

Recruitment of experienced professionals on contract in pay scale basis

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 and hard-working professionals as under:

VC No.	Post	No. of Vacancies					
		UR	EWS	OBC (NCL)	SC	ST	Total
56/22	Deputy General Manager (Legal)	1	-	-	-	-	1
57/22	Assistant Manager (Legal)	1	-	-	-	-	1

Age Limit

VC No.	Maximum Age	Cut-off date for calculation of Age
56/22	50 Years	01.09.2022
57/22	40 Years	01.09.2022

Minimum Qualifications & Experience

VC No	Designation & Pay Scale	Minimum Qualification*	Minimum post - qualification experience
56/22	Deputy General Manager (Legal) (Rs. 70, 000 – 2, 00, 000)	LLB Degree (3 years/ 5 years) from a recognized University/ Institute approved by Bar Council of India	9 Years

Experience is defined as under:

Candidates should have post qualification experience of minimum 9 years of practice after enrolment as an Advocate with Bar Council including experience in handling Electricity Regulatory matters, arbitration, litigation, contracts, drafting, vetting & review of contracts/ commercial documents. Equivalent experience of working as in-house counsel in Govt. Depts./ PSU/ Companies shall also be considered. Experience gained after completion of degree shall only be considered and experience of Internship shall not be counted. Candidates having experience of practice in court(s) shall have to produce an experience certificate issued from the office of the BAR association concerned.

Candidates working in Central/ State Govt./ PSU/ autonomous organizations etc. in an Executive capacity should currently be working in IDA pay scale of ₹ 50,000-1,60,000 / CDA scale at level 9 in pay matrix of 7th CPC or above.

Candidates working in Private Sector or other organizations with experience as indicated should have an annual CTC of at least Rs. 12.4 LPA. Candidates who are practicing as Advocates shall submit copies of ITR as proof of income.

VC No	Designation & Pay Scale	Minimum Qualification*	Minimum post - qualification experience
57/22	Assistant Manager (Legal) (Rs. 50, 000 – 1, 60, 000)	LLB Degree (3 years/ 5 years) from a recognized University/ Institute approved by Bar Council of India	4 Years

Experience is defined as under:

Candidates should have post qualification experience of minimum 4 years of practice after enrolment as an Advocate with Bar Council including experience in handling Electricity Regulatory matters, arbitration, litigation, contracts, drafting, vetting & review of contracts/ commercial documentation. Equivalent experience of working as in-house counsel in Govt. Depts./ PSU/ Companies shall also be considered. Experience gained after completion of degree shall only be considered and experience of Internship shall not be counted. Candidates having experience of practice in court(s) shall have to produce experience certificate issued from the office of the BAR association concerned.

*Candidate belonging to General/ EWS category (and candidates belonging to SC/ST/OBC(NCL)/PWD applying against unreserved posts) should have first class degree/ minimum 60% marks in Minimum Qualification for consideration against unreserved posts.

Reserved category candidates (SC/ST/OBC(NCL)/PWD as applicable) should have at least 50% marks in Minimum Qualification for consideration against reserved posts.

Note for Educational Qualifications:

The candidate should possess Degree recognized by UGC/AICTE (as applicable); 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.

Experience shall be calculated as on 01.09.2022.

Relaxations & Concessions

Reservation/ relaxation/ concessions to EWS/ SC/ST/OBC (NCL)/PWD/ Ex-SM/ J&K Domicile would be provided against reserved posts (where applicable) as per extant Govt. orders.

Relaxation in upper age limit to OBC (NCL)/ SC/ ST candidates shall be provided against reserved posts as per extant Govt. orders.

PWD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD. Such PWD candidates shall be eligible for relaxation of 10 years in upper age limit.

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

Categories for which identified	Functional Classification	Physical Requirements
Locomotor disability	OA, OL, OAL, BL	S, ST, BN, H, SE, & RW
Visual Impairment	LV	
Hearing Impairment	PD	

Functional Classification:

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

OAL	One arm one leg affected
BL	Both legs affected
HI	Hearing Impaired
LV	Low Vision

Physical Requirements:

Code	Physical Requirements
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
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
W	Work performed by walking
H	Hearing/ Speaking
KC	Kneeling and Crouching
JU	Jumping
CL	Climbing

The above lists are subject to revision.

Selection Process

The applications received shall be screened for eligibility. The candidates may be shortlisted for selection. The company reserves the right to shortlist the number of candidates for selection out of eligible candidates.

For VC No. 56/22

The weightage distribution of various parameters of the selection shall be as under:

Experience	-	10%
Interview	-	90%
(Technical & Professional proficiency - 60 %; Personality Communication & Competency – 30%)		
Total	-	100%

Merit list of only those candidates would be prepared who secure a minimum of 60% marks for UR/EWS (50% for SC/ST/OBC (NCL)/ PWD against reserved posts) in Interview. There will be no qualifying marks in aggregate. 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.

The candidates shall have to produce copies of educational qualification and experience claimed which shall be verified from the original documents at the appropriate stage and shall be subject to verification from the original source.

Based upon fulfilling the conditions of eligibility; candidates shall be shortlisted for Interview.

Candidates have the option to appear for interview either in Hindi or English.

For VC No. 57/22

The weightage distribution of various parameters of the selection shall be as under:

Experience	-	5%
Written Exam	-	60%
Interview	-	35%

(Technical & Professional proficiency - 25 %; Personality Communication & Competency – 10%)
Total - 100%

A minimum of 50% marks for UR/EWS (45% for SC/ST/OBC (NCL)/PWD against reserved posts) in written test and a minimum of 60% marks for UR/EWS (50% for SC/ST/OBC (NCL)/ PWD against reserved posts) in interview will be required to enable the candidate to be considered for placement on panel. There will be no minimum qualifying marks required in the aggregate.

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.

The candidates shall have to produce copies of educational qualification and experience claimed which shall be verified from the original documents at the appropriate stage and shall be subject to verification from the original source.

Based upon fulfilling the conditions of eligibility; candidates shall be shortlisted for Interview.

Candidates have the option to appear for interview either in Hindi or English.

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.

Selected candidates shall be liable for posting anywhere in India as per Company requirements.

Remuneration

The selected candidates would be paid Basic pay and DA, fixed/variable allowances @ 23% of Basic Pay, HRA/Lease, Contribution to PF, and Gratuity as per Payment of 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 Contract employees.

The approximate CTC for the posts advertised vide VC No. 56/22 and 57/22 for Posting at Gurugram/Delhi is 17.3 LPA and 12.4 LPA respectively.

Remuneration mentioned above is only indicative. Actual remuneration shall depend upon place of posting and other terms & conditions of appointment.

Fees

The candidates will have to deposit the under mentioned amount of fees during online application:

Category	Fee
General/OBC Candidates	Rs. 600/- plus applicable taxes
EWS/ SC/ST/ PWD Candidates	Rs. 300/- plus applicable taxes

For any difficulty/ queries regarding fee payment, candidates may contact on following only:

Helpdesk No: 011 – 33557000 Extension Code - 13221

Helpdesk e-mail id: pghelpdesk@hdfcbank.com

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) Persons with disabilities are given concession in the fee provided they are otherwise eligible for appointment. A PWDs candidate claiming age relaxation/fee concession will be required to submit along with their Detailed Application Form, certified copy of the PWD certificate as per latest GOI format.

How to Apply

1. **Before applying candidates should ensure that they satisfy the necessary conditions and requirements of the position.**
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 top of online form filled up by the candidate. Note down this "Registration No." and quote it for all further communication with RITES Ltd.
4. While filling up the required details, candidates are advised to carefully and correctly fill the details of "Identity Proof". Candidates are also advised to note the same and ensure the availability of the same Identity Proof as it will be required to be produced in original at later stages of selection (if called).
5. **After filling up the required details under the "Fill/ Modify Application Form", click on "Make payment". The payment details show the amount to be paid to the bank based on your category. Applications without successful fee payment shall be treated as incomplete and shall be summarily rejected.**
6. The candidates are also advised to keep a copy of Application Form submitted with them and to carry the same at the time of the selection (if called).
7. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and furnished along with **SELF-ATTESTED SCANNED COPIES** of the following documents in the given order only from top to bottom (if called):
 - a. 2 recent passport size colour photographs
 - b. High School certificate for proof of Date of Birth
 - c. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
 - d. EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
 - e. Proof of Identity & Address (Passport, Voter ID, Driving Licence, Aadhaar Card etc)
 - f. PAN Card
 - g. Proof of different periods of experience as claimed in the Application Form (if applicable)
 - h. Any other document in support of your candidature
 - i. PWD Certificate as per latest format (if applicable).

All the above documents are to be uploaded on the RITES Website; within the date specified for the purpose.

The scan copy of the documents should be of good quality and clearly visible. In absence of supporting documents or incomplete documents against the details furnished in application, application will be rejected and will not be considered for further selection process.

8. Please attach copies of experience certificates from your previous employer in respect of claims made by you in your application. In respect of current employment, experience certificate/ joining letter along

with last months' salary slips, or, Form 16 and other documents which clearly prove your continuity in the job are to be attached. In case your claim is not established from the proofs submitted by you; your application is liable to be rejected. Please check your claims and certificates submitted by you carefully. Incomplete application or, insufficient proof would entail rejection of your application. No claims would be entertained at a later stage.

9. For proof of CTC/ salary, candidates shall have to submit a copy of their last Form No. 16/ Earning Card/ salary slip/ Appraisal letter/ any other suitable document.
10. Community certificate (SC/ST/OBC) should be in the format prescribed by Government of India only. OBC candidates included in the Central List with certificate not more than 12 months old (with clear mention of candidate not belonging to "Creamy Layer") in the GOI prescribed format only will be considered for the posts reserved for OBC. EWS certificate should also be as per Gov. of India format.
11. **Hard copies of documents are not to be sent to this office through post/ courier. Documents are to be uploaded on RITES portal only.**
12. The original testimonials/documents along with one self-attested copy will have to be produced by the candidate(s) at the time of selection (if called).
13. **Candidates who have registered online but whose application along with aforesaid documents are not submitted by the due date, their candidature may not be considered. The company reserves the right to consider only such applications which are received along with documents by the prescribed date. RITES Ltd. does not bear any responsibility for any delay for any reason whatsoever.**
14. Mere applying for the post/ submission of documents/ appearing or qualifying in the selection does not confer any right on the candidates for claiming selection. If it is found that a candidate does not fulfill the advertised eligibility criteria, his/her candidature will be summarily rejected.
15. Candidates should submit only one application for one vacancy 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. However, candidates can apply for any number of vacancies.
16. The candidates must submit all the details pertaining to his candidature viz. personal details, educational qualification details, experience details, category etc. Suppression, in this regard, if any, detected on a future date shall render the candidature liable for forfeiture.
17. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Venue & Time

Date, time and details of venue of the selection shall be communicated to shortlisted candidates

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 may vary.
3. 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.

4. Before applying, the Candidates must satisfy themselves about their eligibility for the post applied for.
5. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature is liable for cancellation. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
6. The period of training/internship shall not be counted towards post qualification experience.
7. Legal jurisdiction will be Delhi in case of any dispute.
8. No train/bus fare / TA / DA shall be payable.
9. In case a candidate is found suitable for a lower post than for which he/she has applied, he/she shall only be considered for the post for which he/she has been found suitable by the selection committee

Communication with RITES

Any information regarding this recruitment process would be made available on the email address provided by the candidate at the time of registration and/or shall be uploaded on RITES website. Candidates are advised to periodically check the site for further updates.

Candidates are encouraged to go through the detailed advertisement and read the "Frequently Asked Questions (FAQs)" uploaded on RITES website under Career section to solve their queries.

Queries if remaining should be sent to rectt@rites.com only and 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.**

Communications not containing above particulars shall NOT BE ATTENDED TO. Any query/ issue should be brought to notice of RITES well in advance of the due date.

RITES will not be responsible for non-submission of application due to issues brought to notice at the last moment. Queries related to information already provided in the advertisement may not be attended to.

Syllabus for Written Test for VC No. 57/22

- i. Electricity Act and Regulations
- ii. Arbitration and Conciliation Act-Part-I, Conciliation, 2015 & 2019 Amendments
- iii. Indian Contract Act-Chapter-I to VI & X
- iv. Code of Civil Procedure and Limitation Act-Basic principles
- v. Right to Information Act- Basic principles
- vi. Labour Laws-Contract Labour (Regularisation & Abolition) Act, Employees' Provident Funds & Misc. Provisions Act, Minimum Wages Act, Payment of Gratuity Act- Basic principles
- vii. Constitutional Law- Basic principles

- viii. Company Law- Basic principles
- ix. Criminal Laws- Basic principles
- x. Latest developments in commercial laws-Insolvency & Bankruptcy Code, Commercial Courts Act, etc- Basic principles

Important Dates

S. No.	Particular	Date
1	Start date of online registration	26.09.2022
2	Last date of online registration	18.10.2022
3	Last date of submission of soft copy of documents through portal	18.10.2022
4	Date of selection	To be notified later