

RAILTEL ENTERPRISES LIMITED**(A wholly owned subsidiary of RailTel Corporation of India Limited, a Mini Ratna category-I Government of India Undertaking under Ministry of Railways)**Regd. Office: 6th Floor, Tower-III, Delhi Technology Park, Shastri Park Metro Station Complex, New Delhi – 110053

Corporate Office: Plot no. 143, Sector-44, Gurgaon -122003

Website: www.railtelindia.com, CIN:U74900DL2014GOI270322**No. REL/2017/P&A/44/1****Date:07.06.2017****Recruitment on the posts of Additional General Manager (Technical) and Additional General Manager (Fin)/Jt. General Manager (Fin) on regular basis**

RailTel Enterprises Limited, which is a subsidiary of RailTel Corporation of India Limited (a "Mini Ratna (Category-I)" PSU) under administrative control of the Ministry of Railways is focusing on System Integration projects in ICT domain as one of the major areas of business. Such projects involve complete understanding of the various components including Hardware, Software, Data Centre, Security etc. In addition, the bidding process itself for such projects is an extensive activity and need various areas of understanding including Joint Venture, collaboration with OEM, Risk management, Taxation etc.

For monitoring and execution of System Integration Projects & to handle other key managerial responsibilities, REL requires senior level executives for various posts. Details of regular vacancies / eligibility etc. are as under:

Name of posts	Additional General Manager (Technical) (E-7 level)	Additional General Manager (Fin.) (E-7 level) / Joint General Manager (Fin.) (E-6 level)
Number of posts to be filled	One (1)	One (1)
Scale of pay	Rs. 43,200/- -66,000/- (2 nd PRC) – E-7 level	Rs. 43,200/- - 66000/- (2 nd PRC) – E-7 level / Rs. 36,600/- - 62.000/- (2 nd PRC) – E-6 level
Remuneration	The appointment will be made at the minimum of the 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 of RailTel.	The appointment will be made at the minimum of the 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 of RailTel.
Annual CTC corresponding to Minimum of the scale	<u>E-7 level</u> Pay [#] : Rs. 18.53 Lakh (approx.) PRP* : Rs. 3.11 Lakh (max.)	<u>E-7 level</u> Pay [#] : Rs. 18.53 Lakh (approx.); PRP* : Rs. 3.11 Lakh (max.) <u>E-6 level</u> Pay [#] : Rs. 15.02 Lakh (approx.); PRP* : Rs. 2.63 Lakh (max.)
Age Limit	The applicant should not be more than 50 years of age as on the last date of receipt of applications in RailTel.	The applicant should not be more than 50 years of age as on the last date of receipt of applications in RailTel.
Minimum mandatory Educational Qualification	BE/B.Tech Degree in Electronics & Communication Engineering; or Telecommunications; or Electronics; or Electronics & Electrical; or any other combination of subjects where Electronics is one of the subjects, like Electronics & Instrumentation; or Computer Science; or	CA or ICWA

	Information Technology; with 60% overall marks in all the semesters of Bachelors degree.	
Post Qualification Experience (as on the last date for receipt of applications in RailTel)	<p>Minimum 15 Years' experience in ICT/Telecom and dealing with Central/State Govt. Deptts. & PSUs. Illustrative areas are:-</p> <ul style="list-style-type: none"> • Experience in bidding /handling large in excess of Rs. 200 Cr.; • Liaison with prospective customers in follow up for drawing out specification in tender and help in tender preparation including the prequalification and valuation norms; • Tender preparation, bid defence, negotiations and agreement signing; • Vendor development and negotiations with vendors on delivery schedules/support services during warranty and post warranty period; • Improvement of margins and managing the cash flow as per plans; • Building the project execution Team including outsourcing partners. Regular review of project execution with the customers; • Build up customer confidence by ensuring proper services/regular review meetings. 	<p>Minimum 15 Years' experience (12 Years for E6 level) post qualification experience including 5 Years experience in the fields of Taxation, Tendering, Budgeting, Reconciliation etc.</p>
Job Description/ duties and responsibilities	<ul style="list-style-type: none"> • Additional GM/Tech and shall report to CEO – REL • Shall be In-charge of overall business other than business from Indian Railways (ICT/IT) • Shall be responsible for Business Development that includes Pre-sales activity, participating in RFP processes, marketing activities, managing customer relationships etc. • Shall be responsible for execution of work and delivering projects undertaken by REL • Shall be responsible for finalizing contract/MOU etc. and shall coordinate with CS and REL board in this regard • Shall be responsible for any addition /reduction/restructuring in team dedicated for REL and manage HR related activities. • Shall be leading Team Leads in various domains such as IT Services, DC Services, Project Management services etc. • Shall be responsible for taking decisions related to allocation of resources within REL (approved Human resources, approved budget etc.) • Shall be responsible for team appraisal in timely manner • Shall pro-actively work with various function heads of RCIL in case their support (in terms of resources, asset utilization etc.) is required in any of the REL projects • Shall closely work with Additional GM/Fin for project related costing and shall seek approval from CEO/CFO as per agreed mechanism (approval hierarchy) • Shall participate in creating policy documents for REL • Any other activities arise due to business need of REL 	<ul style="list-style-type: none"> • Additional GM/Fin and shall report to CFO/REL • Shall be In-charge of overall Finance related matter of REL • Shall be leading Team Leads in various domains such as Income and Taxation, expenditure etc. • Shall be responsible for monthly/quarterly/yearly financial closures • Shall work closely with REL finance team and extend support wherever required • Shall assist in statutory financial audits • Shall closely work with Additional GM/Tech for project related costing and shall seek approval from CEO/CFO as per agreed mechanism (approval hierarchy) • Shall participate in creating policy documents for REL • Any other activities arise due to business need of REL.

Note: # - Pay at the minimum of the Pay Scale.

*** - Performance Related Pay (depends upon performance & other factors)**

Important Terms & Conditions:-

- **Selection procedure:** Final selection will be made on the basis of interview of shortlisted applicants at the discretion of the management.
- The selected applicant will have to undergo pre-appointment medical examination as per RailTel's standards and a detailed background check successfully.
- If it is found that some wrong information has been furnished or some vital information, on the basis of which the selection has been made, has been concealed by the applicant, his candidature will be liable to be cancelled. If such applicant has been selected/appointed, such selection /appointment will be terminated without any show cause notice at any point of time of his employment in RailTel.
- The selected applicant will have to submit a self-attested copy of Indian passport and Aadhar Card within a period of three months of joining RailTel's service.
- **Period of Probation:** Two years. The period of probation shall be regulated as per extant RailTel's rules / instructions issued from time to time.
- In case any serving regular Govt./PSU employee is selected for the said post, the pay drawn in the parent deptt will be protected, only if his application to RailTel for the said post has been submitted through proper channel (or 'No Objection Certificate' has been issued for applying for the said post) and he is relieved from his parent deptt. to join RailTel.
- **The crucial date of determining eligibility in respect of educational qualification, age, length of experience etc. will be the last date of receipt of application in RailTel given below.**

How to apply:-

- i) Duly filled in applications in physical form, as per the prescribed format (copy enclosed as Annexure-I) should be addressed to Dy. General Manager (P&A), RailTel Enterprises Limited, Plot No. 143, Institutional Area, Sector-44, Gurgaon-122003, Haryana. No application through e-mail / fax etc. will be entertained.
- ii) **The applications should reach the addressee latest by 18:00 Hrs. on 03.07.2017.**

(Pushpa Ghosh)
Dy. General Manager (P&A)

RailTel Enterprises Limited

Application for the post of(..... Level)

(Name and level of the post should be filled by the applicant invariably.
Application without the name of the post will be rejected)

- 1. Name in full (In Block letters) : _____
- 2. Father's Name : _____
- 3. Date of Birth (DD-MM-YYYY) : _____
- 4. Age as on 03.07.2017 : _____ years, _____ months, _____ days.
- 5. Category (Gen/SC/ST/OBC-NCL*): _____
(*NCL – non-creamy layer)
- 6. Religion : _____
- 7. Correspondence Address : _____
(in BLOCK letters with PIN)

- 8. Contact Phone Numbers : _____
- 9. E-Mail Addresses (indicate clearly): _____

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

10. **Qualifications:** (Give information about Technical / professional qualifications only in chronological order)
(May attach additional sheet, if required).

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

11. **Works Experience** (after obtaining Engg. Degree) in chronological order (may attach additional sheets, if required). Attach additional CV,) (experience gained after acquiring the requisite educational qualification only will be taken into account for adjudging eligibility for the post).

Post	Name & full address of Employer	Period of work experience			Name of the Project(s) on which worked with brief nature of assignment
		From	To	Total Duration (in Yrs. & Months)	

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 than nothing material has been concealed. I understand that if it is found that I have concealed any information or have provided the wrong information may 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 mandatorily attached with application:

- a) Self –attested copy of Matriculation Certificate (for age proof).
- b) Self-attested copies of Certificates in support of the required technical qualification.
- c) Self-attested copies of Certificates in support of higher technical/professional qualifications, if any.
- d) Certificates in proof of experience, clearly indicating the length and field of experience. (If an experience certificate is not available in case of any previous employer, the copies of offer of appointment alongwith first and last pay-slips shall be acceptable to ascertain the length of experience under that employer)
(Only the experience gained after obtaining the requisite degree will be taken into consideration).
- e) Self –attested caste certificate (In case applicant belongs to SC/ ST/ OBC (non-creamy layer).
- f) Self–attested copy of the appointment letter in support of appointment to the post in the organization in which currently working along with document showing the date of joining the organization and current pay slip issued by the company.
- g) Self–attested copy of Photo I.D. proof and address proof (Passport/Aadhar card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
