



RAILTEL CORPORATION OF INDIA LIMITED
(A Government of India Undertaking under Ministry of Railways)
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Corporate Office: Plot no. 143, Sector-44, Gurgaon -122003
website: www.railtelindia.com, CIN: U64202DL2000GOI107905

Vacancy Notice No. RCIL/2019/P&A/44/13

Recruitment on the Post of Senior Manager (Legal)
in RailTel Corporation of India Limite 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.

Applications are invited from **Indian citizens** for the following positions:

1. DESIGNATION AND NUMBER OF VACANCIES:

S. no.	Designation& Department	No. of posts
a)	Senior Manager (Legal) (E-3 level) (scale 60,000- 1,80,000/3 rd PRC-IDA)	One post (Unreserved)

2. IMPORTANT DATES: Following are the important dates for filing of online applications:

Opening date for on-line registration, filing of on-line applications and on-line payment of application fee.	01.06.2019 (12:00 hrs. noon)
Last date for completion of on-line registration, filing of on-line applications and on-line payment of application fee.	15.06.2019 (12:00 hrs. noon)

3. ESSENTIAL QUALIFICATIONS & OTHER ELIGIBILITY CRITERIA : The applicant should satisfy the following criteria regarding educational / professional qualifications, nature and length of experience etc. on the last date of filing on-line application:

Post	No. of posts & location	Min. length of post qual. Working exp.	Mandatory Educational /Professional qualifications	Age limit
Sr.Mgr (Legal)	1 (unreserved) – <u>Location:</u> Corporate Office in Delhi / NCR.	6 Years or more working experience after obtaining full-time law (professional) degree in Government organisation, preferably in Public Sector Undertaking. Training/ internship/ project etc. which is a part of any academic course; or any teaching experience will not be considered as experience for this recruitment.	(i) Graduate in any discipline with minimum 60% aggregate marks and 3 years full-time LLB (Professional) degree with minimum 60% aggregate marks; OR (ii) 5 years full-time integrated LLB degree (Professional) with minimum 60% aggregate marks.	Minimum age: 21 years; Maximum age: 34 years.

3.1 Following are the job description of the post of Senior Manager (Legal) in RailTel Corporation notified for filling through this vacancy notice. The applicant should have the experience in these areas :

- a) Legal vetting / drafting, it includes vetting of agreements, MOUs, contracts, tender documents etc.;
- b) Issuance of power of attorney for various purposes. Execution of legal documents and to do all such acts, deeds and things as may be deemed necessary in connection with all legal matters of the company.
- c) Vetting of Performance Bank Guarantee and authorization in ERP. Vetting of employees lease cases.
- d) Handling of trademark related matters.
- e) Handling of NCLT related matters.
- f) To attend / deal with legal matters including but not limited to institute, defend, prosecute, conduct, compound, claim and disputes by or against the company or in which the company may be concerned or interested in any court of law/ tribunal/judiciary/ any other authority through out the territory of India.
- g) To engage advocates / legal counsels/ solicitors as may be required from to time and to sign vakalatnamas, plaints, affidavits, applications, petition etc. and to co-ordinate with the solicitors and advocates in relation to pending court cases etc.
- h) To render legal advice on various legal matters.
- i) To appoint/ nominate arbitrator from the panel of arbitrators.
- j) To handle arbitration matters which may include action, suit, petition or other legal proceedings whether as plaintiff or defendant or appellant or respondent and to interplead, claim set-off or make a counter-claim on behalf of the company.

4. **PAY SCALE (IDA)**: E-3 level: 60,000-1,80,000 (3PRC-IDA); 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 prevailing dearness allowance (IDA). Other benefits like HRA/lease, medical benefits, EPF, gratuity, leave encashment, performance related pay etc. shall be as per extant rules/instructions of RailTel Corporation.

5. 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.

6. **Scheme of Selection**: The selection will be on the basis of interview. However, if number of applicants are large, written test and/or interview may be mode of selection as the management may decide.

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**: C2 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). A candidate should successfully clear the medical examination by the Authorised Medical Attendant as per above-mentioned parameters, to join RailTel Corporation.

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:

(i) Only online applications will be accepted. Applicants shall have to pay the application-processing fee of **Rs. 1000/- (Rs.500/- for SC/ST/PwDs)**. This fee will be collected through payment gateway only during online application process. Any processing charges towards the same plus other levies / GST etc., if any, will have to be borne by the applicant. Application fee once paid will not be returned under any circumstances.

(ii) RailTel Corporation will not be responsible in case of broken transaction during online payment process. It is the responsibility of applicant to ensure that payment has been made to RailTel Corporation successfully. Fee through any other mode of payment, like demand draft, pay order, cheque, postal orders, challan, etc. will not be accepted.

(iii) Applicants are advised in their own interest to register/ submit application online much before the last date and time. They should not wait till the last date / time of online registration to avoid any possibility of disconnection / inability / failure to log on to RailTel's website on account of heavy load on internet / website jam / disconnection / other network problems.

(iv) RailTel Corporation does not assume any responsibility for applicants not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control of RailTel Corporation.

(v) The applicants are required to have valid e-mail ID & mobile number and keep these active till the process of this recruitment is complete. They are advised to read the instructions for online submission of applications and then proceed further.

Procedure for filling up / submission of online application is briefed below:

Step-1	Go to URL (www.railtelindia.com) and click on the link 'Careers'. On the 'Careers' page, check the vacancy for " <u>Recruitment on the Post of Senior Manager (Legal)</u> ".
Step-2	Read the detailed notification and before submission of application form, the applicant should carefully ensure his / her eligibility for the post being applied for.
Step-3	Click on the link 'Click here to apply online for this vacancy'.
Step-4	It will be easy for applicants to complete the application form by keeping the documents like educational details & employment details ready with them before proceeding to fill application form.
Step-5	Complete the pre-registration process by entering details like first name, middle name, last name, father's name, DOB, e-mail ID, mobile number and password.
Step-6	Once the pre-registration is complete, the applicant will receive a mail on email ID mentioned in step 5. It will be either in Inbox or in Spam/Junk folder.
Step-7	Check the email ID to get the user name. Once user name is received, click on applicant login page. Enter the user name, password (as mentioned in step 5) and captcha. Main Registration page will open.
Step-8	Vacancy name and details mentioned in step 5 by applicant will be shown. You cannot modify the details mentioned in step 5. So, please enter the details during pre-registration stage carefully. One email ID can be used for one pre-registration only. Enter other details like category, mother's name, address, employment details, qualification details, etc.
Step-9	Based on vacancy, certain information regarding experience criteria is sought in the form of a

	questionnaire, which is mandatorily required to be filled by the applicant in the form of 'Yes/No' response.
Step-10	Applicant needs to upload the photograph and signature in the appropriate space and format and size mentioned in the application form.
Step-11	Once all the details are entered, applicant can either proceed to 'Edit Application' to modify the details entered in main registration page or click on 'Submit' option to proceed to make fee payment.
Step-12	After clicking on submit button, applicant can review the details entered by him/her. This page will give details of the payment to be made by the applicant. Click on 'Make Payment' Button. Payment gateway will open. Applicant needs to enter the details as asked for in payment gateway and make payment accordingly.
Step-13	Applicant will receive payment confirmation mail on email ID mentioned in payment gateway page.
Step-14	Once the payment is received by gateway, applicant can take a print out of the application.

Note:

(a) The particulars furnished by the applicant in the online application form will be treated as final. No relevant column of the application form should be left blank; otherwise application form may be rejected. For any problem related to online submission, please send an e-mail to recttsupport@railtelindia.com.

(b) The size of the **photograph** to be uploaded should be **20kb to 50kb** and size of the **signature** to be uploaded should be **10kb to 20kb**. Both photograph and signature should be either in **png, jpg or jpeg** format.

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. The candidates are also advised to check RailTel website frequently for updates from RailTel Corporation.

b) Candidates currently serving in Govt/Quasi Govt. offices/ Public Sector Undertakings are advised to inform their employers while applying for the above-mentioned vacancy. Such applicants shall have to submit 'No Objection Certificate' from their employer at the time of interview, if shortlisted, 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 Corporation, 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 written test / 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/professional qualifications, experience, caste certificates, No Objection Certificate from his current Government organisation / PSU 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, or RCIL's subsidiary company, subordinate office, Joint Venture or client /associate site 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 herself/himself as to his fulfilling the eligibility criteria without any doubt whatsoever, and also to furnish correct, complete and desired information/ documents etc. 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/EWSs etc.); or
- f) Any unfair means during examination / interview / at any stage of selection process

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. RailTel Corporation reserves the right to alter the number of notified vacancies or to withdraw the vacancy notice at any stage in its administrative discretion.

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.
