



RAILTEL CORPORATION OF INDIA LIMITED
(A Government of India Undertaking under Ministry of Railways)
Regd Office: 6th Floor, Tower-III, Delhi Technology Park, Shastri Park, Delhi-110001
Corporate Office: Plot no. 143, Sector-44, Gurgaon -122003
website: www.railtelindia.com, CIN: U64202DL2000GOI107905

Vacancy Notice No. RCIL/2016/P&A/44/15

Recruitment of Qualified Company Secretaries in RailTel Corporation on regular basis

RailTel Corporation of India Limited is a Mini-Ratna (Category-I) Public Sector Undertaking under Government of India.

It is one of the largest Neutral Telecom Infrastructure of India with a strong footprint in diverse fields of OFC based SDH and IP networks, Tower Co location, Retail Broadband (RailWire), Data Centre, Telepresence and many more. With a huge network of Optic Fiber Cable spread across the length and breadth of the country, RailTel endeavors to bridge the digital divide of India. RailTel takes pride in being part of the Govt of India's path breaking projects- National Knowledge Network (NKN), National Optical Fiber Network (NOFN) and many other strategic projects. RailTel has a sharp focus on enabling India's Knowledge Economy.

RailTel Enterprise Limited (REL) has been formed in 2014 as a subsidiary company of RailTel Corporation with the object of undertaking ICT projects, Data Centre, Network/Security Operation Centre in India and abroad.

Applications are invited from **Indian citizens** for the following positions in RailTel and REL:

1. DESIGNATION AND NUMBER OF VACANCIES:

S. no.	Designation& Department	No. of posts
a)	Assistant Company Secretary / RailTel (E-2 level) (scale 20600-46500/2 nd PRC)	Two posts (UR)

2. IMPORTANT DATE: Last date of receipt of applications in RailTel :**31.10.2016 (1800 hours)**

3. ESSENTIAL QUALIFICATIONS & OTHER ELIGIBILITY CRITERIA : The applicant should satisfy the following criteria regarding educational / professional qualifications, length of experience etc. as on 01-10-2016:

Post code	Designation & Department	Educational / Professional Qualifications
1	Assistant Company Secretary / RailTel (E-2 level)	(A) Mandatory: i) Qualified Company Secretary and should be Associate/ Fellow Member of ICSI and ii) Minimum three years post-qualification experience in the field of Company Secretaryship in a company having a minimum annual turnover of 300 crore. (B) Desirable: Degree of Bachelor of Law. (Preference will be given to candidates possessing experience in Govt / Public Sector Undertaking).

4. **PAY SCALE (IDA):** E-2 level: 20600-46500; Annual increment shall be equal to 3% of basic pay subject to GOI instructions from time to time. The appointment will be made at the minimum of scale of pay plus dearness allowance (IDA) from time to time. Other benefits like HRA/lease, medical benefits, EPF, gratuity, leave encashment, performance related pay etc. shall be as per extant rules/instructions of RailTel.

5. **AGE LIMITS:** The candidates must be at least 23 years of age and not more than 30 years as on **01-10-2016**.

5.1 The name in the application form must be the same as recorded in Matriculation/ Secondary School Examination Certificate (SSEC) or equivalent certificate. In case the applicant has changed his name subsequently, the evidence to that effect should be submitted at the time of interview.

5.2 The date of birth as recorded in the Matriculation/ Secondary School Examination Certificate (SSEC) or an equivalent Certificate only will be accepted.

6. **Scheme of Selection:** The selection may be on the basis of written test and/or interview as decided by the management.

7. **PROBATION:** Two years from the date of joining RailTel. The period of probation shall be regulated as per extant rules / instructions issued from time to time.

8. **MEDICAL STANDARDS:** A3 medical standards as contained in Indian Railways Medical Manual, Vol.I. Complete details of medical category standards / parameters can be accessed at Indian Railways' website (www.indianrailways.gov.in > Ministry of Railways >

Railway Board > For IR Personnel>Codes & Manuals>Indian Railways Medical Manual Vol. I).

9. SERVICE AGREEMENT: The selected candidates will have to execute a service bond of Rs. Two Lakh to serve RailTel for a period of three years from the date of their joining. The service agreement will have to be signed by two witnesses also. Also a three months prior notice shall be required before seeking resignation from RailTel.

10. HOW TO APPLY:

The candidates will have to send their applications complete in all respect as per enclosed proforma along with all relevant self-attested documents and application processing fee in the form of a demand draft (any bank) of Rs. 1000/- (no fee for SC/ST) drawn in favour of '**RailTel Corporation of India Limited**' payable at '**Delhi**' by post to **Deputy General Manager (P&A), RailTel Corporation of India Ltd., Plot No. 143, Sector-44, Gurgaon-122003** so as to reach latest by 1800 hrs on **31.10.2016**. The envelope should be super scribed as 'Application for the post of Asstt Company Secretary'.

10.1 Applicants are advised that they should send their applications at the earliest. No application received in RailTel after the stipulated date /time will be taken into consideration. They should clearly note that RailTel will in no case be responsible for non-receipt of their application or any postal delay in receipt thereof on any account whatsoever.

10.2 The applicants are required to have valid e-mail identification and mobile number and to keep these activated during the process of selection.

Note: The particulars furnished by the applicant in the application form will be treated as final and no subsequent request for any change will be entertained. No relevant column of the application form should be left blank; otherwise application form will be rejected. Incomplete/incorrect application form will be summarily rejected. They should send only one application in one envelope.

11. OTHER INSTRUCTIONS:

a) **Issue of admit cards for written examination /call letters for interview:** Admit cards for written examination / Interview call letters, as the case may be, shall be sent through

e-mail provided by the candidate and/or by post on the address provided by candidate. Thus **e-mail ID and postal address should be clearly mentioned** in the application form. The candidates are also advised to check RailTel website frequently for updates.

- b) Candidates currently serving in Govt/Quasi Govt. offices/ Public Sector Undertakings are advised to seek prior permission from their employers to apply for the notified vacancy. Such applicants shall have to submit 'No Objection Certificate' from their employer at the time of interview, failing which they shall not be allowed to appear in interview and their candidatures shall be treated as cancelled.
- c) On final selection, such a candidate, who has been working in Govt./PSU/private entity, should produce the document conveying the acceptance of his resignation from service of his last employer. In the absence of such document, he shall not be allowed to join RailTel service.
- d) The admit cards / interview call letters issued to the candidates shall be provisional. However, in case any ineligible candidate is issued admit card / call letter or even allowed to appear for the interview or finally shortlisted for appointment or allowed to join RailTel, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in RailTel on grounds of his/her ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications at any stage before or after his/her appointment in RailTel.
- e) The decision of the RailTel about the mode of selection, number of post, eligibility conditions, shortlisting of candidates for interview etc. shall be final and binding. No correspondence will be entertained in this regard.

12. VERIFICATION OF DOCUMENTS: The candidates called for interview shall be required to produce original documents relating to educational qualifications, experience, caste certificates, disability certificates etc. for verification and also to submit self-attested photocopies thereof at the time of interview. Such documents shall be listed in the interview call letter. If the identity of the candidate is in doubt or he is not able to produce the requisite

documents or there is mismatch of information in the documents or he is found ineligible for the post applied for or any other claim made in his application if found to be incorrect, he will not be allowed to appear in the interview and his candidature will be treated as cancelled.

13. BACKGROUND CHECK: In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate, verification of caste certificate and other documents submitted by the candidate and subject to his meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Govt. /PSUs.

14. PLACE OF POSTING: The place of posting shall be Delhi /NCR. However, they may be posted anywhere in India/abroad as per the requirement of the Corporation.

15. TRAVELLING EXPENSES: The outstation SC/ST candidates called for the interview shall be reimbursed AC-III tier rail fare (non-Shatabdi/non-Rajdhani) by the shortest route on production of original tickets. For the purpose of reimbursement, candidates will have to provide the name of the bank, address and IFSC code of the bank and their name as in bank, their account number and PAN.

16. The selected candidate will have to submit the attested copy of his personal passport and Aadhar card within a period of three months from the date of their joining RailTel's service.

17. Canvassing in any form will disqualify a candidate.

18. The process of recruitment does not involve any correspondence by RailTel with candidate at any stage regarding deficiency in application, documents etc. It shall be the responsibility of the candidate to satisfy himself as to his fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/ documents etc. Applicant should attach self-attested photocopies of requisite documents with his application so as to substantiate his eligibility for the post beyond any doubt. No correspondence will be entertained from the candidates found ineligible or not shortlisted and thus not called for interview or for their non-selection.

19. ACTION AGAINST MISCONDUCT:

- i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated and they should not suppress any material information while filling up the application form.
- ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
 - a) Impersonating or procuring impersonation by any person; or
 - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - c) Using undue influence for his/her candidature by any means; or
 - d) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
 - e) Giving wrong information regarding his category (SC/ST/OBC/PH etc.); or

In addition to rendering himself/herself liable **to legal/criminal** prosecution, will also become liable to be :

- a) Debarred either permanently or for a specified period from any examination/recruitment and /or;
- b) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of RailTel.

20. The decision of RailTel in all aspects pertaining to the application, its acceptance or rejection, conduct of interview and at all consequent stages culminating in selection or otherwise of any candidate shall be final and binding on all concerned. RailTel reserves its right to alter /modify any condition laid down in this vacancy notice or any backend process for conduct of selection during its various stages as warranted by any unforeseen circumstances arising during the course of this process or as deemed necessary by RailTel at any stage.

21. Information on website only: Any corrigendum to this notice/ further information regarding written examination/ interviews/ results /panels etc. shall be posted only on the official website of RailTel Corporation of India Limited (www.railtelindia.com). No

publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the official website of RailTel frequently.

22. The legal jurisdiction will be Delhi in case of any dispute.

(Please see next three pages for application form)

Application for the post of Assistant Company Secretary (RailTel)

1. Name in full (In Block letters) : _____

2. Father's Name : _____

3. Date of Birth (DD-MM-YYYY) : _____

4. Age as on 01.10.2016 : _____ years, _____ months, _____ days.

5. Category (Gen/SC/ST/OBC-NCL*): _____
(*NCL – non-creamy layer)

6. Religion : _____

7. Nationality : _____

8. Are you a person with Disabilities : Yes/No

8. 1 If yes, nature of disability : OH..... ; HH.....; VH:.....

8.1.1 Percentage of disability :%
(as per PwD certificate issued by
medical authority)

9. Correspondence Address : _____
(in BLOCK letters with PIN)

10. Contact Phone Numbers : _____

11. E-Mail Address : _____

Paste a **self attested** passport size photograph in this space

12. **Qualifications:** (Give information for Matriculation, +2 level and academic / professional qualifications only in chronological order. May attach additional sheet, if space below is insufficient).

Exam Passed	Year of Passing	Name of Board / University	%age of marks obtained

13. **Works Experience:** (after obtaining CS qualification will only be considered) in chronological order (attach separate sheet in the same format, if required). Candidate should attach bio data also with details of experience) (internship/ articleship will not be considered as experience).

Post	Name & full address of Employer	Period of work experience			Brief nature of assignment
		From	To	Total Duration (in years, months & days)	

14. Details about application / examination fee:

Demand Draft number: _____ Date: _____

Amount of Demand Draft: _____ Issuing bank _____

Signature of Candidate

Verification

I declare that I have read the detailed vacancy notice uploaded on RailTel's website very carefully. The information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed. I understand that if it is found that I have concealed any information or have provided the wrong information, my candidature is liable to be cancelled / service is liable to be terminated forthwith without any notice.

Place : _____

Date : _____

Signature of Candidate

Important: Documents to be attached with application:

- a) Self attested copy of Matriculation Certificate (for age proof).
- b) Self attested copies of Certificates and all Mark-sheets in support of the required academic /professional qualification.
- c) Self attested copies of Certificates and all Mark-sheets in support of higher academic /professional qualifications, if any.
- d) Certificates in proof of experience, in any.
- e) Self-attested documents in support of requisite **annual turnover of companies** where candidate has worked.
- f) Self attested caste certificate (SC/ ST/ OBC(non-creamy layer)- **the certificate should be for rectt on posts under Central Govt.**
- g) Self attested disability certificate.
- h) Self-attested copy of Photo ID proof and address proof (Passport/Aadhar card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- i) Photo pasted on this application form should invariably be self-attested.
- j) One signed copy of CV with self-attested photograph thereon.
- k) Demand draft of appropriate value.
