

Vacancy Notice

No. RCIL/2006/P&A/2/1

RailTel Corporation of India, a Mini Ratna Company, under Ministry of Railways, invites applications from eligible serving officers of Central Govt./Central PSUs, having working experience in Establishment and personnel management, for posting as Addl.GM/GM/HRD and experience of working in areas of Finance and Accounts for GM/Fin, in RailTel on deputation basis. Number of posts, eligibility, location of posts etc. may be seen in the detailed vacancy notice at RailTel's website www.railtelindia.com.



RAILTEL CORPORATION OF INDIA LIMITED
(A Government of India Undertaking under Ministry of Railways)
Regd Office: 10th Floor, Bank of Baroda Building, 16, Sansad Marg, New Delhi-110001
Corporate Office: Plot no. 143, Sector-44, Gurgaon -122003
website: , CIN:U64202DL2000GOI107905

No. RCIL/2006/P&A/2/1

Dated 30.03.2017

Vacancy Notice

RailTel Corporation of India Ltd., a Schedule-A PSU under the Ministry of Railways invites applications for filling in the posts of Addl.General Manager/ General Manager(HR) and General Manager (Finance/Accounts) in the Corporate Office of RailTel Corporation at plot No.143, Institutional Area, Sector-44, Gurgaon, Haryana, on "Deputation Basis". The details about the company, role of the incumbents of the posts of Addl.General Manager/ General Manager(HR) and General Manager (Finance/Accounts), eligibility conditions for applying for the post and Pay are as under:-

(A) About the Company:-

RailTel is engaged in the business of telecom services. It is category-I Mini Ratna Company since May 2012. The average turnover of the Company exceeds Rs. 500 crore over the last three years. It has targeted sales turnover of Rs. 1000 crores by 2018-19 and Rs. 2000 cr by 2024-25. At present, there are around 800 employees at managerial and executive levels. The Company follows the IDA structure of pay scale for its regular employees. Besides, perks and allowances, as per notified DPE guidelines, the Company has also been paying performance related pay for the last four years based on the annual profit and incremental profits etc.

(B) Role of Addl.GM/GM(HR)

The applicant should have experience of working in the areas of Establishment and Personnel Management including formulation/implementation of personnel policies and rules, recruitment, outsourcing and allied activities, planning and implementation of systems and procedure for smooth functioning of corporate office and also deal related matters from regional offices.

(C) Role of GM(Fin./Accounts)

The applicant should have experience of working in areas of Finance and Accounts, Taxation, Tenders, cost-profit analysis, preparing Financial estimates, Audit, Budgeting etc.

(D) Number of posts, Pay Scale and the eligibility criteria

Post code	Name of Post and level	Expected No. of vacancy	Location of posts	Eligibility Criteria
01	GM-Finance (inE-8) (IDA Scale Rs.51300-73000)	01	At Gurgaon (Corporate Office)	<u>IDA Scale</u> i) working in the same Scale, Or, <u>CDA Grade</u> ii) Senior Administrative Grade officer of Accounts Service, or SG officer of Accounts Service with 18 years Group 'A' Service
02	GM-HR (inE-8) (IDA Scale Rs.51300-73000)	01	At Gurgaon (Corporate Office)	<u>IDA Scale</u> i) working in the same Scale, Or, <u>CDA Grade</u> ii) Senior Administrative Grade officer of Personnel Service, or SG officer of Personnel Service with 18 years Group 'A' Service
03	Addl.GM-HR (in E-7) (IDA Scale Rs.43200-66000)			<u>IDA Scale</u> i) working in the same Scale, Or, <u>CDA Grade</u> ii) Working in SG

(E) Other Terms & Conditions

- i. The period of deputation will be initially for three years and can be extended by four more years if required in the exigencies of services.
- ii. The terms and conditions of deputation as stipulated in DOP&T OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 are applicable. The CDA employees on deputation will be entitled to draw parent cadre pay + usual deputation allowance. In addition they will be entitled for Transport allowance as applicable in parent cadre, perks & allowances as applicable to the deputationists in RailTel.
- iii. The IDA employees can exercise option for parent cadre Pay & Allowances or the Pay & Allowances of the deputation post, as per the rules of GOI.
- iv. The employees on deputation will be entitled for leased accommodation. They will have the option to choose either RailTel Medical attendance benefits or to continue Medical attendance benefit of his/her parent deptt.

(F) Upper age limit

For deputation posting: The age of the applicant should be below 55 years as on the closing date of receipt of application.

(G) General

The format of application is appended as Annexure-'A'. Willing and eligible employees should apply through proper channel. Their applications, duly forwarded by their cadre controlling authorities, duly certifying the bio-data and service particulars, along with attested copies of ACRSs/APARs for the last 5 years, Integrity certificate and Vigilance clearance, should reach RailTel Corporation at the following address **on or before 01.05.2017**:

Jt. General Manager/P&A,
RailTel Corporation of India Ltd.,
Plot No.143, Sector-44,
Gurgaon, Haryana.

Belated/incomplete applications are liable to be rejected.

X-X-X-X

APPLICATION FOR THE POST OF

1. Name of the Official:
2. DOB:
3. Educational qualification:
4. Date of appointment in present Organisation:
5. Present Post held & Date from which working:
6. Unit in which working (specify ministry/Deptt):
7. Present Pay & Scale of pay:
8. Working experience including extent of working with computer:
9. Service particulars from the date of initial appointment (along with brief of duties performed)

Post held	Date from	Date to	Brief description of duties

Declaration

- i). I,hereby declare that my posting on deputation asin RailTel Corporation shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
- ii). I will not claim absorption in RailTel Corporation in the said post, by virtue of deputation to this Organization.
- iii). I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing deputation.

Date: Place:

(Signature of the applicant)

Name of applicant:
(Mobile/Land line No:)
Email ID

**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE WHILE
FORWARDING THE APPLICATION**

1. Certified that the particulars given by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Copies of ACR/APRA for the last five years are enclosed.
4. No disciplinary/vigilance case is pending or contemplated against the official. There is nothing against the applicant which makes him/her ineligible for consideration for appointment to the post applied for. No major/minor penalty is in force or current against the official.
5. Recommendations:.....

Date

Place

Signature of the Head of Office
with office seal and Telephone No.