk e-mail id: pghelpdesk@hdfcbank.com

Note:

- Candidates should note that the fee submitted through any other mode except the mode specified, will not be accepted by RITES and such applications will be treated as without fee and will be summarily rejected.
- Persons with disabilities are given concession in the fee provided they are otherwise eligible for appointment. A PWDs candidate claiming age relaxation/fee concession will be required to submit along with their Detailed Application Form, certified copy of the PWD certificate as per latest GOI format.

How to Apply

1. **Before applying candidates should ensure that they satisfy the necessary conditions and requirements of the position.**
2. Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of RITES website, <http://www.rites.com>.
3. While submitting the online application; the system would generate 'Registration No.' on top of online form filled up by the candidate. Note down this "Registration No." and quote it for all further communication with RITES Ltd.
4. While filling up the required details, candidates are advised to carefully and correctly fill the details of "Identity Proof". Candidates are also advised to note the same and ensure the availability of the same Identity Proof as it will be required to be produced in original at later stages of selection (if called).
5. **After filling up the required details under the "Fill/ Modify Application Form", click on "Make payment". The payment details show the amount to be paid to the bank based on your category.**

Applications without successful fee payment shall be treated as incomplete and shall be summarily rejected.

6. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and furnished along with **SELF-ATTESTED COPIES** of the following documents in the given order only (from top to bottom) **At The Time Of Selection (If Called)**:
 - a. 2 recent passport size colour photographs
 - b. High School certificate for proof of Date of Birth
 - c. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIth, Diploma/ Graduation/ Post-Graduation as applicable)
 - d. EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
 - e. Proof of Identity & Address (Passport, Voter ID, Driving License, Aadhaar Card etc)
 - f. PAN Card
 - g. Proof of different periods of experience as claimed in the Application Form (if applicable)
 - h. Any other document in support of your candidature
 - i. PWD Certificate as per latest format (if applicable).
7. **No documents are to be submitted at present. Candidates may be asked to submit relevant documents at a later stage if so required.**
8. Please keep copies of experience certificates from your previous employment in respect of claims made by you in your application and are required to be produced at later stages of selection (if called). In respect of current employment, **experience certificate/ joining letter along with last months' salary slips, or, Form 16 and other documents** which clearly prove your continuity in the job are to be attached. In case your claim is not established from the proofs submitted by you; your application is liable to be rejected. Please check your claims and certificates submitted by you carefully. Incomplete application, or, insufficient proof would entail rejection of your application. No claims would be entertained at a later stage.
9. For proof of CTC/ salary, candidates shall have to submit a copy of their last Form No. 16/ Earning Card/ salary slip/ Appraisal letter/ any other suitable document.
10. Community certificate (SC/ST/OBC NCL) should be in the format prescribed by Government of India only. OBC candidates included in the Central List with certificate not more than 12 months old (with clear

mention of candidate not belonging to “Creamy Layer”) in the GOI prescribed format only will be considered for the posts reserved for OBC. EWS certificate should also be as per Gov. of India format.

11. The candidates are also advised to keep a copy of Application Form with them and to carry the same at the time of the Interview (if called).
12. The **original testimonials/documents along with one self-attested copy** will have to be produced by the candidate(s) at the time of selection (if called).
13. Applications received after the last date of receipt of Application Form and documents shall be rejected. RITES Ltd. does not bear any responsibility for any delay for any reason whatsoever.
14. Departmental candidates of RITES and candidates working in Government Departments/ PSU shall be allowed to join RITES only after being properly relieved from their parent organization.
15. Candidates not fulfilling the minimum laid down criteria advertised with respect to educational qualifications, age, and experience for selection to the respective post, would not be able to register online.
16. Candidates should submit only single online application for one vacancy and details once submitted in the application form cannot be altered. A valid e-mail ID is essential for submission of the online application. RITES will not be responsible for bouncing of any e-mail sent to the candidates.
17. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Venue & Time

S. No.	Selection Round	Venue & Date
1	Written Test	6 different locations across India* (Exact address shall be communicated to the candidates later)
2	Personal Interview/ Document Verification (Subject to performance in Written Test)	Venue for the selection shall be communicated to the shortlisted candidates

Candidates are required to give two preferences for their choice of center for the Written Test at the time of online application. Although efforts shall be made to allot a center of choice to the candidates, however RITES reserves the right to allot to a candidate a center which was not indicated as his preference.

Test Centers for Written Test*:

S. No.	City
1	Delhi/Gurgaon
2	Kolkata
3	Chennai
4	Mumbai
5	Hyderabad
6	Nagpur

***All centers except Delhi/ Gurgaon are tentative and will depend on number of candidates and discretion of RITES.**

Exact Date, time and details of venue of the selection shall be communicated to shortlisted candidates.

Syllabus

Area	Topic
Accountancy	Ind As 7,16,19,23,24,37,110,115,116
	Standalone Financial statements as Schedule III of companies Act and its analysis
	Ratio Analysis
	Budgeting
	Working capital – Concept and Estimation
	Concepts of costing e.g Marginal/absorption/standard costing
	Provision of Companies Act related to Accounts, audit and Corporate governance
English	Synonyms
	Error spotting
	Analogy
General Awareness	Abbreviations
	Infrastructure sector including Railways & Urban transport.
	Capital and Money Market
	Who's who
	Current Affairs - Political and Economic
Quantitative Ability	Simplification
	Simple and compound interest
	Percentage
	Profit and Loss
	Ratio and proportion
	Probability
Basics of Computers	MS office Including advance Excel
	ERP
Reasoning	Sequence and series
	Direction test
	Coding - decoding
	Comparison
Taxation	Individual and Corporate Tax
	TDS provisions
	GST Provisions

General Instructions

1. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
2. The number of vacancies may vary.
3. Departmental candidates of RITES and candidates working in Government Departments/ PSU shall be allowed to join RITES only after being properly relieved from their parent organization.
4. Before applying, the Candidates must satisfy themselves about their eligibility for the post applied for.
5. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact

(s), his/her candidature is liable for cancellation. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

6. The period of training/internship shall not be counted towards post qualification experience.
7. Legal jurisdiction will be Delhi in case of any dispute
8. No train/bus fare / TA / DA shall be payable.
9. In case a candidate is found suitable for a lower post than for which he/she has applied, he/she shall only be considered for the post for which he/she has been found suitable by the selection committee.

Communication with RITES

Any information regarding this recruitment process would be made available on the e-mail address provided by the candidate at the time of registration and/or shall be uploaded on RITES website. Candidates are advised to periodically check the Career section of RITES website for further updates.

Candidates are encouraged to go through the detailed advertisement and read the "Frequently Asked Questions (FAQs)" uploaded on RITES website under Career section to solve their queries.

Queries if remaining should be sent to rectt@rites.com only and contain the following particulars:

- i. VC No.
- ii. REGISTRATION/ROLL NO.
- iii. NAME OF CANDIDATE IN FULL AND IN BLOCK LETTERS.
- iv. Valid email address as given in the application

Communications not containing above particulars shall NOT BE ATTENDED TO.

Any query/ issue should be brought to notice of RITES well in advance of the due date. RITES will not be responsible for non-submission of application due to issues brought to notice at the last moment.

Queries related to information already provided in the advertisement shall not be attended to.

Important Dates

S. No.	Particular	Date
1	Start date of online registration	02.05.2022
2	Last date of online registration	01.06.2022
3	Date of selection	To be notified later