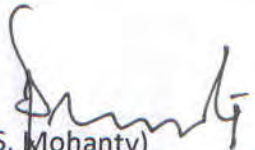


No. PERS/9/6/Manager/Civil/2022 – VC No.05/22 (D)  
Dt. 02.09.2022

**Subject:** Filling up of the 1 (one) post of Manager (Civil) on immediate absorption basis in RITES Ltd. Corporate Office/Gurugram.

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 and is governed by a Board of Directors which includes persons of eminence from various sectors of engineering and management. 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 post 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)  
Addl. General Manager (HR) 02/09/22

**Transforming to GREEN**

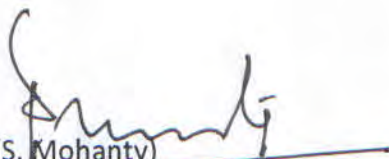
कार्पोरेट कार्यालय: शिखर, प्लॉट नं० 1, सेक्टर-29, गुरुग्राम-122 001 (भारत), **Corporate Office:** Shikhar, Plot No.1, Sector-29, Gurugram-122 001 (INDIA)  
पंजीकृत कार्यालय: स्कोप मीनार, लक्ष्मी नगर, दिल्ली-110 092 (भारत), **Registered Office:** SCOPE Minar, Laxmi Nagar, Delhi-110 092 (INDIA)  
दूरभाष (Tel.): (0124) 2571666, फ़ैक्स (Fax): (0124) 2571660, ई-मेल (E-mail) info@rites.com वेबसाइट (website): www.rites.com

पत्राचार का पता: सृजन, प्लॉट नंबर 144, सेक्टर-44, गुरुग्राम-122 003 (भारत), **Correspondence Address:** Srijan, Plot No. 144, Sector-44, Gurugram-122 003 (INDIA)  
**CIN: L74899DL1974GOI007227**

1	Vacancy Circular No/ Date	05/22 (D) dated 02.09.2022
2	Organization	RITES Ltd.
3	Nomenclature of the post and scale	Manager (Civil) at E-3 level in IDA pay scale of Rs.60,000-1,80,000
4	No. of vacancies	1
5	Location	Gurugram
6	Requirement of Scale of Pay of the post in parent organization	Officials working in IDA pay scale of Rs.50,000-1,60,000 or equivalent CDA pay scales i.e. level-9  Officials working in higher pay scale can also apply.
7	Job specification, Experience details, Educational Qualification and Age requirement	<p><b>Experience:</b></p> <p>The applicant should have minimum 8 years experience in the fields of Facility Management, Construction of buildings and maintenance etc.</p> <p><b>Educational Qualification:</b></p> <p>First class BE/B.Tech/B.Sc. (Engg.) Degree in Civil Engg.</p> <p>The applicant should not be more than 55 years of age as on 01.09.2022</p>
8	Mode of application	<p>1. Applications are to be sent through respective Administrative officer indicating No Objection, Vigilance/DAR clearance &amp; Vigilance/D&amp;AR records indicating details of penalties if any, imposed upon the applicant during his service and ACRs/APARs for the past 05 years. 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 16.10.2022. 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 16.10.2022. However, the forwarded application along with other required documents must reach us on or</p>

*[Handwritten Signature]*  
02/09/22

		<p>before 16.11.2022. 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, Addl. Geeral Manager (HR), RITES Ltd., Shikhar, Plot No.1, Sector-29, Gurugram-122001</p> <p>Queries if any should be sent to <a href="mailto:ims.mohanty@rites.com">ims.mohanty@rites.com</a> or <a href="mailto:desraj@rites.com">desraj@rites.com</a></p>
9	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"> <li>1. Educational Qualification, evaluation of CV, length of service (25 marks)</li> <li>2. Previous Work Experience and Domain Knowledge (25 marks)</li> <li>3. APRs, D&amp;AR and Vigilance record (25 marks)</li> <li>4. Potential/Overall Suitability of the candidate to requirements (25 marks) – To be assessed on the basis of an interview to be conducted in physical or Video Conference mode.</li> </ol>

  
 (S. Mohanty)  
 Addl. General Manager (HR) 02/09/22

APPLICATION IN PRESCRIBED PROFORMA

Vacancy Circular No. and date	Vacancy Circular No.05/22 (D) Dated 02.09.2022
Post against which application has been submitted	Manager (Civil)
Mode of appointment	Immediate absorption basis

## PERSONAL DATA

1	Name	:	
2	Gender	:	
3	Service	:	
4	Organization/ Department	:	
5	Category	:	
6	Date of Birth	:	
8	Present Pay Scale	:	
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	:	

## 11. EDUCATIONAL QUALIFICATION

SN	Qualification/Degree	Year	Division	Institution/University, Place/Country

12. EXPERIENCE DETAILS

SN	Designation with place of posting	Grade	From	To	Nature of duties performed

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 of the applicant

Place

Date