



RAILTEL ENTERPRISES LIMITED
(A Government of India Undertaking under Ministry of Railways)

Regd. Office: 6th Floor, Tower-III,
Delhi Technology Park, Shastri Park, Delhi-110053
Corporate Office: Plot no. 143, Sector-44, Gurgaon -122003
Website: www.railtelindia.com, CIN:U64202DL2000GOI107905

Vacancy Notice No.REL/2018/P&A/44/1

RailTel Enterprises Limited (REL), which is a subsidiary of RailTel Corporation of India, a "Mini Ratna (Category-I)" PSU) under administrative control of the Ministry of Railway, is focusing on large system integration projects as one of the major areas of business. Such projects involve complete understanding of the various components including hardware, software, data centre, security etc.

The Company invites applications for one post of Dy. Manager (Human Resource) on contract basis for the office of RailTel Enterprises at Shastri Park, New Delhi, initially for 3 years. The pay scale, eligibility criteria etc. is tabulated below:-

Post	Salary	Essential Qualification	Age* (as on 01.10.2018)	Post qualification experience as on (01.10.2018)
Deputy Manager/HR (on contract basis) Number of post :01 (UR)	Rs.40,000/- (p.m.)- in pay scale of Rs.40,000- (3% annual increment) - 1,40,000/-	MBA/PG Diploma in Business administration (2 years full time) with specialization in HR/Personnel or equivalent	Not more than 28 years	More than 2 years working experience in HR in a CPSE with more than 570 Cr. turnover. (Working experience in RailTel Corporation or its subsidiary shall be preferred.)

* Age relaxation as per GOI guidelines subject to fulfillment of the requisite qualification, experience etc.

Job requirements:

Good knowledge of HR policies and practices, good communication, keenness in learning, readiness to meet work exigencies without hesitation and upto date on new developments.

Medical Standards:

Candidate should be in sound health. No relaxation in health standard will be allowed.

Selection process:

Interview

Other conditions:

- A** The above post is specifically for RailTel Enterprises Limited at New Delhi on contract basis. The appointment will be initially for a period of 3 years, extendable further as per the requirements of the company, subject to satisfactory services of the candidate.
- B-1** Medical facilities will be as per RailTel Medical Rules, applicable to regular employees of RailTel in E-1 level.
- B-2** Remuneration will be as per the scale of the post in E-1 level+ applicable IDA+ HRA+ allowances and other facilities as applicable to E-1 level regular executives of RailTel Corporation. Statutory deduction for EPF (Employee's share, Income Tax, Professional tax etc. shall be made from gross salary).
- B-3** Leave will be as per RailTel Leave Rules applicable to E-1 level regular executives of RailTel Corporation.
- B-4** One weekly off and other public holiday when the REL office remained closed would be available.
- B-5** TA/DA, as applicable to E-1 level regular executives of RailTel Corporation.
- B-6** Working hours will be the same as for REL office.

C. How to apply:

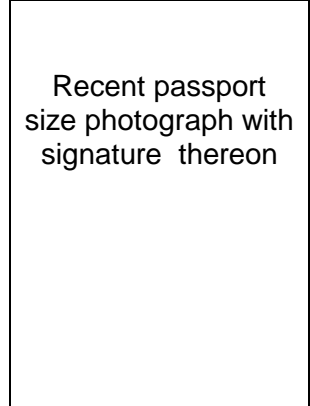
- i) Application typed on A-4 size paper in the format given at the end of the advertisement should be addressed and sent to **DGM/P&A, RailTel Corporation, Plot No.143, Institutional Area, Sector-44, Gurugram- 122003**, accompanied with the self- attested photocopies of the following documents:
- Matriculation Certification (for age proof);
 - Self-Attested copy of Certificate of Professional/Academic Degree/ Diploma.
 - Certificates in proof of experience, as applicable, clearly projecting the requisite experience indicating the length and line of experience as per eligibility conditions/criteria;
 - Duly Self Signed Curriculum Vitae
 - If the candidate belongs to OBC:** a caste certificate issued in the current financial year only by a competent authority as applicable for appointment to the services in Govt of India. Please note, that an OBC certificate issued in the current financial year only can be accepted as a current proof of your not belonging to "creamy layer" in the OBC.
- ii) Applicants will have to send their application so as to reach us by **15.10.2018**. The list of eligible candidates invited for interview shall be displayed on the website and the interview call letters would be sent by e-mail only. The interviews shall be held thereafter.

- iii) All information submitted in the application will be verified with original at the time of interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
- iv) Only such applicants will be interviewed who are eligible as per the eligibility criteria. Applicants are, therefore, advised to check their eligibility thoroughly while applying so as to avoid disappointment at a later stage. The applicants must bring the original certificates in proof of educational qualifications, Professional certificates and experience while coming for the interview failing which the candidate will not be interviewed.
- v) Incomplete or vague applications or applications not accompanied with documents as mentioned above will be rejected summarily. Applications not in the prescribed format or without a photograph will also not be entertained. Also candidates without their original documents as per pt. (C-i) above, will not be allowed to appear for the interview.
- vi) The envelope for application should be super scribed-"Application for the post of Deputy Manager(HR)/RailTel Enterprises Limited".

RAILTEL ENTERPRISES LIMITED

Application Format for the post of **Deputy Manager (HR) (on contract basis)**,
(Adv. No.REL/2018/P&A/44/1)

1. Name in full (In Block letters) : _____
 2. Father's Name : _____
 3. Date of Birth (DD-MM-YY) : _____
 4. Community (SC/ST/OBC/Gen) : _____
 5. Religion : _____
 Whether belong to Minority : Yes/No
 6. Last/Present Organization : _____
 7. Annual Turnover of the Last/Present Organization for the year 2016-17: _____



8. Correspondence Address : _____

 Contract Phone No with STD Code : _____
 9. E-Mail Address : _____ :

10. Qualification (Academic & Professional):

Exam	Year of passing	Name of the Instt./University	Marks obtained	Max. countable marks	%age of marks

11. Post Qualification Works Experience :

Post	Name of full address of Employer	Period			Nature of experience
		From	To	Total Duration (in Yrs. & Months)	

Signature of the Candidate

Verification

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place : _____
Date : _____

Signature of the candidate

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari son/daughter of village/town in District/Division in the state /union Territory belongs to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. dated _____. * Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(s) in the District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M.No. 36012/22/93 -Estt. (SCT) dated.08.09.1993**.

District Magistrate Deputy Commissioner etc.

Dated:

Seal

* the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** . As amended from time to time.

Note:- The terms "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.