

RITES LIMITED
(A Govt. of India Enterprise)
VC NO.73/15

“Recruitment of JUNIOR ASSISTANT (Finance & Accounts) on regular basis”

RITES Ltd. is an ISO 9001: 2000 certified premier International multi-disciplinary consultancy organization in infrastructure sector rendering comprehensive professional services in various sectors including Metro Rail Systems, Railways, Highways, Airports, Ports & Harbour, under the Ministry of Railways.

Applications are invited online from young, dynamic, energetic and motivated persons of Indian Nationality for the position of “Junior Assistant (Finance & Accounts)” in RITES via an All India Competitive Examination.

The community/category wise breakup of these vacancies is as under:-

VC No.	Name of Post	Vacancies	Caste/Community-wise break up of vacancies			
73/15	Jr. Assistant (F&A)	14*	UR	OBC	SC	ST
			5	5 **	2	2 **

*Vacancies are provisional and are subject to alteration. Out of above, one post each shall be reserved for PWD category and Ex- Serviceman which shall be operated, as per Government of India instructions, on horizontal reservation basis.

** Backlog vacancies included: (OBC-3, ST-1)

I. Experience/Qualifications Criteria:

- a) Nationality: A candidate must be a citizen of India.
- b) Minimum Educational Qualification: B.Com / BBA(Finance) / BMS(Finance) with 55% marks for Unreserved(General) and 45% for SC/ST/OBC candidates from a UGC/Govt. approved University/Institute.
- c) No minimum experience is required for applying to this post

II. Age-Limit:-

A candidate for this examination must have attained the age of 21 years and must not have crossed the age of 30 years as on 30.09.2015.

III. Relaxations/Concessions:

- (a) No Relaxation is allowed in the stipulated minimum age.
- (b) The upper age limit prescribed above will be relaxable upto a maximum of 5 years and 3 years for candidates belonging to SC/ST and OBC communities respectively.

- (c) Upto a maximum of 10 years in the case of physically disabled persons.
- (d) Upto a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1st January, 1980 to the 31st December, 1989.
- (e) Ex-servicemen shall be allowed to deduct the period of actual military service from their actual age and if the resultant age doesnot exceed the maximum age-limit by more than 3 years, they shall be deemed to satisfy the condition regarding age-limit.
- (f) Upto a maximum of 5 years in the case of Defence Service personnel disabled in operations during hostilities with any foreign country or in a disturbed area, and released as a consequence thereof.
- (g) Up to a maximum of 5 years for regular employees of RITES.

NOTE (I) - Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under clauses (c), (d), (e) or (f) above, will be eligible for grant of cumulative age relaxation under both the categories.

Note (II) - The term ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

Note (III) - The age concession under para (e) will not be admissible to Ex-Servicemen who are released on "own request".

Note (IV) - Notwithstanding, the provision of age-relaxation under para (c) above, a PWD candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or appointing authority, as the case may be, may prescribe) is found to satisfy the requirement of physical and medical standards for the posts.

Note (V) - SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED.

IV. **DATE OF BIRTH**

- a) The date of birth accepted by the Company is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to matriculation or in an extract from a Register of matriculates maintained by a University and that extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate
- b) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.
- c) The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above
- d) Candidates should exercise due care while entering their date of birth in the application form. Once a date of birth has been claimed by them and entered in the records of the company for the purpose of admission to an examination, no change will be allowed subsequently on any grounds whatsoever. If on verification at any subsequent stage, any

variation is found in their date of birth from the one entered in their matriculation or equivalent examination certificate, disciplinary action will be taken/ candidature will be cancelled by RITES under the rules.

V. Physical Standards:-

A candidate should be physically and mentally fit. For being considered as Person with Disabilities, the candidate should have disability of Forty per cent (40%) or more. The details of Physical Requirements and Functional Classifications which have been identified for the post are as under:

S. No.	Categories for which identified	Functional Classification	Physical Requirements
1	Locomotor disability	OA, OL, OAL, BL, BLOA	S, BN, RW, MF, SE, C
2	Hearing impairment	HH	S, BN, RW, MF, SE, C

Physical Requirements:

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

Functional Classification:-

Code	Functions
BL	Both Legs affected but not arms
OL	One leg affected (R or L)
OA	One arm affected
OAL	One arm one leg affected
BLOA	Both legs and one arm affected
HH	Hearing Handicapped

VI. Application Fees:-

The candidates will have to deposit the under mentioned amount of fees in any branch of Indian Bank all over India and would attach the RITES copy of payment challan.

General/OBC Candidates	Rs.300
SC/ST Candidates	Nil
Persons with disabilities	Nil

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 as Jr. Assistant(Accounts) to be filled on the results of the examination(Written and Interview/ Personality Test) on the basis of the standards of medical fitness for this post(including any concessions specifically extended to the PWDs). A PWDs candidate claiming age relaxation/fee concession will be required to submit alongwith their Detailed Application Form, certified copy of the certificate from a Government Hospital/Medical Board in support of his claim for being PWDs.
- d) Notwithstanding the aforesaid provision for age relaxation/concessional fee, a PWDs candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Company or the appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Posts to be allocated to Persons with disabilities by the Company.

VII. Examination Centers:

The examination will be conducted at following Centers:-

Centre	Code
CHANDIGARH	01
BHOPAL	02
CHENNAI	03
DELHI/ GURGAON	04
GUWAHATI	05
KOLKATA	06
MUMBAI	07
NAGPUR	08

The candidates are required to give 2 options of exam centres in their order of preference. The centres and the date of holding the examination as mentioned above are liable to be changed at the discretion of RITES. While every effort will be made to allot the candidates to the centre of their first choice for examination, the company may, at their discretion, allot a different centre to a candidate when circumstances so warrant. Candidates admitted to the examination will be informed of the time table and place of examination.

The candidates should note that no request for change of centre will be granted.

VIII. Selection Process:-

The selection process shall consist of Written Test and Interview.

a) Written Test

Eligible candidates will have to appear in the written test consisting of two parts: Part-1- Objective Type and Part-2- Subjective Type. Both parts shall be conducted the same day.

i. Part-I – Objective Type Screening Test.

This part would consist of multiple choice objective type questions.

Syllabus for Part-I: General Ability Test, Reasoning, General Awareness, English and Accountancy.

Marks obtained in Part-I (Objective Type) of Written Examination would be used for shortlisting candidates for Part-II (Subjective Type) of Written Test only and will not be taken into account for further short listing of candidates for interview/personality test, or for the purpose of final empanelment.

ii. Part-II- Subjective Type written test:

This part shall consist of subjective type questions.

Syllabus for Part-II: Accountancy, Financial Management, Income Tax, Business Communication, Basics of computers.

Answer books of Part II (Subjective Type) of candidates to the extent of only 20 times the no. of vacancies in the order of merit on the basis of marks obtained in the Part I (Objective Type) shall be evaluated.

b) Interview/Personality Test:

The candidates to the extent of 6 times the number of vacancies in each category shall be shortlisted for the Interview/Personality Test on the basis of their performance in the Part II (Subjective Type) of Written Test.

IX. Empanelment:

Final merit list shall be prepared as per following weightage distribution:

Part II (Subjective Type) of Written Test	-	80%
Interview/Personality Test	-	20%

Only those candidates shall be considered for empanelment who secure a minimum of 60% marks in Interview (50% for SC/ST/OBC/PWD)

Offers to empanelled candidates would be issued strictly as per merit, subject to reservation policy of the Govt. on the subject.

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 and verification of their certificates, testimonials and caste/ community certificates as the case may be.

X. Terms of Service

- a) The appointment will be initially on probation for two years.
- b) Candidates will be required to successfully clear the screening for confirmation of their services at the end of the probation period.
- c) Selected incumbent may be posted anywhere in India as per requirements of the company.

XI. Remuneration

The selected candidates would be appointed as Junior Assistant and placed in IDA pay scale Rs. 7300-17800. Apart from Basic Pay, they shall be paid DA, fixed/variable allowances as applicable to the scale, HRA, Contribution to PF, Gratuity as per Gratuity Act, Performance Related Pay (PRP) and other benefits as payable as per company rules

XII. How to Apply:

- a) Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of the RITES website, <http://www.rites.com>.
- b) While submitting the online application the system would generate 'Registration No.' on the top of such filled online form. Please note that number for all further communication with the company.
- c) Ensure that you have a printer connected to your computer. Click on "Applicant login". Click on "Make payment". The payment details show the amount to be paid to the bank based on your category.
- d) Click on "Generate Slip". The Application Fee payment challan in triplicate will be generated.

Note: The challan generated will be valid only for 72 hours. So, ensure to make the payment within this time frame.

- e) Take the print out of the challan and go to the nearest Indian Bank branch and make payment.

- f) The bank official will fill in the Branch Name, Journal No. and CBS Branch Code in the three copies of challan.
- g) Ensure that the bank official mentions the above three details when he/she stamps your challan.
- h) Bank's copy will be retained by the Indian Bank branch concerned.
- i) Retain the candidate's copy for your reference.
- j) After making the payment you need to go to "Payment Details" and enter the "Journal No.", "CBS Branch Code" and "Branch Name".
- k) Candidates will be required to upload the scanned RITES copy of the challan.

- l) The admit card indicating roll number, name of the test venue and guidelines for the test will be made available through candidate login, to those candidates found eligible based on the information submitted by the candidate.

Note: While filling in his application form, the candidate should carefully decide about their choice of the centre of examination. More than one application from a candidate giving different centres will not be accepted in any case. If a candidate sends more than one completed application, his application is liable to be rejected. Candidates will be allowed to appear in the written examination only at the centre indicated in the admission certificate.

XIII. IMPORTANT INSTRUCTIONS TO CANDIDATES FOR EXAMINATION:

- a. Candidates without a valid admit card will not be allowed to appear in the written examination. Admit cards for written test will not be issued by post. Eligible candidates can download the admit cards from the website <http://www.rites.com> before the date of examination.
- b. Candidates are advised to read carefully special instructions supplied to them alongwith the admit card for Part(I)- Objective part and Part(II)-Subjective Part including the procedure regarding filling in the Answer Sheet of Part(I)-Objective Part in the Examination Hall.
- c. Questions in Part-II (Subjective type) can be answered in English or Hindi.
- d. Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them.
- e. Marks will not be allotted for mere superficial knowledge.

- f. Marks can be deducted for illegible handwriting.
- g. Credit will be given for orderly, effective and exact expression combined with due economy of words in the conventional papers of the examination.
- h. In the question papers, wherever required, SI units (International System of Units) will be used.
- i. Candidates should use only International form of Indian numerals (e.g. 1,2,3,4,5,6 etc.) while answering question papers.
- j. In the Personality Test special attention will be paid to assess the candidate's capacity for leadership, initiative and intellectual curiosity, tact and other social qualities, mental and physical energy, powers of practical application and integrity of character, potential for the job.

XIV. SPECIAL INSTRUCTIONS:

- a. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail forfeiture of candidature and also ban from future examinations.
- b. A candidate who is found using unfair means in the examination shall be disqualified/ debarred.

XV. General Instructions and Information:

- a) Only Indian & Nepal Nationals are eligible to apply.
- b) Before applying, candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.
- c) **The educational qualification possessed by candidates should be full time & 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.**
- d) Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- e) Date of issuance of mark sheet shall be taken as the date of acquiring qualification.
- f) Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent

percentage of marks must be indicated in the application form as per norms adopted by University / Institute.

- g) In the absence of any proof of norms adopted by the Institute to convert CGPA/OGPA/DGPA into percentage, the criteria adopted by UGC/AICTE shall be followed.
- h) Candidates selected in RITES are liable to be posted anywhere in India. The original testimonials/documents alongwith the copy of the online registered data will have to be produced by the candidates at the time of interview. If any claim is found to be incorrect, their candidature shall be summarily rejected.
- i) Serving Govt./PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
- j) The original testimonials/documents will have to be produced by the candidates at the time of interview. If any of the claims is found to be incorrect, their candidature shall be summarily rejected.
- k) Candidates are requested to keep ready original and self-attested copies of the following documents for submission to the RITES soon after the declaration of the results of the written Examination which is likely to be declared in the month of December 2015:
 - i. Certificate of Age.
 - ii. Certificate of Educational Qualification
 - iii. Certificate in support of claim to belong to Scheduled Caste, Scheduled Tribe and Other Backward Classes, Ex-Serviceman or PWDs, where applicable.
 - iv. Certificate in support of claim for age/fee concession, where applicable
- l) Willing Departmental Candidates of RITES are also required to apply online and follow the instructions given above.
- m) 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.
- n) All information regarding this recruitment process would be made available in the '**Career**' **section of RITES website only**. Applicants are advised to check the web site periodically.
- o) Candidates are advised to make a note of their e-mail ID as entered at the time of on-line submission of application form and Registration Number generated at the top right hand corner of the 'Application'. These would be required for accessing information during the later stages of the recruitment process made available through Candidate Login.

- p) Candidates should ensure that the same coloured passport size photograph is used throughout this recruitment process. Please note that only Passport size photo with 10kb size and jpg file type should be used.
- q) Complaints attributable to the incompatibility of the Client Systems, ignorance of users, non availability of internet connectivity or any other aspects beyond the direct control of RITES employees or systems will not be entertained by RITES. No correspondence made in this regard will be entertained by RITES.
- r) Legal jurisdiction will be Delhi in case of any dispute
- s) Candidates claiming reservation under OBC (NCL) should belong to OBC- Non creamy layer as on last date of online submission of application to RITES.
- t) Candidature is liable to be rejected at any stage of recruitment/ selection process or after joining, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or if RITES comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in application/other forms/formats are not recognized/ false/ misleading and / or amounts to suppression of information/particulars which should have been brought to the notice of RITES.
- u) Since these application forms are to be processed in a computerized system, due care should be taken by the candidates to fill up their application form correctly. No column of the application should be left blank. Applications incomplete in any aspect (experience certificate, educational qualification certificate etc.) are liable to be rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances. Candidates are required to submit alongwith their applications; copies of certificates in support of their claims regarding age, educational qualifications, SC/ST/OBC/Ex-Serviceman/PWD etc.
- v) Any information regarding this recruitment process would be made available through the e-mail provided by the candidate at the time of registration.
- w) For any queries regarding this recruitment, please send email to rectt@rites.com. Candidates are required to add this email id to their address book/contacts in order to avoid any email sent from this email-id from going to Junk/Spam folder.
- x) For any clarification, please contact officials of Recruitment Section on telephone No. 0124 - 2818178/ 2818163.

XVI. Correspondence with RITES:

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

All communications to 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.

XVII. Important dates:-

Start date of online application	24.09.2015
Last date of online applications	15.10.2015
Tentative Date of Written Test	3rd week November 2015
Tentative Date of Personal Interview	December 2015