

MITES LIMITED
(A Govt. of India Enterprise)
MITES Bhawan, Plot No. 1, Sector – 29, Gurgaon – 122001



Recruitment of Engineering professionals for Metro project on Contractual basis in pay scale

MITES 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.

MITES Ltd. is in urgent need of dynamic and hard working professionals as under:

VC No.	Post	Vacancies					
		UR	EWS	OBC (NCL)	SC	ST	Total
10/20	DGM (Civil/Electrical/Mechanical)	-	-	-	1	-	1
11/20	Manager (Civil/Electrical/Mechanical)	3	-	-	-	-	3
12/20	AM (Civil/Electrical/Mechanical)						

Age Limit

Position/Level	Maximum Age	Cut-off date for calculation of age
DGM level	50 years	01.09.2020
Manager Level	40 years	01.09.2020
AM Level		

Minimum Qualifications & Experience

VC No	Designation & Pay Scale (Rs.)	Minimum Educational Qualification*	Minimum post – qualification total/ relevant experience **
10/20	Deputy General Manager (Civil/Electrical/Mechanical) (Rs. 70,000 - 2,00,000)	BE/B.Tech/ B.Sc (Engineering) Degree in Civil Engg/Electrical Engg/ Electrical & Electronics Engg/Mechanical Engg./ Production Engg/ Industrial Engg/ Automobile Engg	Total experience: 9 years Relevant experience: 4 years

Experience is defined as under:

Candidates should have minimum post-qualification experience of 9 years and relevant experience of 4 years in Project Monitoring/Coordination with expertise in Primavera software for Infrastructural Projects preferably Metro Projects.

Candidates from Govt. Department, Central/ State PSU should currently be working in pre-revised IDA pay scale of ₹ 50,000-1,60,000 / in CDA scale at level 9 in pay matrix of 7th CPC or above; or; should have annual CTC of 8.1 LPA (CTC clause is applicable only for Govt Dept/PSU where pay scales are not followed). Candidates working in Autonomous Bodies/ Private firms should have an annual CTC of atleast 8.1 LPA.

11/20	Manager (Civil/Electrical/Mechanical) (Rs. 60,000 - 1,80,000)	BE/B.Tech/ B.Sc (Engineering) Degree in Civil Engg/Electrical Engg/ Electrical & Electronics Engg/Mechanical Engg./ Production Engg/ Industrial Engg/ Automobile Engg	Total experience: 7 years Relevant experience: 3 years
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Experience is defined as under:

Candidates should have minimum post-qualification experience of 7 years and relevant experience of 3 years in Project Monitoring/Coordination with expertise in Primavera software for Infrastructural Projects preferably Metro Projects.

Candidates from Govt. Department, Central/ State PSU should currently be working in pre-revised IDA pay scale of ₹ 40,000-1,40,000 / in CDA scale at level 7 in pay matrix of 7th CPC or above; or; should have annual CTC of 6.75 LPA (CTC clause is applicable only for Govt Dept/ PSU where pay scales are not followed). Candidates working in Autonomous Bodies/ Private firms should have an annual CTC of atleast 6.75 LPA.

12/20	Assistant Manager (Civil/Electrical/Mechanical) (Rs. 50,000 - 1,60,000)	BE/B.Tech/ B.Sc (Engineering) Degree in Civil Engg/Electrical Engg/ Electrical & Electronics Engg/Mechanical Engg./ Production Engg/ Industrial Engg/ Automobile Engg	Total experience: 4 years Relevant experience: 2 years
<p style="text-align: center;"><u>Experience is defined as under:</u></p> <p>Candidates should have minimum post-qualification experience of 4 years and relevant experience of 2 years in Project Monitoring/Coordination with expertise in Primavera software for Infrastructural Projects preferably Metro Projects.</p>			

*Candidates 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

Experience shall be calculated as on 01.09.2020.

Note for Educational Qualification:

The candidate should possess Degree recognized by 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. Sections A & B examination of the Institution of Engineers (India) which is treated as equivalent to Degree by Govt. of India and recognized by AICTE, shall also be accepted.

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.

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

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

Merit list of only those candidates would be prepared who secure a minimum of 60% 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.

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

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:

SN	Discipline	Categories for which identified	Functional Classification	Physical Requirements
1	Civil	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, R, W & RW
		Hearing Impairment	HI	
2	Mechanical	Hearing Impairment	HI	
3	Electrical	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	
		Hearing Impairment	HI	

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

Nature & Period of Engagement

The appointment shall be purely on contract basis initially for a period of 12 months, extendable until completion of the assignment subject to mutual consent and satisfactory performance.

Note:

- i. The issue of offer of appointment will be subject to final approval of CV by client.

Selected candidate shall tentatively be posted in Delhi. However, selected candidate is liable to be posted anywhere in India as per company requirements.

Remuneration

The selected candidates would be paid Basic pay and DA, fixed/variable allowances @ 29% of Basic Pay, HRA/Lease, Contribution to PF, 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 emoluments for the post of DGM, Manager and AM are 15 LPA, 13 LPA, & 11 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 Taxes as applicable
EWS/ SC/ST/ PWD Candidates	Rs. 300/- plus Taxes as applicable

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) 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. A PWD candidate claiming age relaxation/fee concession will be required to submit alongwith 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, <https://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. 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:
- Detailed CV/resume
 - 2 recent passport size color photographs
 - High School certificate for proof of Date of Birth
 - 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)
 - EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
 - Proof of Identity & Address (Passport, Voter ID, Driving Licence, Aadhaar Card etc)
 - PAN Card
 - Proof of different periods of experience as claimed in the Application Form (if applicable)
 - Any other document in support of your candidature
 - PWD Certificate as per latest format (if applicable).

Application Form, CV and all the above documents are to be e-mailed to the email id ritesrecruitment101220@gmail.com; within the date specified for the purpose.

While e-mailing the documents, following details are to be mentioned in the e-mail:

Name: (As mentioned in Application form)

RITES Registration No:

VC No and Post Applied for:

The scan of the documents should be of good quality and clearly visible.

Documents sent to any other email id shall not be considered. RITES will not be responsible for bouncing of any e-mail.

7. Please attach copies of experience certificates from your previous employment 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.
8. 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.
9. 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.
- 10. Hard copies of documents are not to be sent to this office through post/ courier. Documents are to be sent through e-mail to the above mentioned email ID only.**
11. The candidates are also advised to keep a copy of Application Form with them and to carry the same at the time of the selection (if called).
12. **Candidates who have registered online but whose application along with aforesaid documents is not received on e-mail 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.
13. 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).

14. 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.
15. Candidates not fulfilling the minimum laid down criteria advertised with respect to educational qualifications, age, and experience for selection to the respective post, would not be able to register online.
16. Candidates should submit only single online application for one vacancy and details once submitted in the application form 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.
17. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Venue & Time

Date of interview	Time	Mode of interview
15.10.2020	10:30 AM onwards	Interview shall be conducted through Microsoft Teams software/Zoom . As such candidates are advised to have both the software's installed and properly working audio and video in the preparation of the interview. The link for the interview shall be shared one hour before the start of the interview.

Efforts shall be made to conduct selection for all candidates on the same day only. However, in case of large number of candidates, selection may continue to the next day as well.

Note:

Candidates must ensure to have the documents readily available, as mentioned in How To Apply section, in ORIGINAL at the time of Interview in support of your qualification, total experience & relevant experience etc as per the advertised criteria.

Candidates must ensure that they fulfill all the eligibility conditions before appearing in the selection. If at any stage, it is found that candidate is not eligible for the post, his/her candidature will be summarily rejected.

Mere appearing in the selection does not confer any right on the applicant for claiming selection.

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. Serving Govt./PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization
4. The period of training/internship shall not be counted towards post qualification experience.
5. Legal jurisdiction will be Delhi in case of any dispute
6. No air/train/bus fare / TA / DA shall be payable.
7. 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 e-mail 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 Career section of RITES website 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.

Any query/ issue should be brought to the 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 the notice at the last moment.

Queries related to information already provided in the advertisement shall not be attended to.

Important Dates

S. No.	Particular	Date
1	Start date of online application	22.09.2020
2	Last date of online application	13.10.2020
3	Last date of submission of documents on e-mail	13.10.2020
4	Date of Interview	15.10.2020