

No. PERS/9/6//IRSE/2022 - VC No.08/22 (D)  
Dt. 10.10.2022

महाप्रबंधक(का),  
सभी क्षेत्रीय रेलें एवं उत्पादन इकाईयां, आरडीएसओ

प्रियमहोदय,

**विषय:-** कोलकाता में प्रतिनियुक्ति आधार पर महाप्रबंधक(सिविल)/General Manager(Civil) पद भरे जाने के संबंध में.

राइट्समें कोलकाता में महाप्रबंधक(सिविल)/General Manager(Civil) पद प्रतिनियुक्ति आधार पर भरे जाने के लिए 01 No.एसजी/एसएजी/एनफएसएजी, आईआरएसई अधिकारी की आवश्यकता है। उपरोक्त पद के लिए कार्य जॉब विवरण अनुलग्नक-1 के रूप में संलग्न निर्धारित प्रोफार्मा में दिया गया है।

अनुरोध है कि उपरोक्त पद के लिए रिक्ति नोटिस को अपनी रेल में परिपत्रित करवाया जाए तथा राइट्स के लिए इच्छुक अधिकारियों की संसुति जल्द से जल्द, लेकिन इस पत्र की तारीख से 21 दिनों के भीतर इस कार्यालय में भेज दी जाए.

अनुरोध है कि इस रिक्ति नोटिस को अपनी रेल की वेबसाइट पर भी अपलोड करवा दिया जाए तथा इसका समुचित प्रचा किया जाए.

धन्यवाद,

आपका,

एस मोहंती

(एस. मोहंती)

10/10/22

अपर महाप्रबंधक (मा.स.)

प्रतिलिपि:-

महाप्रबंधक/आईटी - कैरिय सेक्शन में राइट्स की वेबसाइट पर अपलोड के लिए संलग्न.

**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.	संगठन/Organization	राइट्स/RITES
2.	पदकानाम/Nomenclature of the post	महाप्रबंधक(सिविल)/General Manager(Civil)
3.	रिक्तियोंकीसं. / No. of vacancies	01No –SAG/NFSAG/SG officer with 18 years Group 'A' service.
4.	स्थानऔरकार्यकाल. Location and tenure	Kolkata- However, the officer concerned may be posted anywhere in India or abroad depending upon the requirement of the Company. The normal tenure of deputation shall be 3 (three) years, which may be extended depending upon the requirement and performance.
5.	पदकेवेतनकावेतनमान. Scale of Pay of the post.	(7 <sup>th</sup> CPC Matrix level- 14 & 13)  As per Rly. Board guidelines the employee is entitled to parent pay plus deputation allowance and other perks as admissible on deputation.
6.	क्याप्रस्ताव/सूचनापहलीबारभेजाजार हाहै /भेजीजारहीहै. Whether the proposal/reference is being made for the first time	Yes
7.	यदिनहींतोपिछलेसंदर्भसंख्याऔरविवरण जिसमेंउसकेनिष्कर्षकाभीउल्लेखकरें, यदि कोईहो/If not previous reference No. and the details duly indicating the outcome thereof, if any.	--
8.	अपेक्षितआयु,विषय (डिसिप्लिन)आदिसहितविस्तरतकार्य विवरण Detailed job description indicating age requirement discipline etc.	IRSE officer not more than 55 years of age as on last date of submission of application.
9.	आवेदनकातरीका/Mode of application	1. Applicants are required to apply online in the registration format available in the Career Section of RITES website, <a href="http://www.rites.com">http://www.rites.com</a> . While submitting the online application; the system would generate 'Registration No.' on top of online form filled up by the candidate. A copy of this online application form containing the registration number is to be printed, signed and attached with the application in the prescribed format (Annexure II) along with detailed CV and forwarded after approval of the Cadre Controlling Authority along with documents mentioned in point number 2 below.  2. Applications are to be sent through respective administrative officer (HOD) indicating No Objection, Vigilance/DAR clearance & Vigilance/D&AR records indicating details of penalties if any, imposed upon the applicant during his service and ACRs/APARs for the past 05

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		<p>upon the applicant during his service and ACRs/APARs for the past 05 years. The applicants are also required to send their application in the prescribed format (Annexure II) along with detailed CV. The applications along with the documents as mentioned in the Vacancy Notice should reach us within 21 days of the date of vacancy notice i.e by 31.10.2022.</p> <p>3. In case, it is not possible to send the letter forwarding the application along with other required documents within the stipulated period of 21 days i.e. by 31.10.2022 the applicant is advised to send an advance copy of his application in the prescribed format (Annexure II) along with detailed CV directly at <a href="mailto:desraj@rites.com">desraj@rites.com</a>/<a href="mailto:ims.mohanty@rites.com">ims.mohanty@rites.com</a> so as to reach us within 21 days from the date of vacancy notice i.e by 31.10.2022. However, the forwarded application along with other required documents (hard copy) must reach us within 31 days from the date of issue of vacancy notice i.e. by 10.11.2022. In absence of receipt of the forwarded application and the required documents within the stipulated period i.e. 31 days from the date of vacancy notice, 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>In case of any difficulty in registering online/clarification, if any, the same may be taken up with the above-mentioned e-mail Id/s.</p>
10.	Whether the company /organization has been exempted from the rule of permanent absorption and if so, the date upto which the exemption is valid	The Ministry of Railways has conveyed their approval for continuance of Officers on deputation on exemption from the rule of immediate absorption to RITES for a period of three years beyond 31.08.2020 vide their letter No. 2008/PL/45/4 (Pt.) dated 09.03.2021.
11.	RITES will be providing Company/Leased Accommodation as per entitlement to the officer who joins RITES on deputation.	
12.	चयनकातरिका/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 Experiences 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)</li> </ol>

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अपरमहाप्रबंधक (मा.स.)

10/10/22

निर्धारित प्रोफार्मा/APPLICATION IN PRESCRIBED PROFORMA

रिक्ति सूचना संख्या और तिथि/Vacancy Notice and date	रिक्ति परिपत्र सं./Vacancy circular No. 08/22 (D) दिनांक/Date: 10.10.2022
पद जिसके लिए आवेदन किया गया है Post against which application has been submitted	महाप्रबंधक(सिविल) General Manager (Civil)
नियुक्ति का प्रकार/Mode of appointment	प्रतिनियुक्ति/Deputation
इच्छित स्थान/Choice of station (जहां कहीं भी लागू हो)(wherever applicable)	Kolkata

वैयक्तिक डाटा/Personal Data

1	नाम/Name		
2	लिंग/Gender		
3	सेवा/Service		
4	विभाग/Department		
5	श्रेणी/Category		
6	जन्म तिथि/Date of Birth		
7	डीआईटीएस/DITS Date of entry into Time Scale		
8	आवेदन की तारीख पर वर्तमान पे बैंड ग्रेडपे के साथ एवं मूलवेतन/Present pay band with grade pay and basic pay as on date of application.		
9	वर्तमान पदनाम एवं रेलवे/Present Designation & Railway		
10	संपर्क विवरण/Contact Details		
क	ईमेल आईडी-/Email ID		
ख	दूरभाष (का)/Telephone (O)		
ग	दूरभाष (आ)/Telephone (R)		
घ	मोबाइल नंबर/Mobile No.		

11. शैक्षणिक योग्यताएं/Educational Qualifications

क्र.सं. SN	योग्यताडिग्री/ -Qualification/Degree	वर्ष/Year	प्रभाग/Division	संस्थाविद्यालयविश्व/स्थानदेश/ Institution/University, place/Country

12. अनुभव का विवरण/Experience Details (Detailed CV also to be attached)

क्र.सं. SN	पदनाम एवं रेलवे तथा तैनाती का स्थान/Designation & Railway with place of posting	ग्रेड -ग्रेड)सी/बी/जेएजी/एसएस/एसजी / (एसएजी/Grade (i.e. Gr. C/B/SS/JAG/SG/SAG)	कब से/From	कब तक/To

13	पूर्व प्रतिनियुक्तिविदेश में सौंपे गए काम का / विवरण. यदि कोई हो/Details of previous deputation/Foreign assignment		
14	क्या प्रतिनियुक्ति पर भेजने पर रोक लगी हुई है? यदि हां. तो विवरण दें/Whether debarred from deputation? If yes, please furnish details.		
15	क्या विराम काल पूर्ण हो चुका है? यदि हां. तो पूर्व प्रतिनियुक्ति से वापिस आने की तिथि व अन्य विवरणका उल्लेख करें जहां कहीं पर लागू हो/ Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.		

मैं प्रमाणित करता हूँ कि मेरे द्वारा ऊपर दिया गया विवरण सही है एवं रिक्ति सूचना में दिए गए मापदंड के अनुसार मैं इस पद के लिए पात्र हूँ./ 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.

आवेदक का नाम एवं हस्ताक्षर/Name and Signature

स्थान/Place

दिनांक/Date