



Regd. Office: World Trade Center, Tower A, 7th to 9th Floor,
Nauroji Nagar, New Delhi-110029

OPENING DATE OF NOTIFICATION AT: https://rvnl.org/Career	23-10-2026
CLOSING DATE FOR NOTIFICATION	Till 18:00 Hrs on 21-11-2026

Rail Vikas Nigam Limited is a Navratna CPSE under the Ministry of Railways (Govt. of India) engaged in the construction of Metro/ Railway/ Major Bridge & Tunneling/ Highways which includes Major Infrastructure Design Management, Project Management and Construction Supervision in India and Overseas.

The Company invites applications from the experienced professional working in Government Organization/Departments/CPSE/Central Companies/ Metro Companies/Private Sector Company for the following posts on Regular Basis.

A) Post Details

Vacancy No.	Name of the Post	Department	No. of Vacancies	Category Wise Post*	Place of Posting	Scale of Pay (IDA Pattern)	Essential Qualification	Maximum Age
07/2026	Manager (CSR)#	General	01	UR- 01	Corporate Office, New Delhi	Rs. 50,000 - 1,60,000 (E2)	02 Years' Full time Master Degree in Social Work from UGC recognized university/ institution.	40 Years as on last date of receipt of application
08/2026	Dy. Manager (CS)#	General	01	UR- 01	Corporate Office, New Delhi	Rs. 40,000 - 1,40,000 (E1)	Graduate in any discipline from Recognized University and Member of Institute of Company Secretaries of India.	35 Years as on last date of receipt of application
09/2026	Assistant Manager (CS) #	General	01	UR- 01	Corporate Office, New Delhi	Rs. 30,000 - 1,20,000 (E0)	Graduate in Commerce and CS(Inter)/CA (Inter)/CMA (Inter).	35 Years as on last date of receipt of application

*Number of vacancies indicated in the notice is provisional and may undergo any change (increase / decrease) at any stage of the recruitment process, in administrative/ business interest of Rail Vikas Nigam Ltd.

CSR: Corporate Social Responsibility, CS: Company Secretary

B) Eligibility Criteria:

Name & Department of the Post	For employees working in CDA Pay Scales of Government Organization:	For employees working in IDA Pay Scales of CPSEs/ SPVs/Metro Railways :	For employees working in Private Organization/Contractual Engagement:
Manager (CSR)	NA	(i) Minimum Eight (08) Years' post Qualification experience of Corporate Social Responsibility (CSR) in the areas detailed in Job Description. (ii) Holding analogous grade in E-2 (Rs. 50,000-1,60,000) IDA or Level-8 on regular basis OR Working in E-1 (Rs. 40,000 - 1,40,000) IDA or Level-7 with minimum 04 years of regular basis..	i) Candidate must have minimum experience of 08 years' in the areas detailed in Job Description and minimum CTC should be Rs 12 Lakhs per annum. Both these conditions will also be applicable for candidates working on consolidated or in IDA/CDA Grade pay on contract basis in PSU/Government organization. ii) Applicants should submit Form 26AS in support of their CTC.
Dy. Manager (CS)	(i) Minimum Five (05) Years' post Qualification experience in the areas detailed in Job Description. (ii) Holding analogous grade in Level-7 (Rs 44,900- 1,42,400) CDA on regular	(i) Minimum Five (05) Years' post Qualification experience in the areas detailed in Job Description. (ii) Holding analogous grade in E-1 (Rs 40,000- 1,40,000) IDA or Level-7 on	i) Candidate must have minimum experience of 05 years' in the areas detailed in Job Description and minimum CTC should be Rs 10 Lakhs per annum.

	basis; OR Working in Level-6 (Rs 35,400 - 1,12,400) CDA with minimum 04 years of regular basis.	regular basis; OR Working in E-0 (Rs. 30,000 - 1,20,000) IDA or Level-6 with minimum 04 years of regular basis.	Both these conditions will also be applicable for candidates working on consolidated or in IDA/CDA Grade pay on contract basis in PSU/Government organization. ii) Applicants should submit Form 26AS in support of their CTC.
Assistant Manager (CS)	(i) Minimum three (03) Years' post Qualification experience in the areas detailed in Job Description. (ii) Holding analogous grade in Level-6 (Rs 35,400 - 1,12,400) CDA on regular basis; OR Working in Level-5 (Rs 29,200 - 92,300)/ Level-4 (Rs 25,500 - 81,100) CDA with minimum 04 years of regular basis.	(i) Minimum three (03) Years' post Qualification experience in the areas detailed in Job Description. (ii) Holding analogous grade in E-0 (Rs. 30,000- 1,20,000) IDA or Level-6 on regular basis; OR Working in NE-4 (Rs. 27,000 - 1,00,000) IDA or Level-5/Level-4 with minimum 04 years of regular basis.	i) Candidate must have minimum experience of 03 years' in the areas detailed in Job Description and minimum CTC should be Rs 08 Lakhs per annum. Both these conditions will also be applicable for candidates working on consolidated or in IDA/CDA Grade pay on contract basis in PSU/Government organization. ii) Applicants should submit Form 26AS in support of their CTC.

Note: 1) Only the substantive grade will be taken into consideration for the purpose of deciding grade of absorption.

2) **Age Relaxation:** RVNL Regular/Contract/Outsource employees fulfilling educational and experience criteria shall be given age relaxation for the period of their service over and above the upper age limit, subject to the condition that the employees should be currently working in RVNL.

C) Desirable Work Experience:

- (i) **Dy. Manager (CS):** Candidates should have undergone training as prescribed by ICSI.
- (ii) **Assistant Manager (CS):** Candidates should have undergone training as prescribed by ICSI/ICAI/ICWAI.

D) Job Description:

(i) Manager (CSR)

1. Compliance of CSR provision, DPE Guidelines, CSR Rules and amendments.
2. Identify CSR activities/projects in line with Schedule VII of the Companies Act, 2013.
3. Prepare annual CSR action plans, project proposals, agenda items for CSR committees, progress reports, Monthly/Quarterly progress reports, Annual CSR Report.
4. Monitoring of CSR projects under Implementation.
5. Coordinate with field units, NGOs, government agencies, and implementing partners.
6. Ensure timely execution of approved CSR initiatives.
7. Coordinate third-party assessments/impact studies where required.
8. Prepare progress reports and presentations for management.
9. Highlight CSR achievements through media/publicity.
10. Coordinate events, awareness campaigns, and social outreach programs.
11. Support preparation of brochures, newsletters, and website content related to CSR.

(ii) Dy. Manager (CS)

1. Convene and coordinate meetings of the Board of Directors and its Committees.
2. Ensure compliance with the provisions of the Companies Act, 2013 and related Rules.
3. File forms, returns, and disclosures with the Registrar of Companies (ROC).
4. Organize Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).
5. Compliance with Transfer of Unpaid/unclaimed share/dividend to IEPPF.
6. Ensure Compliance with SEBI Regulations,
7. Monitor Insider Trading compliance and Structured Digital Database requirements.
8. Ensure compliance with applicable regulations and guidelines issued by the Reserve Bank of India relating to Overseas Direct Investment (ODI).
9. Preparation of BRSR Report

(iii) Assistant Manager (CS)

1. Ensure Compliance with SEBI Regulations
2. Monitor Insider Trading compliance and Structured Digital Database requirements
3. Manage shareholder communications and investor correspondence, Resolve investor grievances within prescribed timelines
4. Coordinate with scrutinizer, RTA, stock exchanges, and depositories.
5. Ensure compliance with applicable regulations and guidelines issued by the Reserve Bank of India relating to Overseas Direct Investment (ODI).

6. Coordinate with Authorized Dealer (AD) Banks for regulatory filings, annual reporting, remittances, and other RBI-related compliances.
7. Monitor submission of statutory returns, disclosures, and certifications pertaining to overseas investments and foreign exchange transactions under applicable FEMA provisions.
8. Coordination with regard to payment of dividend to shareholders of listed company.

E) Mode of Selection: -

- i) Written Test
- ii) Interview
- iii) Medical Examination.

**** Management may include/dispense with any of the selection methodology as deemed fit.**

F) General Conditions:

1. The applicant shall verify their eligibility in terms of educational/ professional qualifications, length of experience, required Experience, Age Limit, etc. as given in vacancy notice as per Para A, B, C and D.
2. Experience and other eligibility criteria shall be reckoned as on closing date of applications.
3. Experience of Teaching/Faculty/Freelancer/Apprenticeship/Proprietorship/Internship will not be considered as part of required years of experience.
4. **Mere conformity to the job requirements or submission of application will not entitle a candidate to be called for further selection process.**
5. Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.
6. Management reserves the right to cancel/postpone the entire process itself due to various administrative reasons.
7. It shall be responsibility of the candidate to satisfy himself/herself as to his/her fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/documents etc. Applicant would be required to furnish requisite documents so as to substantiate his/her eligibility for the post.
8. No correspondence will be entertained with the candidates not short listed for further selection process or for any enquiry.
9. The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Company.
10. Candidates applying for more than one post have to submit a separate Application Form along with the prescribed Fee for each post. However, the candidates will do so at their own risk as the schedule of written test and/or interview for any two posts may fall on same date.
11. All mandatory educational/professional qualifications should have been obtained from a recognized university/deemed university/autonomous institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act or from Government approved/recognized institutions/ approved by AICTE.
12. All documents required for considering the eligibility are mentioned in the check list (Annexure-II), eligible candidates shortlisted further selection process will be required to provide the original documents at the time of Documents Verification which shall be advised subsequently.
13. Applicant should satisfy themselves of their fulfilling the eligibility criteria. In event of failure to meet any of the eligibility criteria they shall be debarred from appearing at any stage of the recruitment process.
14. No request for postponement of written test/skill test/interview will be entertained.
15. Candidates called for interview will not be paid Travel Allowance(TA).
16. Applicants appointed on regular basis will be on probation for a period of two (02) years.
17. **Surety Bond on Joining:** The candidates selected for the above post will have to execute a surety bond for an amount of **Rs. 4,00,000/- plus GST (For EO, E1 and E2)**, to serve the Company for a minimum period of three years (exclusive of the period in which one remained on LWP or EOL) and also a prior notice of 90 days, will be required before seeking resignation from the corporation.
18. Selected candidates during the period of his/her employment will be required to serve at any location/office of RVNL.
19. RVNL will not be responsible for any postal delay/ wrong delivery/ non-delivery of communication by the candidate at any stage of the recruitment process. Application received after closing date shall not be considered under any circumstances.
20. Candidates are advised to check their email (including spam) and official website of RVNL from time to time for any information/updates on the recruitment process.
21. Suitable communications on the further process of recruitment will be uploaded on RVNL Website, Career Section from time to time.
22. The decision of RVNL about the mode of selection, number of vacancies, eligibility conditions, shortlisting of candidates for written test and interview etc. shall be final and binding. No Correspondence will be entertained in this regard.
23. Submission of Demand Draft be as per Para I (ii). Application received without Demand Draft will not be taken into consideration and will be rejected.
24. Any application under RTI act seeking any information will not be entertained till the completion of the entire recruitment process.
25. Rail Vikas Nigam Limited will not be responsible for any advertent errors of any sort in this vacancy notice and reserves the right to correct such errors.
26. Canvassing in any form will disqualify a candidate. Any dispute with regards to the recruitment against the vacancy notice will be done in Delhi High Court, New Delhi only.
27. If the entire process is cancelled (Vacancy Notice) then refund of examination fee will be done.
28. In case of any deficiency or ineligibility, RVNL reserves the right to debar the candidate from interview. His/her candidature will

be purely provisional subject to eligibility and other verifications before or after his/her appointment in RVNL
29. The decision of Management regarding selection will be final.

G) Action against Misconduct:

- a) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "Application Form".
- b) At any stage of Recruitment process or later, if a candidate is or has been found guilty of any misconduct such as:
- Using unfair means during the Written test/Interview/Document Verification/Medical.
 - Impersonating or procuring impersonation by any person.
 - Resorting to any unfair means in connection with his/her candidature during selection process.
 - Using undue influence for his/her candidature by any means.
 - Submitting of false certificates/ documents /information or suppressing any information at any stage.
 - Giving wrong information regarding his/her Community/Category (SC/ST/OBC-NCL/EWS/PwBD/Ex-Servicemen).
 - Misbehaving, intimidating or threatening in any manner to the Supervisor, Scrutiny Member, Security Guard, RVNL's representatives or any other staff of RVNL etc.
 - Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
 - Damaging venue related infrastructure/ equipment(s).
 - Possession of fire alarms/ weapons during the interview/test
 - Assault, use of force, causing bodily harm in any manner to the interview/test functionaries.

Such candidate will be liable to legal/criminal prosecution, as well as the following actions:

- Disqualification from the Recruitment Process and /or.
- Debarment of either permanently or for a specified period from any Exam/Recruitment conducted by RVNL and /or,
- Discharge/removal/dismissal from service, if the act of misconduct comes to notice after appointment to the service of RVNL.

H) Medical Standard:

Applicant should be physically and medically fit. In case of selection, Candidate will have to undergo medical examination as per the Corporation's policy.

I) Application Fee:

- (i) Candidates for the above posts are required to make 'Application Fee Payment' through Demand Draft in favour of "Rail Vikas Nigam Limited" payable at New Delhi. The name of candidate, vacancy notice no., post applied for, Aadhar Number, Contact Number should be clearly written on the back side of the demand draft.
- (ii) Application Fee is as follows:

UR/OBC	Rs. 400/-
SC/ST/EWS/PwBD/PWD	NIL

- (iii) Recruitment Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility, the closing date for submission of application before paying the application fee.

J) Cut Off Date: Closing Date of Application (30 Days)

K) How to apply: -

- (i) The application should be addressed to **Additional General Manager (HR), Rail Vikas Nigam Limited Limited, Dispatch Section, World Trade Centre, 7th Floor, Tower-A Nauroji Nagar, New Delhi-110029**. Closing date of Application reaching the addressee either by post or by hand is **18:00 hrs on 21.11.2026**.
- The envelope containing the application should be superscripted "**Application for the post of _____, Vacancy No. _____**"
- (ii) A scanned copy of the application along with all supporting documents should also be sent by e-mail on the designated e-mail id career@rvnl.org latest by **18:00 hrs on 21.11.2026** with the subject as "**Application for the post of _____, Vacancy No. _____**" in one single PDF. The PDF file shall be named in the format of "**Vacancy Notice No. Post Applied for Applicant's Name**". Application with multiple attachments will not be considered.
- (iii) Applications should be digitally signed by the applicant's personal digital signatures or should also be wet signed.
- (iv) Application should be received in both form i.e Physical and on designated email-ID.
- (v) Incomplete form or application having multiple attachments shall not be considered for selection process.

- i) It should be filled out in Block letters using a Blue Ball Pen
- ii) Fill in all applicable columns; do not leave any column blank.

- [illegible]

- [illegible]

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| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

- Years Months Days

- [illegible]

- If OBC(NCL)/SC/ST/EWS/PwBD, mention certificate no.- Issuance Date:.....

- 10) Marital Status: 11) Nationality:

- (i)
- (ii)

- State..... Pin Code.....

- State..... Pin Code.....

- (ii) E-mail Address:

- 16) Demand Draft No.-..... Bank Name: Date:

- 17) Educational Qualification (*Self Attested photocopies of Educational Certificates to be attached*):

[illegible]

Signature of the Candidate: _____

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18) Brief Relevant Professional Experience (Self Attested photocopies of Certificates to be attached):

[illegible]

PS:- Please use separate sheet for more experience.

19) Whether employed in any Govt. Org./CPSE/Central Govt. Companies/Metro Companies.: (Yes/No):.....
(If yes, then application should be sent through proper channel or with NOC issued by Employer)

20) Have you ever been involved in Anti National activities? Yes/No.

21) Have you ever been convicted?.....

22) If yes, please give details:

23) List of Enclosures: Please fill and attach documents as per Annexure II

DECLARATION

DECLARATION
I hereby declare that all the details given by me are correct and necessary documentary proof will be produced at the time of screening/interaction. In case any of the above mentioned details have been found to be incorrect or failure to produce documentary proof in support of the same, my candidature is liable to be summarily cancelled at any time. In the event of my selection, I agree to abide by the rules & regulations of Rail Vikas Nigam Limited and in the event of failure to abide by the same my candidature is liable to be cancelled. I also understand that submitting this Application form does not give me a right to be called for Screening/Interaction.

Place:

Date:

Signature of the Candidate: _____

Check-list for Candidate(s)

S.No	Parameters	Details				
1.	Name (S/SHRI/MRS./MS.)					
2.	Post Applied for					
3.	Four Passport size photographs.	Yes/No				
4.	DOB (DD/MM/YYYY)					
5.	Category (UR/SC/ST/OBC(NCL)/EWS/PwBD) In case of OBC/SC/ST/EWS/PwBD, kindly mention Certificate No. and Issuance Date	Certificate No.: Issue Date:				
6.	Age (as on closing date of notification) (Any age relaxation taken or not)	___ Years ___ Months ___ Days Yes/ No				
7.	Age Proof Documents (Birth Certificate/ Matriculation Certificate)	Yes/No				
8.	Educational Qualification:	Docu- e-nts (S.No.)				
i)	Self-attested copies of X class certificate and mark-sheet checked and self-attested copies retained.	Yes/No				
ii)	Self-attested copies of XII class certificate and mark-sheet checked and self-attested copies retained.	Yes/No				
iii)	Educational/ Professional Qualification: Self-attested copies of B.E/B.Tech/Diploma Certificate/Graduation or any other Qualification (Mention your Qualification) (Full Time/Part Time/ODL/ Other) (Note: All mandatory educational/professional qualifications should have been obtained from a recognized University/ Deemed University/ Autonomous Institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act or from Government approved/recognized institutions/approve by AICTE)	Yes/ No (Specialization/Branch) in case of BE/B.Tech: (Passing Year):				
iv)	Post-Graduation (if any) – attached If yes, then mention as follows: i) Post Graduate Degree Course Specialization/Branch Passing Year ii) Post Graduate Diploma Course Specialization/Branch Passing Year	Yes/No				
9.	Photo ID proof (Driving license, Passport, PAN Card, Aadhar card, Voter ID card, Birth Certificate etc) issued by Central/ State Govt. One authenticated self-attested copy.	Yes/No				
10.	Address proof (Driving license, Passport, PAN Card, Aadhar card, Voter ID card, etc) issued by Central/ State Govt. One authenticated self-attested copy.	Yes/No				
11.	Experience Certificate: (Reverse chronological order)-Proof of experience indicating the length and field of service					
	Name of Company	Designation	Term of Employment (Regular/Contract/ Pvt./Govt.)	From (D/M/Y)	To (D/M/Y)	Experience Letter Submitted or Not (With S.No.)
i)						Yes/No
ii)						Yes/No
iii)						Yes/No
iv)						Yes/No
v)						

S.No	Parameters	Details	
		S.No.	SIGNATURE Yes/No
12.	Whether currently employed in Govt./ RVNL/Pvt./ CPSE(Regular/Contract/Outsourced) ? Current Employer (Name of the Organization)		
13.	Preferably No Objection Certificate/ Forwarding of application through proper channel of the present organization. (If working in Govt. Org. or Companies/CPSE/Metro Companies/RVNL on regular basis)		Yes/No
14.	Copy of Appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity Card/current pay slip issued by the company		Yes/No
15.	Last three months' payslip and 26AS form i.e Proof of CTC in case of PVT. Company and this will also be applicable for Candidates working on consolidated pay or IDA/CDA Grade Pay on contract basis in PSU/Govt. Organization (Attach Certificate)		Yes/No
16.	Photo Copies of APARs for the last five (05) years in case of working in any Govt./PSU/attached or subordinate organization or Public body		Yes/No
17.	Original Demand Draft, with one Xerox copy of DD (Attached) Bank Name: Demand Draft No.- Date:		Yes/No
18.	One copy of updated CV		Yes/No
19.	Employee Provident Fund Organization (Service History) of all the Employer(s).		Yes/No
20.	Whether all documents and application has been signed by the candidate (on each page).		Yes/No

NOTE: Candidates are advised to please write down the serial number of the documents and mention the same against each document as mentioned in Annexure-II.

Signature of Candidate with date: _____

Declaration: I hereby declare that all the details filled by me are correct. If any information is found incorrect than my candidature can be cancelled. I understand that fees once paid will not be refunded under any circumstances.

Signature of Candidate with date: _____