

**Recruitment of professionals on regular basis**

RITES 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.

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

VC No.	Post	No. of Vacancies					
		UR	EWS	OBC (NCL)	SC	ST	Total
01/23	Junior Manager (HR)	3	-	2	-	-	5*
02/23	Assistant Manager (Corporate Communication)	1	-	-	-	-	1

\* 1 post reserved for PwD category on horizontal basis

Category wise and post wise details of 1 vacancy reserved for Persons with Benchmark Disabilities (PwBDs) is given below:

VC No.	Post	Reserved for identified categories of Persons with Benchmark Disabilities (PwBDs)				
		Cat-a	Cat-b	Cat-c	Cat-d&e	Total PwBD
01/23	Junior Manager (HR)	1	-	-	-	1

**Age Limit**

VC No.	Post	Maximum Age	Cut-off date for calculation of Age
01/23	Junior Manager (HR)	32 Years	01.01.2023
02/23	Assistant Manager (Corporate Communication)	35 Years	01.01.2023

**Minimum Qualifications & Experience**

VC No	Designation & Pay Scale (Rs.)	Minimum Qualification*	Minimum post - qualification experience
01/23	Junior Manager (HR) (Rs. 40, 000 –1, 40, 000)	MBA/PGDBA/ PGDBM/ PGDM/PGDHRM or equivalent in HR /Personnel Management / Industrial Relations/Labour Welfare/MHROD or MBA with specialization in HR/Personnel Management	2 Years
<b>Experience is defined as under:</b>			
Candidate should have minimum experience of 2 years in the the field of Human Resource Management & Development, Learning & Development, Organizational Behavior, Labour Legislation / Codes, Wages & Salary Administration, Legal matters & RTI, Disciplinary Matters, HR Accounting & HR Audit, Cost Management,			

Performance Management & Variable payments etc. Preference shall be given to candidates having experience of HR module in SAP, HR Dashboard and MS-Excel.

VC No	Designation & Pay Scale (Rs.)	Minimum Qualification*	Minimum post - qualification experience
02/23	Assistant Manager (Corporate Communication) (Rs. 50,000-1,60,000)	Master's Degree / Two years Post Graduate Diploma in Communication / Advertising and Communication Management / Public Relations / Mass Communication / Journalism	5 Years

**Experience is defined as under:**

Candidates working in Central/ State Govt./ PSU/ autonomous organizations etc should have a total experience of at least 5 years and should be working **for at least 2 years** in IDA pay scale of 40,000 - 1,40,000/ CDA scale at level 7 in pay matrix of 7th CPC. Candidates working in Private Sector or other organizations with experience in Executive capacity as indicated above should have an annual CTC of at least 14.33 LPA.

Candidate should have 5 years' experience after post-Graduation in the field of Public Relations/Journalism/Advertising/Marketing Communication & the candidate should have proficiency in English writing, communication & story writing, and have a basic understanding of graphic designing.

\*Candidates belonging to UR/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.

Educational Qualification shall be as on 01.01.2023.

**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

On the basis of 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%

(Technical & Professional proficiency - 25 %; Personality Communication & Competency – 10%)  
 Total - 100%

A minimum of 50% marks for UR/ EWS (45% for SC/ST/OBC (NCL)/PWD against reserved posts) in written test and a minimum of 60% marks for UR/ EWS (50% for SC/ST/OBC (NCL)/ PWD 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.

**There will be 125 objective type question carrying one mark each for a duration of 2.5 Hours. There will be no negative marking system applicable and therefore, no marks will be deducted in case of incorrect answer.**

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.

RITES regular/contract employees fulfilling the educational qualification and experience criteria shall be given age relaxation of 5 years, over and above the upper age limit indicated above.

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:

Discipline	Category for which identified	Functional Classification	Physical Requirements
HR	Locomotor Disability	OA, OL	S, ST, W, SE, RW, H,C
	Visual Impairment	LV	
	Hearing Impairment	PD	

Persons with Disabilities belonging to the category/ categories for which the post is identified (as indicated in Table above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

Functional Classification:

Physical Requirements:

Code	Functions
OH	Orthopaedically 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	Dwarfism
CP	Cerebral Palsy
LC	Leprosy Cured
AAV	Acid Attack Victims
MD	Multiple Disabilities

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 are subject to revision.

#### Nature & Period of Engagement

The appointment will be initially on probation for a period of one year.

Selected candidates shall be liable for posting to any place in India as per requirements of the Company.

Candidates will be required to clear the screening test for confirmation of their services at the end of the probation period. Those who fail to qualify in the screening test, their probation period may be extended, and further action taken in accordance with the policy of the Company.

Candidates may also note that no application of an employee would be forwarded for jobs outside until he/ she completes 2 years of service in the Company.

#### Remuneration

The pay would be fixed at the minimum of the scale. Candidates from Government Departments/ PSUs are eligible for protection of their Basic Pay in accordance with the policy of the Company. In addition to Basic Pay candidates would be paid DA, Fixed/variable allowances as applicable to the scale, Performance Related Pay, Medical facilities, HRA/Lease accommodation, attractive superannuation package consisting of contribution to PF, Gratuity as per Gratuity Act and Post Retirement Medical Scheme. Other benefits would be as under:

- a) Leaves as per leave rules
- b) Maternity Leave/ Paternity Leave
- c) Medical facility.
- d) Group Insurance.
- e) Leave Encashment.

As per company rules applicable to Regular employees.

The approximate emoluments at the minimum of the pay-scale for JM (HR) and AM (Corporate Communications) are ₹ 13.60 LPA and ₹ 16.80 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:

- 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.
- 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.

## 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 online, 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)
  - 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

- 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).

**All the above documents are to be uploaded on the RITES Website under career section; within the date specified for the purpose.**

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

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 uploaded on RITES Website through portal only.**
11. The candidates are also advised to keep a copy of Application Form submitted with them and to carry the same at the time of the Interview (if called).
12. **Candidates who have registered online but whose application along with aforesaid documents is not received online on or before the due date, their candidature may not be considered.** The company reserves the right to consider only such applications which are received online by the prescribed date.
13. Applications received after the last date of receipt of Application Form and documents shall be rejected. RITES Ltd. does not bear any responsibility for any delay in post/courier for any reason whatsoever.
14. The **original testimonials/documents along with one self-attested copy** will have to be produced by the candidate(s) at the time of interview (if called).
15. Departmental Candidates of RITES are required to apply online and submit their hard copy through proper channel.
16. Candidates working in Government Departments/ PSU are required to apply through proper channel. The candidates who apply directly would have to bring NOC from their employer at the time of Interview (if called) so as to consider their claims under technical resignation category
17. 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.
18. Candidates should submit only one application for one vacancy and application once submitted 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. However, candidates can apply for any number of vacancies.

19. 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.
20. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

#### Venue & Time

S. No.	Selection Round	Venue & Date
1	Written Test	6 different locations across India* (Exact address shall be communicated to the candidates later)
2	Interview (Subject to performance in Written Test)	Venue for the Interview shall be communicated to shortlisted candidates

Candidates are required to give two preferences for their choice of center for the Written Test at the time of online application. Although efforts shall be made to allot a center of choice to the candidates, however RITES reserves the right to allot to a candidate a center which was not indicated as his preference.

Test Centers for Written Test\*:

S. No.	City
1	Delhi/Gurgaon
2	Kolkata
3	Chennai
4	Mumbai
5	Hyderabad
6	Nagpur

**\*All centers except Delhi/ Gurgaon are tentative and will depend on number of candidates and discretion of RITES.**

Exact Date, time and details of venue of the selection shall be communicated to shortlisted candidates.

#### Syllabus for Written Test

##### **Syllabus for Written Test for Junior Manager (HR)**

1. Human Resource Management Concepts and practices, Role of HR Manager, Functions of HRM, Competency based HRM, Organisation Behaviour, Organisation design and development; people resourcing; HRIS etc
2. Labour Legislation / Codes/ IR related matters, Grievance Procedure, collective Bargaining, Settlement of Disputes
3. Learning & Development, concept and practices, Objectives and Needs, Training Process, Methods of Training, Tools and Aids, Evaluation of Training Programs
4. Wages & Salary Administration, Pay & allowances; government guidelines etc
5. Legal matters & RTI,

6. Disciplinary Matters,

7. HR Accounting & HR Audit,

Performance Management & Variable payments; concept; types and stages in performance management system; performance improvement; 360 degree feedback; government guidelines on performance management etc

### **Syllabus for the post of Assistant Manager (Corporate Communications)**

#### **Unit – 1 Introduction to Journalism and Mass Communication**

- a) Concept of Journalism and mass communication, mass communication in India.
- b) History, growth and development of print and electronic media. Major landmarks in print and electronic media in Indian languages. Media's role in formulation of states of India.
- c) Media criticism and media literacy, Press Council and Press Commissions of India, status of journalism and media education in India. Media policies of the Government of India since Independence.
- d) Models and theories of mass communication, normative theories, administrative and critical traditions in communication, media and journalism studies, communication and theories of socio- cultural, educational and agricultural change. Technological determinism, critique of Marshall McLuhan's views on media and communication and Marxist approaches. Information and knowledge societies.
- e) Indian traditions and approaches to communication from the Vedic era to the 21st century. Western and Eastern philosophical, ethical and aesthetic perceptions of communication - Aristotle and Plato, Hindu, Buddhist, and Islamic traditions.
- f) Media and culture - framework for understanding culture in a globalised world. Globalisation with respect to politico-economic & socio-cultural developments in India.
- g) Emphasis on application on practical implementation.

#### **Unit – 2 Communication for Development and Social Change**

- a) Concept and definition of development communication, role of media and journalism in society, characteristics of Indian society – demographic and sociological impact of communication, media and journalism. Media and specific audiences.
- b) Development and social change. Issues and post-colonial conceptions.
- c) Deconstruction of dominant paradigm of communication and development. Responses and critique of dominant models.
- d) Corporatisation of development - Corporate Social Responsibility, non-state actors in development, mass campaigns by NGOs, Government of India, international agencies and corporates. Paradigms and discourse of development communication.
- e) Emergence of global civil societies, public sphere, global communication system - nation state- universal, national communication policies.

#### **Unit - 3 Reporting and Editing**



- a) News-concepts, determinants (values), structure and perspectives. Reporting for print, radio, television and digital media. Types of reporting. National and international news agencies and feature syndicates, functions and role.
- b) Writing for print, electronic and digital news media. Translation and transcreation.
- c) Editing and presentation techniques for print, television and digital media.
- d) Journalism as profession, reportage of contemporary issues, ethics of reporting.
- e) Critique of western news values, effect of new technology on global communication flows.
- f) Niche Reporting.

#### **Unit – 4 Advertising and Marketing Communication**

- a) Concept, functions, types, evolution of advertising, standards and ethics in advertising. Theories and models of communication in advertising.
- b) Brand management, Value Creation throughout Supply Chain
- c) Advertising management - agency-role, structure and function, client-agency relationship, media planning and budgeting.
- d) Advertising and creativity, language and translation.
- e) Advertising campaign and marketing.
- f) Advertising and marketing research.

#### **Unit – 5 Reputation Management, Public Relations and Corporate Communication**

- a) Concepts of Reputation Management
- b) Public Relations and Corporate Communication - concept and scope.
- c) Structure of PR in State, Public, Private and non-government sectors.
- d) Tools and techniques of PR and Corporate Communication.
- e) Crisis communication and crisis communication management.
- f) Ethics of Public Relations.
- g) International Public Relations, communication audit.

#### **Unit – 6 Media Laws and Ethics**

- a) Concept of law and ethics in India and rest of the world.
- b) The Constitution of India, historical evolution, relevance.
- c) Concept of freedom of speech and expression in Indian Constitution.
- d) Defamation, Libel, Slander-IPC 499-502, Sedition IPC 124(A), Contempt of Courts Act 1971, Official

Secrets Act 1923, Press and Registration of Books Act 1867, Working Journalists and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act 1955, Wage Boards, Law of Obscenity (Section 292-294 of IPC); the Miller test, the Hicklin test, Indecent Representation of Women (Prohibition) Act 1986, Scheduled Castes and Tribes (Prevention of Atrocities) Act, 1989, Parliamentary Privileges. Famous cases involving journalists and news media organisations.

- e) Right to Information Act 2005, Copyright Act 1957, Intellectual Property Rights, Cable Television Network (Regulation) Act 1995, Information Technology Act (relevant) 2000 and cyber laws, Cinematograph Act 1952, Film Censorship, Press Council Act as amended from time to time, IPR, ASCI, Drugs and Magic Remedies (Objectionable Advertisements) Act, 1954, Various regulatory bodies for print, TV, Advertising, PR, and Internet.
- f) Rules, regulations and guidelines for the media as recommended by Press Council of India, Information and Broadcasting ministry and other professional organisations, adversarial role of the media, human rights and media.
- g) SEBI guidelines on Advertising & Publicity by listed Companies.

#### **Unit – 7 Media Management and Production**

- a) Concept of media management. Grammar of electronic media.
- b) Communication design theories and practice.
- c) Media production techniques – print and electronic.
- d) Digital media production techniques.
- e) Economics and commerce of mass media in India.
- f) Principles and management in media industry post liberalisation.

#### **Unit – 8 ICT and Media**

- a) ICT and media - characteristics and role. Effect of computer mediated communication. Impact of ICT on mass media. Digitisation.
- b) Social networking.
- c) Economics and commerce of web enabled media.
- d) Mobile adaption and new generation telephony by media, ethics and new media.
- e) ICT in education and development in India, online media and e-governance.

#### **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. 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.

4. Before applying, the Candidates must satisfy themselves about their eligibility for the post applied for.
5. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature is liable for cancellation. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
6. The period of training/internship shall not be counted towards post qualification experience.
7. Legal jurisdiction will be Delhi in case of any dispute
8. No train/bus fare / TA / DA shall be payable.
9. 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	12.01.2023
2	Last date of submission of online application and online payment of fees	03.02.2023
3	Last date of submission of documents through RITES portal	03.02.2023
4	Date of selection	To be notified later