International Year of Cooperatives 2025
Cooperatives Build a Better World

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RAILTEL
A Navratna Enterprise

स्वच्छ भारत
एक कदम स्वच्छता की ओर

RAILTEL CORPORATION OF INDIA LTD
PSU UNDER MINISTRY OF RAILWAYS

No. RCIL-COOHR/04/2025 (Comp No. 52850)

GENERAL MANAGERS
ALL RAILWAYS/NEW ZONES/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS
ALL RAILWAY TRAINING INSTITUTES

Vacancy notice no. 09/2026 — **Date 01.07.2026**

ORGANIZATION	RAILTEL CORPORATION OF INDIA LTD (RCIL)
TITLE & NO OF POSTS	MANAGER (ADMIN. (E-2 LEVEL) , ONE POST.
LOCATION	CORPORATE OFFICE / DELHI.
DURATION	DEPUTATION: THREE YEARS OR TILL RCIL IS EXEMPTED FROM THE RULE OF IMMEDIATE ABSORPTION, WHICHEVER IS EARLIER (Application form as Annexure-I).
SERVICE	EXECUTIVES FROM ANY DEPARTMENT OF RAILWAYS
TERM OF APPOINTMENT	DEPUTATION
AGE	DEPUTATION: SHOULD NOT EXCEED 56 YEARS ON THE CLOSING DATE OF RECEIPT OF APPLICATION
SCALE OF PAY	PARENT GRADE PAY PLUS DEPUTATION ALLOWANCE AS PER RULES (ON DEPUTATION).
JOB PROFILE	GENERAL ADMINISTRATION, HANDLING PROTOCOL DUTIES INCLUDING CO-ORDINATION AND FACILITATION OF VISITS BY SENIOR GOVT. OFFICIALS, BOARD LEVEL FUNCTIONARIES, DIGNITARIES AND OTHER HIGH-LEVEL EXECUTIVES VISITING THE OFFICE FROM TIME TO TIME. CO-ORDINATING WITH MINISTRIES, GOVERNMENT, CANDIDATE WILL BE RESPONSIBLE FOR ALL ADMINISTRATIVE RELATED FUNCTIONS, CO-ORDINATION OF OFFICE FACILITES AND SUPPORT SERVICES, LIASION WITH INTERNAL AND EXTERNAL STAKEHOLDERS AND OTHER ALLIED ACTIVITES.

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MINIMUM ELIGUBILITY:	**FOR MANAGER:** 4 YEARS WORKING IN LEVEL-7 (7th CPC) IN CDA OR IN EQUIVALENT GRADE.
SPECIFIC REQUIREMENTS	CANDIDATE SHOULD HAVE ATLEAST 5 YEARS EXPERIENCE OF WORKING IN GENERAL ADMINISTRATION, PUBLIC RELATIONS AND PROTOCOL DUTIES FOR EFFECTIVE PERFORMANCE IN REQUIRED JOB PROFILE
NOTE	CUT OFF DATE FOR AGE AND ELIGIBILITY WOULD BE RECKONED AS ON CLOSING DATE OF VACANCY NOTICE.
WEB ADDRESS	WWW.RAILTEL.IN
CLOSING DATE	21 DAYS FROM DATE OF ISSUE

HOW TO APPLY:

CANDIDATES MAY APPLY THROUGH PROPER CHANNEL FOR SELECTION ON DEPUTATION BASIS TO THE ABOVE-MENTIONED VACANCIES IN THE ATTACHED PRESCRIBED PROFORMA INDICATED ABOVE. ZONAL RAILWAY/OTHER ORGANIZATIONS ETC., MAY FORWARD THE APPLICATIONS OF ELIGIBLE CANDIDATES WITH BIO DATA INDICATING PREVIOUS POSTINGS TOGETHER WITH A STATEMENT GIVING DETAILS OF PREVIOUS DEPUTATION, IF ANY, IN CENTRAL PSUs DULY SIGNED BY THE APPLICANT ALONGWITH VIGILANCE / DAR CLEARANCE AND APARS OF LAST 5 YEARS TO CORPORATE OFFICE / RAILTEL, EAST KIDWAI NAGAR / NEW DELHI-110023.

APPLICATIONS RECEIVED WITHOUT ENCLOSURES WILL NOT BE ENTERTAINED AT ALL. ADVISE ALL ELIGIBLE SC/ST/OBC OFFICERS ALSO.

1/7/26

(Ruby Dhar)

Sr. Deputy General Manager/HR

Ann. I

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Important (please don't leave blanks)		
	Vacancy Notice No. (appears on the top right side of notice)	
	File No. (appears on the left side of vacancy notice)	
	Post against which application has been submitted	
	Choice of Station (wherever applicable)	

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category (SC/ST/OBC)	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr. B (wherever applicable)	:	
9.	Present Pay Level/Basic Pay	:	
10	Date from working in present pay level		
11.	Present Designation & Railway	:	
12.	Contact Details	:	
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	
		:	

13. Educational Qualifications:-

S. No.	Qualification/Degree	Years/Division	Institution/University, Place/Country

14. Experience Details:-

S. No.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG) (Pay level in case of Non-Gazetted staff)	From	To

15. Details of previous deputation/foreign assignment (if any):-

S. No.	Organisation	Designation	From	To

16.	Whether debarred from deputation? If yes, please furnish details.	:	
17.	Whether cooling off period completed? If yes, date or return from previous deputation with details, whenever applicable	:	

18. APAR Ratings for last 5 years, if available:-

Year	Rating

19. Awards, If any:-

S. No.	Name of award	Brief Details

20. Punishments, If any in career:-

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:
Date: