

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



**Recruitment of professionals 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
16/21	Assistant Manager (Social)	2	-	-	-	-	2
17/21	Assistant Manager (Environment)	1	-	1	-	-	2

**Age Limit**

Maximum Age	Cut-off date for calculation of age
40 years	01.09.2021

**Minimum Qualifications & Experience**

VC No	Designation & Pay Scale (Rs.)	Minimum Educational Qualification*	Minimum post - qualification experience
16/21	Assistant Manager (Social), (Rs. 50,000 – 1,60,000)	Full Time with First class Post - Graduate Degree in Sociology OR Social Welfare OR Social Work OR Social Science OR Urban Planning AND full-time first class Graduate Degree in any subject.	Minimum 2 years post qualification experience Social Development Sector in social survey, analysis, conducting public consultation etc. Preference shall be given to: a) Experience in Social Impact Assessment in one or combination of following fields: highways, railways, transport terminals, ports, airports, townships/ SEZs, mining and landfills, oils & gas pipelines, and hydel projects b) Experience in bilateral/multilateral agencies funded projects.
17/21	Assistant Manager (Environment), (Rs. 50,000 – 1,60,000)	Full time First class BE/B.Tech/B.Sc(Engineering) Degree in Civil Engineering/Environment Engineering AND Master's Degree in Environment Engineering/Environment Science	Minimum 2 years post qualification experience in a) Environmental impact assessment, OR b) Environmental Health

			Environmental Management plans OR c) Environmental compliance and clearances from Pollution Control Boards or SEACs or MOEF&CC OR d) Combination of above in one or combination of following fields: highways, railways, transport terminals, ports, airports, townships/ SEZs, mining and landfills, oil and gas pipelines, hydel.
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\*Candidate belonging to General/ EWS category (and candidates belonging to OBC(NCL)/SC/ST/PwD applying against unreserved posts) should have first class degree/ minimum 60% marks in Minimum Qualification for consideration against unreserved posts.

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

Experience shall be calculated as on 01.09.2021.

**Note for Educational Qualification:**

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

**Selection Process**

On the basis of the applications received, eligible candidates will be required to appear in the written test (Off-line/On-line). The candidates may be shortlisted for selection on the basis of performance in the written test. The company reserves the right to shortlist the number of candidates for selection out of eligible candidates. Due to prevalent pandemic situation, based on the requirement and discretion of RITES, selection process may be conducted online.

Based upon the performance in the Written Test, and fulfilling the conditions of eligibility; candidates shall be shortlisted for Interview.

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

Experience	-	5%
Written Test	-	60%
Interview	-	35%
Total	-	100%

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

A minimum of 50% marks (45% for OBC (NCL) against reserved posts) in written test and a minimum of 60% marks (50% for OBC (NCL) 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.

## 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 Functional Classification and Physical Requirements which have been identified for the post as under:

S. No.	Category for which identified	Functional Classification	Physical Requirements
1	Locomotor Disability	OA, OL	S, ST, W, BN, SE, MF, RW, C, R, W & RW
	Hearing Impairment	HI	

Functional Classification:

Code	Functions
OH	Orthopedically Handicapped
VH	Visually Handicapped
HH	Hard of Hearing
OL	One leg
OA	One arm
BA	Both Arms
BH	Both Hands
MW	Muscular Weakness
OAL	One arm one leg
BLA	Both Legs and Arms
BLOA	Both Legs one Arm
LV	Low Vision
B	Blind
PD	Partially Deaf
FD	Fully Deaf
BL	Both legs
D	Deaf
Dw	Dwarfism
CP	Cerebral Palsy
LC	Leprosy Cured
AAV	Acid Attack Victims
MD	Multiple Disabilities
MI	Mental Illness
ASD	Autism Spectrum Disorder (M= Mild, MoD= Moderate),
SLD	Specific Learning Disability

Physical Requirements:

Code	Physical Requirements
S	Sitting
ST	Standing
W	Walking
SE	Seeing
H	Hearing/ Speaking
RW	Reading and Writing
C	Communication
MF	Manipulation by fingers
PP	Pulling & Pushing
L	Lifting
KC	Kneeling & Crouching
BN	Bending
M	Movement
JU	Jumping
CL	Climbing

The above lists is subject to revision.

### 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 @ 21% 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 emoluments for the post of Assistant Manager is 11 LPA.

**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 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.

### Syllabus

VC No	Syllabus
16/21	<b>Unit-1 Nature and Scope of Sociology &amp; Social Work</b> Sociological concepts and methods, man and environment relationships, socio-cultural profile of Indian society and urban transformation, traditions and modernity in the context of urban and rural settlements. Issues related to caste, age, sex.

	<p>History and development of Social Work, Indian social structure and social problems, Human behaviour in society, Integrated methods of Social Work practice, Social Work with persons with disability, women, children, vulnerable groups, tribal people, rural and urban community development, social policy, social development, social change, social legislation and social security.</p> <p><b>Unit-2 Development-induced Displacement</b>  Development and Displacement: A Historical Perspective; Process of Development-induced Displacement and Rehabilitation; Impact of Displacement; Minimisation of Displacement; Experience of Displacement by Tribal, Dalit, Women and other Vulnerable group in India; Overview of the history of land acquisition under the now-repealed Land Acquisition Act, 1894; Its impact on affected population; Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 (RFCTLARR, Act 2013): Initial steps and Basic Definitions; Award and Compensation; Provisions of The RFCTLARR Act, 2013; Challenges to its implementation and Future Prospects.</p> <p><b>Unit-3 Social Impact Assessment</b>  Evolution of Social Impact Assessment (SIA); Concept and Definitions; Need and Significance of SIA; SIA Policy in Indian Context; Provision of SIA in RFCTLARR Act, 2013; Steps in Conducting SIA Process; Principles of Good Practice in SIA; Approach and Method of Conducting SIA; Community Involvement in SIA; Identification of Alternatives; Identification and Assessment of social risks/impacts, Social Management Plan: Resettlement Action Plan, Gender Action Plan, Stakeholder Engagement Plan, Income Restoration Plan, Tribal Development Plan; Monitoring and Evaluation of Resettlement Plan; Preparation of R&amp;R Cost Estimates; Preparation of SIA Report.</p> <p><b>Unit-4 Rehabilitation and Resettlement</b>  Basic Concepts of Rehabilitation and Resettlement: R &amp; R – A National Scenario, Types of displacements – A Case Analysis: Transport projects (Railways, metro rail, Highway, Airport &amp; Ropeway), Irrigation projects, Industrial projects, Hydro-electric project, Mining project; Displacement and R&amp;R theories and Recovery Strategy: Four Stage Model developed by Scudder and Colson, 1982; Impoverishment Risks and Reconstruction Model by Cernea, 1997; Action oriented model proposed by Agarwal, Rao and Reddy in 1985 while working with the Yanadi tribe in Sriharikota of Andhra Pradesh, India.  Planning for R&amp;R: Identification of PAPs; Baseline Data Collection &amp; Analysis; Minimization of Displacement; Resettlement Issues; Process of Planning R &amp; R; R&amp;R Plan Content; Database Management; Valuation of Assets through Market Determined Process; Assessment of Non-quantifiable Values; Institutional Arrangements: Issues of Livelihood Restoration; Role of NGOs/CBOs and other Local, State, National and International Organisations in resettlement and rehabilitation of affected families/persons; Monitoring and Evaluation of R &amp; R interventions; Preparation of R&amp;R Action Plan; Learning from International Best Practices in social impacts and R&amp;R.  Resettlement Policies and Legal Framework: National Policy and Acts on Resettlement and Rehabilitation and State Policies on R &amp; R and Sector Specific Policies in large projects such as Mining projects, Multi-Purpose Dam Projects, Highway projects, Railways, Urban transport projects, SEZ, etc. Policies of multilateral/bilateral funding institutions: World Bank, Asian Development Bank, Japan International Cooperation Agency (JICA), New Development Bank (NDB), Asian Infrastructure Development Bank (AIIB), European Investment Bank (EIB) etc.</p> <p><b>Unit-5 Implementation, Monitoring and Evaluation of R&amp;R</b>  Site Preparation; Dismantling Process; Transportation and Reconstruction; Legal Provisions for Conflict Resolution in LA and R&amp;R; Livelihood Restoration; Land Based and Non-Land Based Rehabilitation of Affected Families; Training and capacity Building for Rehabilitation; Access to Credit and Employment; Project Management Techniques; Resource Planning for Sustainable Rehabilitation of affected Families/Persons; Grievance Redressal Process; Evaluation of Land Acquisition and R&amp;R, Gender Action Plan (GAP), Resettlement / Rehabilitation Plan (RAP), Stake Holder Plan (SAP)</p>
17/21	<b>Comprehensiveness of EIA:</b> The Rationale for EIA, nexus between development and

	<p>of impact assessment: project level impact assessment, regional level impact assessment, and strategic environmental assessment, comprehensive and rapid EIA. QCI/NABET requirement for EIA consultant.</p> <p><b>Methods for Impact Assessment:</b> Planning and management of environmental impact studies, baseline studies (Primary and Secondary Data Collection), Screening, Scoping, Impact analysis, prediction and evaluation of impacts.</p> <p><b>Prediction, Assessment and Mitigation of Impacts:</b> Basic information, identification of type and quantity of pollutants, existing quality and applicable standards, impact prediction, assessment and mitigation procedures- Air, Noise, Water and Biological environment.</p> <p>Cultural and Socio-economic Impact Analysis- Basic information on cultural resources, rules and regulation on cultural resources like archaeological, historical structures, prediction and assessment of impacts and mitigation. Description of existing socioeconomic environment, analysis of social impacts, Fiscal impact analysis, Impacts of economic profile of the community, mitigation.</p> <p><b>The Legal and Policy Framework in India:</b> Institutional framework of EIA, national and international EIA legislation, Environmental Clearance (EC) process in India (Role of EAC and SEAC), project categorization, EIA Notification and directives (1994, 2006 etc. and amendments). EIA Guidelines and Manuals. Limitations of EIA, Guidelines of preparation of project report and its evaluation, Terms of Reference (TOR's), participation of public (public hearing and its relevance). Validity of EC process, post EC monitoring, costs and benefits of EIA.</p>
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#### How to Apply

- Before applying candidates should ensure that they satisfy the necessary conditions and requirements of the position.**
- 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>.
- 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.
- 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).
- 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.**
- A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and furnished through Email, along with **SELF-ATTESTED SCANNED COPIES** of the following documents in the given order only from top to bottom:
  - 2 recent passport size colour 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)

- e. Proof of Identity & Address (Passport, Voter ID, Driving License, 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)

**Application Form and all the above documents are to be uploaded on the following link; *within the date specified for the purpose:***

VC No	Link
16/21	<a href="https://docs.google.com/forms/d/e/1FAIpQLScwD9AYcuzF9JdQcE92-8sJ1iAVMsndPiRzC7OTB2VUJu8rPQ/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLScwD9AYcuzF9JdQcE92-8sJ1iAVMsndPiRzC7OTB2VUJu8rPQ/viewform?usp=sf_link</a>
17/21	<a href="https://docs.google.com/forms/d/e/1FAIpQLSf0RoCqw9VKuuN_qhBY2QNIPDwGIM3wq68VzVQjQbTmopQazg/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSf0RoCqw9VKuuN_qhBY2QNIPDwGIM3wq68VzVQjQbTmopQazg/viewform?usp=sf_link</a>

**Note-: Please copy the link and paste into the browser for smooth experience.**

7. Please attach copies of experience certificates from your previous employer in respect of claims made by you in your application and are to be submitted at the time of selection (if called). 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 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. 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.
18. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

#### Venue & Time

Exact Date, time and details of venue of the selection shall be communicated to the shortlisted candidates and also will be uploaded on RITES website.

#### 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 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](mailto: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 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 shall not be attended to.**

#### Important Dates

S. No.	Particular	Date
1	Commencement of submission of online application and online payment of fees	27.09.2021
2	Last date of submission of online application and online	16.10.2021



3	Last date of submission of documents on the link	16.10.2021
4	Date of selection	To be notified later