



Recruitment of Technical Assistant (Civil) on contract 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, sincere and hard working qualified professionals for its various projects:

VC No.	Post	Vacancies				
		Total	UR	OBC	SC	ST
128/15	Technical Assistant (Civil)	20*	10	6	3	1

*1 vacancy is reserved for PWD.

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.

Age Limit

Maximum Age	Cut-off date for calculation of age
30 years	01.12.2015

Essential Qualifications & Experience

Minimum Educational Qualification	Minimum Post – Qualification Experience
Full Time First Class Diploma in Civil Engineering	Minimum 2 years of experience in civil construction works

Reserved category candidates (SC/ST/OBC/PWD) should have at least 50% marks in Minimum Qualification to be eligible.

Experience shall be calculated as on 01.12.2015.

Note for Educational Qualification:

The candidate should possess full time Diploma in Civil Engineering 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. Sections A & B examination of the Institution of Engineers (India) which is treated as equivalent to Diploma by Govt. of India, shall also be accepted.

Relaxations & Concessions

Reservation, relaxation & concessions to reserved category candidates (SC/ST/OBC/PWD) would be provided as per extant Govt. orders.

PWD 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	S, ST, BN, W, SE, MF, C, R, W & RW
2	Hearing impairment	HI	

Functional Classification:-

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected
HI	Hearing Impaired

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

All eligible candidates shall be called for Written Test. Based on performance and merit in written test, top candidates (3 times the number of vacancies in each category) shall be called for personal interview.

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

Qualification	-	20%
Experience	-	20%
Written Test	-	40%
Interview	-	20%

Merit list of only those candidates shall be prepared who secure a minimum of 60% marks (50% for SC/ST/OBC/PWD) in aggregate 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.

Venue & Time

S. No.	Selection Round	Venue & Date
1	Written Test	6 different locations across India* (Exact address shall be communicated to the candidates shortlisted for Written Test)
2	Personal Interview (Subject to merit list of Written Test)	Venue for the Interview shall be communicated to shortlisted candidates

Test Centers for Written Test*:

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

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

Remuneration

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

Post	Basic pay	Allowances	Other perks
Technical Assistant (Civil)	Rs. 10610/- (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.

Fees

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

How to Apply

- 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>.
- 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.
- Candidates are required to give two preferences for their choice of center for the Written Test. 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.**
- 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):
 - 2 recent passport size colour photographs
 - Certificates of Educational qualifications (in chronological order)
 - Experience certificates (in chronological order)
 - Proof of identity and address (Aadhar Card, Voter ID, Driving Licence, PAN Card etc.)
 - 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.
 - 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, salary slips and bona fide certificates only are acceptable as proof of experience. 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 interview 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.**
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 are also required to apply online and submit hard copy through proper channel.
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. 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 can vary.
3. The period of training/trainer/apprenticeship shall not be counted towards post qualification experience.
4. 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.
5. 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	04.12.2015
2	Last date of online registration	21.12.2015
3	Last date of submission of hard copy of documents	31.12.2015
4	Tentative date of Written Test	To be notified later
5	Tentative date of Interview	To be notified later