

No. PERS/9/6/Depu/T&E/2020 – VC No. 28/20(D)  
Dt: 28.09.2020

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

प्रिय महोदय,

**विषय: - गुड़गाँव में प्रतिनियुक्ति आधार पर 02 No. Jr. Manager/Asstt.Manager/ Manager(Traffic) पद भरे जाने के संबंध में।**


राइट्स में T&E प्रभाग में Jr.Manager/Asstt.Manager/Manager(Traffic) के 02 पद प्रतिनियुक्ति आधार पर भरे जाने की आवश्यकता है। उपर्युक्त पद के लिए कार्य (जॉब) विवरण अनुलग्नक-1 के रूप में संलग्न निर्धारित प्रोफार्मा में दिया गया है।

अनुरोध है कि प्रतिनियुक्ति आधार पर उपरोक्त पदों के लिए रिक्ति नोटिस को अपनी रेल में परिपत्रित करवाया जाए तथा राइट्स में प्रतिनियुक्ति के लिए उपयुक्त एवं इच्छुक अधिकारियों की संस्तुति जल्द से जल्द, लेकिन इस पत्र की तारीख से 30 दिन 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 प्रचार किया जाए।

धन्यवाद,

आपका,

  
(विजय कुमार) 28/9/2020  
संयुक्त महाप्रबंधक (मा.स.)

प्रतिलिपि: -

महाप्रबंधक (आईटी)/राइट्स - कैरियर सेक्शन में राइट्स की वेबसाइट पर अपलोड के लिए संलग्न।

1.	संगठन/Organization	राइट्स/RITES
2.	पद का नाम/Nomenclature of the post	Jr.Manager/Asstt.Manager/Manager(Traffic)
3.	रिक्तियों की सं./No. of vacancies	02
4.	स्थान और कार्यकाल. Location and tenure	गुडगाँव  प्रतिनियुक्ति की सामान्य अवधि 5 साल /The normal tenure of deputation shall be 5 years.
5.	पद के वेतन का वेतनमान, Scale of Pay of the post	(7 <sup>th</sup> CPC Pay Matrix 6 to 8)  (7 <sup>th</sup> CPC Matrix level- 6) – for Jr.Manager level. (7 <sup>th</sup> CPC Matrix level- 7) – for Asstt.Manager level. (7 <sup>th</sup> CPC Matrix level- 8) – for Manager level.  <b>मूल वेतन एवं प्रतिनियुक्ति भत्ता/Parent Pay plus Deputation Allowance</b>
6.	क्या प्रस्ताव/सूचना पहली बार भेजा जा रहा है / भेजी जा रही है.	हाँ / Yes
7.	यदि नहीं तो पिछले संदर्भ संख्या और विवरण जिसमें उसके निष्कर्ष का भी उल्लेख करें, यदि कोई हो/If not previous reference No. and the details duly indicating the outcome thereof, if any.	--
8.	अपेक्षित आयु, विषय) डिसिप्लिन (आदि सहित विस्तृत कार्य विवरण Detailed job description indicating age requirement discipline etc.	The official should have worked as in supervisory capacity of traffic transportation OR Commercial dept. of Indian Railways at least 5 years, interface with customers, marketing, traffic survey and yard knowledge, railway IT user friendly.  He/She should have temperament to visit field for data collection from various entities in addition to Indian Railways, oriented towards research work like analytical studies, data mining and survey in contest of any mode of transport.  He / She should not be more than 55 years of age as on last date of submission of application.
9.	आवेदन का तरीका/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 detailed CV and forwarded through the Cadre Controlling/Zonal Railway.  2. Applications are to be sent through respective administrative officer (HQ/Board) indicating No



		Objection, Vigilance/DAR clearance and ACRs for the past 05 years. The applicants are also required to send their CV in the prescribed format (Annexure II) along with the applications.
10.	क्या कंपनी/संगठन को स्थाई आमेसन के नियम से छूट दी गई है और यदि हां, तो किस तिथि तक छूट मान्य है. 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 Railway Officers on deputation on exemption from the rule of immediate absorption to RITES for a period of three years w.e.f. 31.08.2017 vide their letter No. 2008/PL/45/4, dated 09.08.2017.
11.	यदि कंपनी द्वारा किसी अधिकारी विशेष के नाम की संस्तुति की जाती है तो उनकी लिखित सम्मति संलग्न की जाए. Wherever name of a certain officer is recommended by the company. His written willingness should be enclosed.	वितरण के लिए / For circulation
12.	RITES will be providing Company/Leased Accommodation as per entitlement to the officer who joins RITES on deputation.	
13.	चयन का तरीका/Mode of selection	आवेदनों की निम्नलिखित पैरामीटर के 100 प्वाइंट स्केल के आधार पर जांच की जाएगी: 1. शैक्षिक योग्यता, सीवी का मूल्यांकन, सेवा की अवधि (25 अंक) 2. पिछला कार्य अनुभव और डोमेन अनुभव (25 अंक) 3. एपीएआर, डी एंड एआर और सतर्कता रिकॉर्ड (25 अंक) 4. आवश्यकता के अनुसार उम्मीदवार की समय क्षमता/उपयुक्तता (25 अंक) Applications will be scrutinized on the basis of the following parameters on a 100 point scale: 1. Educational Qualification, evaluation of CV, length of service (25 marks) 2. Previous Work Experiences and Domain Knowledge (25 marks) 3. APRs, D&AR and Vigilance record (25 marks) 4. Potential/Overall Suitability of the candidate to requirements (25 marks)
14.	पर्क्स एवं सुविधाएं/Perks and facilities.	अनुलग्नक-III के अनुसार पर्क्स एवं सुविधाएं. Perks and facilities as per Annexure III

8/28/2020  
(विजय कुमार)  
संयुक्त महाप्रबंधक (मा.स.)

APPLICATION IN PRESCRIBED PROFORMA

Vacancy Notice and date	Vacancy Circular No. 38/20 (D) Dated: 28.09.2020
Post against which application has been submitted	Jr. Manager/Asstt. Manager/Manager (Traffic)
Mode of appointment	Deputation
Choice of station (wherever applicable)	Gurgaon

## PERSONAL DATA

1	Name	:	
2	Gender	:	
3	Service	:	
4	Department	:	
5	Category	:	
6	Date of Birth	:	
7	DITS (Date of entry into Time Scale)	:	
8	Present Pay Band with Grade Pay and basic pay as on date of application	:	
9	Present Designation & Railway	:	
10	Contact Details	:	
a.	Email ID	:	
b.	Telephone (O)	:	
c.	Telephone (R)	:	
d.	Mobile Number	:	

## 11. EDUCATIONAL QUALIFICATION

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

12. EXPERIENCE DETAILS

SN	Designation & Railway with place of posting	Grade (i.e. Gr. C/B/SS/JAG/SG/SAG)	From	To

13	Details of previous deputation/Foreign assignment	:	
14	Whether debarred from deputation? If yes, please furnish details	:	
15	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable	:	

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

Place

Date





## Annexure III

**Perks and Allowances for Group 'B & C' level officer on deputation to RITES**

SN	Perks/Allowance	Amount
1	Expert/Professional Allowance	12% Basic Pay
2	Medical Outdoor/indoor	<p>The Railway Officer can opt for medical facilities under the Railways or the medical facilities admissible under RITES Rules. Medical facilities under RITES rules are:</p> <p>Rs. 1667/- PM / Rs. 20,000 per year</p> <p>Reimbursement upto 0.7 times of basic pay (Claim basis) or Rs.35,000/- whichever is more for prolonged illness as per Mediclaim policy for Indoor Medical treatment</p>
3	Reimbursement of furnishing items on submission of bills	Rs.30,000/- PA
4	Reimbursement on purchase of Mobile phone	Cost of cell phone handset as per eligibility (once in every 3 years with the approval of CMD).
5	Brief Case	Once in 03 years
6	Reimbursement/Membership	<p>One membership for national and one international professional body upto an amount of:</p> <p>Rs.15,000/- PA</p>
7	Birthday gift/Diwali gift/Annual day gift	As per Company policy