



**Recruitment of professionals on regular basis**

BITES 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.

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

VC No.	Post	No. of Vacancies					
		UR	EWS	OBC (NCL)	SC	ST	Total
06/21	DGM/SDGM/JGM (Company Secretary)	1	-	-	-	-	1
07/21	Junior Manager (Company Secretary)	1	-	-	-	-	1

**Age Limit**

Post	Maximum Age	Cut-off date for calculation of Age
DGM/SDGM/JGM (Company Secretary)	46 Years (The upper age can be relaxed in deserving cases by the Competent authority)	01.05.2021
Junior Manager (Company Secretary)	32 years	

**Minimum Qualifications & Experience**

VC No	Designation	Minimum Qualification	Minimum post - qualification experience
06/21	DGM/SDGM/JGM (Company Secretary)	Qualified Company Secretary from Institute of Company Secretaries of India; and Member of Institute of Company Secretaries of India	*

**Desirable Qualification**

Degree in Law/MBA/CA/ICWA shall be desirable

**Experience is defined as under:**

(S)He shall be holding key Management Position. Candidates should have post qualification experience of Compliances with Companies Act & Stock Exchanges, SEBI guidelines, Listing Requirements, conduct of Board Meetings, Board committees, holding Annual General Meetings, Investor Relations and grievance redressal, SEBI insider code, takeover regulation, buyback, bonus issue, Corporate Governance. Compliance with secretarial standards, incorporation of a company, conduct of secretarial audit.

**\* Post qualification experience and Pay Scale (Rs.)**

The candidate shall be considered for suitable post, level and pay scale keeping in view the number of years of experience and type of experience possessed as detailed below:

<u>Designation/Level</u>	<u>Pay Scale</u>	<u>No. of years of experience required</u>
Joint General Manager	Rs. 90,000 - 2,40,000	Total years of experience – 16 years Out of which minimum 5 years in a public listed company
Senior Deputy General Manager	Rs. 80,000 - 2,20,000	Total years of experience – 13 years Out of which minimum 4 years in a public listed company

Deputy General Manager                      Rs. 70,000 - 2,00,000                      Total years of experience – 11 years  
Out of which minimum 3 years in a public listed company

The selection committee based upon the number of years and quality of experience possessed by the candidate and performance in the interview shall determine the level of post and pay scale to be offered to the candidate.

The decision of the selection committee shall be final.

VC No	Designation	Minimum Qualification	Minimum post - qualification experience
07/21	Junior Manager (Company Secretary) (Rs. 40, 000 – 1, 40, 000)	Qualified Company Secretary from Institute of Company Secretaries of India; and Member of Institute of Company Secretaries of India	2 years

**Experience is defined as under:**

Candidates should have post qualification experience of minimum 2 years of compliance of Companies Act, conducting meetings of Board of directors, Committees of Board, finalization of Annual Reports, compliance of Govt. of India guidelines, Corporate Governance.

Preference shall be given to candidates having experience in listed company/IPO/Stock Exchange.

Preference shall also be given to candidates working in Central/State PSU.

Experience shall be calculated as on 01.05.2021

**Note for the post of Junior Manger (Company Secretary):**

- i. Experience post qualification of Company Secretary shall only be counted.
- ii. Experience rendered as an Articleship/internship/training shall not be considered

**Selection Process**

The applications received shall be screened for eligibility. The candidates may be shortlisted for selection. 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.

**For DGM/SDGM/JGM (Company Secretary)**

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

Experience	-	10%
Interview	-	90%

(Technical & Professional proficiency - 60 %; Personality Communication & Competency –30%)

Total	-	100%
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**For Junior Manager (Company Secretary)**

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:

Experience	-	5%
Written Test	-	60%
Interview	-	35%

(Technical & Professional proficiency - 25 %; Personality Communication & Competency – 10%)

Total	-	100
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A minimum of 50% marks in Written Test (45% for OBC/ PWD against reserved posts as applicable) and 60% in Interview (50% for OBC/ PWD against reserved posts as applicable) will be required to enable the candidates to be considered for placement on panel. There will be no qualifying marks required in 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.

### Relaxations & Concessions

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

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

Relaxations and concessions to PwBD candidates would be provided as per extant Govt. orders. The upper age shall be relaxed in case of PwBD candidates who are eligible as per the physical requirements and functional classification by a period of 10 years.

RITES' regular/ contract employees fulfilling the educational qualification and experience criteria shall be given age relaxation of 5 years, over and above the upper age limit indicated above.

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

S. No.	Categories for which identified	Functional Classification	Physical Requirements
1	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, RW, H
	Hearing Impairment	HH	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H (Acceptable with Hearing Aids)
	Visual Impairment	LV	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

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 lists are subject to revision, if any.

### Nature & Period of Engagement

The appointment will be initially on probation for a period of two years.

Selected candidates shall be liable for posting to any place in India as per requirements of the Company.

Candidates will be required to clear the screening test for confirmation of their services at the end of the probation period. Those who fail to qualify in the screening test, their probation period may be extended and further action taken in accordance with the policy of the Company.

Candidates may also note that no application of an employee would be forwarded for jobs outside until he/she completes 2 years of service in the Company.

### Remuneration

The pay would be fixed at the minimum of the scale. Candidates from Government Departments/ PSUs are eligible for protection of their Basic Pay in accordance with the policy of the Company depending upon merit of the case. In addition to Basic Pay candidates would be paid DA, Fixed/variable allowances as applicable to the scale, Performance Related Pay, Medical facilities, HRA/Lease accommodation, attractive superannuation package consisting of contribution to PF, Gratuity as per Payment of Gratuity Act and Post Retirement Medical Scheme. Other benefits would be as under:

- |  |   |   |
|--|---|---|
| a) Leaves as per leave rules<br>b) Maternity Leave/ Paternity Leave<br>c) Medical facility.<br>d) Group Insurance.<br>e) Leave Encashment. | } | As per company rules applicable to Regular employees. |
|--|---|---|

The approximate CTC at the minimum of the pay-scale for the post of JGM, SDGM & DGM are ₹ 27 LPA, 23 LPA and 21 LPA respectively.

The approximate emoluments at the minimum of the pay-scale for the post of Junior Manager is ₹ 12 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 Taxes as applicable
EWS/ SC/ST/ PwBD Candidates	Rs. 300/- plus Taxes as applicable

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:**

- a) 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.
- b) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.
- c) Persons with disabilities are given concession in the fee provided they are otherwise eligible for appointment. A PwBDs candidate claiming age relaxation/fee concession will be required to submit alongwith their Detailed Application Form, certified copy of the PwBD 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. Candidates are also advised to keep a copy of this online **APPLICATION FORM** containing the registration number alongwith following documents readily available with them:
  - 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, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
  - d. EWS/ SC/ST/OBC (NCL) Certificate in the prescribed format by Govt. of India (if applicable)
  - e. Proof of Identity & Address (Passport, Voter ID, Driving Liscence, 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. PwBD Certificate as per latest format (if applicable).

**Application Form and all the above documents are to be e-mailed to the following email id; within the date specified for the purpose:**

<b>VC No / Post</b>	<b>Email id</b>
06/21 - DGM/SDGM/JGM (Company Secretary)	<a href="mailto:Ritesrecruitment0621@gmail.com">Ritesrecruitment0621@gmail.com</a>
07/21 - Junior Manager (Company Secretary)	<a href="mailto:Ritesrecruitment0721@gmail.com">Ritesrecruitment0721@gmail.com</a>

**While e-mailing the documents, following details are to be mentioned in the e-mail:**

**Name: (As mentioned in Application form)**

**RITES Registration No :**

**Contact Number:**

Documents sent to any other email id shall not be considered. RITES will not be responsible for bouncing of any e-mail.

7. Please attach copies of experience certificates from your previous employment in respect of claims made by you in your application. 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.
8. **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.**
9. 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.
10. **Hard copies of documents are not to be sent to this office through post/ courier. Documents are to be sent through e-mail only.**
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. **Candidates who have registered online but whose application along with aforesaid documents is not received by the due date, their candidature may not be considered.** The company reserves the right to consider only such applications which are received in along with documents by the prescribed date.
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. The **original testimonials/documents along with one self-attested copy** will have to be produced by the candidate(s) at the time of interview (if called).
15. Departmental Candidates of RITES are required to apply online and submit their hard copy through proper channel.
16. Candidates working in Government Departments/ PSU are required to apply through proper channel. The candidates who apply directly would have to bring NOC from their employer at the time of Interview (if called).
17. 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.
18. Candidates should submit only one application for one vacancy and application once submitted 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. However, candidates can apply for any number of vacancies.

19. The candidates must submit all the details pertaining to his candidature viz. personal details, educational qualification details, experience details, category etc. Suppression, in this regard, if any, detected on a future date shall render the candidature liable for forfeiture.
20. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

#### **Venue & Time**

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

#### **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. Serving Govt./PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization
4. The period of training/internship/ articleship shall not be counted towards post qualification experience.
5. Legal jurisdiction will be Delhi in case of any dispute
6. No train/bus fare / TA / DA shall be payable.
7. 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](mailto: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	Commencement of submission of online application and online payment of fees	25.05.2021
2	Last date of submission of online application and online payment of fees	15.06.2021
3	Last date of submission of documents on email	22.06.2021
4	Date of selection	To be notified later