No. Pers/9/6/Depu/HR/2025 - VC No. 04/25 (D)
Dt. 14.01.2025

1. महाप्रबंधक,(का) सभी क्षेत्रीय रेलें एवं उत्पादन इकाईयां, आरडीएसओ / General Manager(P), Zonal Railways/PUs/RDSO
2. सचिव, रेलवे बोर्ड, नई दिल्ली/ Secretary, Railway Board, New Delhi

विषय/ Subject:- राइट्स लिमिटेड, गुरुग्राम में प्रतिनियुक्ति के आधार पर वरिष्ठ प्रबंधक (मानव संसाधन) के पद को भरे जाने के संबंध मे। Filling up of the post of Sr. Manager (HR) on deputation basis in RITES Limited, Gurugram.

राइट्स गुड़गाँव में वरिष्ठ प्रबंधक (मानव संसाधन) / **Sr. Manager (HR)** के 01 पद को प्रतिनियुक्ति आधार पर भरे जाने के लिए Group-B)/ Jr. Scale (Gazetted) के अधिकारी की आवश्यकता है। उपर्युक्त पद के लिए कार्य जॉब विवरण अनुलग्नक-I (Annexure-I) के रूप में संलग्न निर्धारित प्रोफार्मा में दिया गया है.

Last date of receipt of duly forwarded application by the Competent Authority along with copies of last 5 years of APAR and D&A/Vigilance clearance is 30 (Thirty) days from the date of issue of the vacancy circular.

It is relevant to mention that as per Railway Board's letters No.2018/E(O)II/41/1 dated 08.02.2023 and 13.04.2023 applications of the eligible officers should be submitted to Railway Board at least 7 days prior to the last date of vacancy notice for obtaining approval of Competent Authority in Railway Board for submission of application to borrowing organization for consideration.

अनुरोध है कि इस रिक्ति नोटिस को अपनी रेल की वेबसाइट पर भी अपलोड करवा दिया जाए तथा इसका समुचित प्रचार किया जाए. Willing and eligible officials should submit their applications well in advance through their Zonal Railways so that the applications can be received in time. The advance copy of the application may be sent to GM(HR)/RITES Ltd. on email Id shu.hr@rites.com / desraj@rites.com at the earliest for our record.

(वी. के. नंदा)
अपर महाप्रबंधक (मा॰स॰)

प्रतिलिपिः -

महाप्रबंधक/आईटी – कैरियर सेक्शन में राइट्स की वैबसाइट पर अपलोड के लिए.

अनुलग्नक-I Annexure I

1.	संगठन/Organization	**राइट्स /RITES**
2.	पद का नाम/ Nomenclature of the post	वरिष्ठ प्रबंधक (मानव संसाधन) **Sr. Manager (HR)**
3.	रिक्तियों की सं/.No. of vacancies	01 No - Group-B / Jr. Scale (Gazetted)
4.	स्थान और कार्यकाल. Location and tenure	Gurgaon The normal tenure of deputation shall be 3 (three) years, which may be extended depending upon the requirement and performance. (The official can be posted anywhere in the Country or abroad as per requirement).
5.	पद के वेतन का वेतनमान. Scale of Pay of the post	(7^{th} CPC Level-8 to 10) - Group B / Jr. Scale (Gazetted) As per Rly. Board guidelines the employee is entitled to parent pay plus deputation allowance and other perks as admissible on deputation.
6.	Whether the proposal/reference is being made for the first time	Yes
7.	If not previous reference No. and the details duly indicating the outcome thereof, if any.	For circulation
8.	Detailed job description indicating age requirement discipline etc.	The candidate must be experienced in HR related works. He should not be more than 57 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, http://www.rites.com. 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. 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 years. The applicants are also required to send their application in the prescribed format (Annexure II) along with detailed CV.

		3 It **is relevant to mention that as per Railway Board's letters No.2018/E(O)II/41/1 dated 08.02.2023 and 13.04.2023 applications of the eligible officers should be submitted to Railway Board at least 7 days prior to the last date of vacancy notice for obtaining approval of Competent Authority in Railway Board for submission of application to borrowing organization for consideration.** 4 **The forwarded application along with other required documents must reach us within 30 (Thirty) days from the date of issue of vacancy notice.** The applicant is also advised to send an advance copy of his application in the prescribed format (Annexure-II) along with detailed CV directly at desraj@rites.com/sbu.hr@rites.com at the earliest for our record. However, in absence of receipt of the forwarded application and the required documents within the stipulated period, 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. 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.
10.	Whether the company /organisation 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 31.08.2023 vide their letters No. 2008/PL/45/04 Pt. dated 02.08.2024 and 20.12.2024.
11.	RITES will be providing Company/Leased Accommodation as per entitlement to the officer who joins RITES on deputation.	
12.	चयन का तरीका/Mode of selection	Marking criteria is attached

14.07.25

(वी. के. नंदा)

अपर महाप्रबंधक (मा.स.)

The parameters based on which the candidature shall be considered vis-a-vis the marks to be awarded there under, are enumerated as under:

Weightage Distribution for Deputation of Officials to RITES					
	Criteria	**Points**	**Detailed Criteria**	**Break up of points**	**Remarks**
A	Educational Qualification	15			
			Basic Minimum Qualification (Degree in the relevant discipline)	10	
			Additional Qualification	5	Each relevant additional qualification gets 1 point each, with maximum of 5
B	Vigilance/DAR	10			
			If no vigilance history during the entire career	10	
			If Cases closed without any action	10	
			If Cases closed with Minor penalty action	7.5	Reduced by 2.5 considering gravity
			If Cases closed with Major penalty action	5	Further reduced by 2.5
C	Performance in service	25			
			APARs (for 5 Years):		
			(OS-5, VG-4, G-3, G+F-3.5, Av-2, BA-1)		
D	Performance in Interview	50	Domain knowledge Work Experience Managerial competency Overall Suitability		To be decided by Interview Committee
	Total	100			

Candidates securing the score of 60% or above shall be qualified for being considered, as per the order of merit in the Merit List

अनुलग्नक/Annexure II

निर्धारित प्रोफार्मा/APPLICATION IN PRESCRIBED PROFORMA

रिक्ति सूचना संख्या और तिथि/Vacancy Notice and date	रिक्ति परिपत्र सं/.Vacancy circular No.04/25 (D) दिनांक/Date 14.01.2025
पद जिसके लिए आवेदन किया गया है Post against which application has been submitted	वरिष्ठ प्रबंधक (मानव संसाधन) **Sr. Manager (HR)**
नियुक्ति का प्रकार/Mode of appointment	प्रतिनियुक्ति/Deputation
इच्छित स्थान/Choice of station ( ) (हो लागू भी कहीं जहां)(wherever applicable)	Gurgaon

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 बैंडग्रेड पे 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	ईआईडी मेल-/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	संस्थावविद्यालयविश्/,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 प्रतिनियुक्ति का काम गए सौंपे में विदेश/ 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 विवरण का 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 हूं कि मेरे द्वारा ऊपर दिया गया विवरण सही है एवं रिक्ति सूचना में दिए गए मापदंड के अनुसार मैं इस पद के लिए पात्र हूं./ 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