



**Special Recruitment Drive for ST on regular basis (2<sup>nd</sup> Attempt)**

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, sincere and hard working qualified professionals for its various projects on regular basis:

VC. No.	Post	No of vacancies
		ST
20/16	Junior Manager (Finance)	4

**Age Limit**

Maximum Age	Cut-off date for calculation of age
32 years	01.04.2015

**\*The specified Maximum Age is for Unreserved category. ST/ PWD/EX-Serviceman/ J&K Domicile candidates shall be eligible for age relaxation as per extant Govt. orders as under:**

S. No.	Category	Age relaxation in Upper Age Limit
1	ST	5
2	PWD	10
3	ST + PWD	15
4	Ex-Serviceman + ST	8
5	Ex-Serviceman + ST + PWD	18
6	J&K Domicile + ST	10
7	J&K Domicile + PWD	15
8	J&K Domicile + ST + PWD	20

**Essential Qualifications & Experience**

Post	Minimum Educational Qualification	Minimum Post-Qualification Experience
Junior Manager (Finance)	CA/ CMA/ MBA (Finance) MBA (Finance) candidates should have prior qualification of B. Com./ BFIA/ BBA with Finance	Nil

MBA (Finance) should be full time.

Candidates should have atleast 50% marks in Minimum Qualification to be eligible for all above posts.

Candidates should be proficient in the use of computers/ MS – Office.

**Note for Educational Qualification:**

The candidate should possess full time Degree approved by UGC/AICTE; from a University incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956.

**Relaxations & Concessions**

Relaxation & concessions to reserved category candidates would be provided against reserved posts as per extant Govt. orders.

RITES regular employees will be eligible for a relaxation of 5 years in maximum age-limit over and above the above specified age relaxation.

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

S. No.	Discipline	Categories for which identified	Functional Classification	Physical Requirements
1	Finance	Locomotor Disability	OA, OL, OAL, BL, BLOA	S, BN, RW, MF, SE, C
		Hearing Impairment	HI	

Functional Classification:

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected
HI	Hearing Impaired
PD	Partially Deaf
PB	Partially Blind
B	Blind

Physical Requirements:

Code	Physical Requirements
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
SE	Work performed by seeing
R, W & RW	Work performed by reading and writing.
BN	Work performed by bending
MF	Work performed by manipulation by fingers
C	Work performed by communication
W	Work performed by walking

**Selection Process**

The company reserves the right to shortlist suitable number of eligible candidates for selection, based upon scrutiny of documents; their eligibility and other shortlisting criteria.

Based on performance and merit in written test, top candidates (6 times the number of vacancies) shall be interviewed.

The final merit list shall be prepared as per the following marks weightage distribution:

Qualification	-	20%
Written Test	-	60%
Interview	-	20%

Merit list of only those candidates shall be prepared who secure a minimum of 50% marks in aggregate and in Written Test as well as in the Interview.

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.

### Syllabus for Written Test

S. No.	Post	Syllabus
1	Junior Manager (Finance)	Preparation of consolidated financial accounts, Financial Management viz. ratios, capital budgeting, working capital management
		Direct and Indirect Taxes
		Basic knowledge of computers viz. MS Word, Excel, PowerPoint, ERP Financial System
		Corporate Governance
		General knowledge and current affairs
		General Awareness
		English Language & Comprehension

### Venue & Time

S. No.	Selection Round	Venue & Date
1	Written Test	To be notified later
2	Personal Interview (Subject to performance in Written Test)	

### Remuneration

Post	Pay - Scale
Junior Manager (Finance)	Rs. 16, 400 – 40, 500

The selected candidates would be paid Basic pay and DA, fixed/variable allowances as applicable in the scale, HRA/Lease, Contribution to PF, Gratuity as per Gratuity Act. Other benefits would be as under:

- a) Leaves.
- b) Maternity Leave/ Paternity Leave
- c) Medical facility.
- d) Accident/Death Insurance.
- e) Leave Encashment.

As per company rules applicable to Regular employees.

## Terms of Service

The appointment will be initially on probation for two years.

Candidates will be required to successfully clear the screening for confirmation of their services at the end of the probation period.

Selected incumbent may be posted anywhere in India as per requirements of the company.

## Fees

No fee is to be paid for applying to the said post.

## How to Apply

1. **Before applying candidates should ensure that they satisfy all the necessary conditions and requirements of the post(s).**
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 the top of filled up online form. Please note down this "Registration No." and quote it for all further communication with RITES Ltd.
4. A copy of this online Application form containing the registration number is to be printed, signed, and furnished alongwith **self-attested copies** of the following documents in the given order only (from top to bottom):
  - a. 2 recent passport size colour photographs
  - b. Certificates of Educational qualifications (in chronological order)
  - c. Proof of identity and address (Aadhar Card, Voter ID, Driving Licence, PAN Card etc.)
  - d. Certificate in support of claim of belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Ex-Serviceman or Physically Handicapped, where applicable as GOI prescribed formats.
  - e. Certificate in support of claim for age concession, where applicable.

Documents thus arranged are to be sent through post to **"Assistant Manager (P)/Rectt., RITES Ltd., RITES Bhawan, Plot No.1, Sector-29, Gurgaon – 122001, Haryana"**.

5. Experience certificates only are acceptable as proof of experience. Copies of salary slips, Form 16 issued by employer can be considered at the discretion of the company. Offer letters are not acceptable.
6. The candidates are also advised to keep a copy of such application form with them and to carry the same at the time of the selection if called. **Candidates who have registered online but whose physical application along with aforesaid documents is not received by the due date, their candidature may not be considered. The company reserves the right to take suitable decision in this regard.**
7. The **original testimonials/documents along with one self-attested copy** will have to be produced by the candidates at the time of interview if called.
8. No application will be entertained after the expiry of last date of receipt of Online Application Form. RITES Ltd. does not bear any responsibility for any delay in post/courier for any reason whatsoever.
9. 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.
10. 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.

11. Candidates should submit only single application 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.
12. If any claim made by candidates is found to be incorrect, their candidature shall be summarily rejected.

#### General Instructions

1. The number of vacancies can vary.
2. The period of training/trainer/apprenticeship shall not be counted towards post qualification experience.
3. Any information regarding this recruitment process would be made available through the e-mail provided by the candidate. Candidates are advised to periodically check the site for updates.
4. No train/bus fare / TA / DA shall be payable.

#### Communication with RITES

All correspondence by / with the candidates in regard to the examination shall be through e-mail only. All communications with RITES should invariably 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.

For any clarification/queries not covered above, please contact officials of Recruitment Section on telephone No. 0124 - 2818178/ 2818163 from 10:00 AM to 5:00 PM on working days (Monday to Friday). **Queries related to information already provided above shall not be attended.**

#### Important Dates

S. No.	Particular	Date
1	Start date of online registration	07.04.2016
2	Last date of online registration	22.04.2016
3	Last date for receipt of hard copy of documents	29.04.2016
4	Tentative date of selection	To be notified later