



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

**Recruitment of Office Assistants on Contract Basis through Walk-in-interview**

RailTel Corporation of India Ltd, a Mini Ratna PSU of the Ministry of Railways, invites application from willing and eligible candidates for following posts for its National Optic Fiber Network (NOFN) projects as per details given below:

VC No.	Post	Place of Posting	No. of Posts
OA/CO/2015	Office Assistant (on Contract basis)	Corporate Office, Gurgaon	02
OA/SR/2015	Office Assistant (on Contract basis)	Secunderabad/Chennai under RO/ Secunderabad	02
OA/WR/2015	Office Assistant (on Contract basis)	Mumbai/Ahmedabad under RO/ Mumbai	02
OA/ER/2015	Office Assistant (on Contract basis)	Kolkata/Guwahati under RO/ Kolkata	02

**2. Tenure of the contract:**

Initially for **3 years** from the date of joining; extendable further during the currency of the project on mutual consent. However, RailTel may curtail /extend the tenure of contract or terminate the contract at any point of time depending upon project requirements and performance of the candidate. In this regard the decision of the management shall be final.

**3. Qualification & Experience:**

a) **Qualification:** Graduation from any stream. Proficiency in MS Office (MS word, MS Excel and Power Point) will be a pre-requisite.

b) **Experience:** 5 years' working experience as Office Assistant /Office Supervisor, in office administration / tendering/ evaluation /work award/ inventories of material/ material movement/ project progress/ payments to contractors/ staff salaries and other staff matters **in any Central/State Govt. Department or Central/State PSU on regular /contract/outsourced basis.** Candidates having working experience in the above areas in any of the offices of RailTel will have added advantage.

4. **Remuneration:** All inclusive consolidated monthly remuneration of Rs19000/- p.m.. + EPF (Employer's contribution). Deduction on account of EPF (employee's contribution) under EPF and MP Act, 1952, will, however, be made on the specified minimum wages under Minimum Wages Act of the concerned State .

5. Candidates fulfilling the eligibility criteria may attend walk-in-interview, with application in the prescribed format (attached as Annexure I) along with original and photo copies of the certificates/testimonials listed below at the venue shown in para 6:

- a) Matriculation Certificate (for age proof),
- b) Certificate(s) in support of the required educational qualification of graduation.
- c) Certificates in support of computer course, if any.
- d) Certificates in proof of past experience, **clearly indicating the length and line of experience.** (Mere appointment/offer letters from previous employers will not be accepted as proof of experience.)
- e) Copy of the appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity card/current pay slip issued by the company.
- f) Photo I.D. proof and address proof (Passport/Aadhar card/Driving License, Voters I. Card) issued by Central/State Govt.
- g) Caste/Religion certificate (In case applicant belongs to SC/ ST/ OBC community)

5. **Medical Standards:** Selected candidates will be required to pass the requisite medical fitness tests/standards, as adopted by RailTel, before their appointment.

6. **Date and Venue for walk-in-interview:**

VC No.	Date of walk-in Interview	Venue
OA/ER/2015	14.03.2015	RailTel Corpn. Of India Eastern Regional Office, 3 <sup>rd</sup> Floor, Chatterjee International Centre, 33A, Jawaharlal Nehru Road Kolkata-700071.
OA/SR/2015	21.03.2015	RailTel Corpn. Of India Southern Regional Office, 2 <sup>nd</sup> Floor, B Block, Rail Nilayam, Secunderabad PIN:500071
OA/WR/2015	28.03.2015	RailTel Corpn. Of India Western Regional Office, Western Railway Microwave Complex, Senapati Bapat Marg, Mahalakshmi, Mumbai-400013.
OA/CO/2015	04.04.2015	RailTel Corpn. of India, Corporate Office, Plot No.143, Sector 44, Gurgaon-122993.

6.1 Registration of candidates: Registration for the walk in interview will be between 0930 hrs and 1300 hrs on the above indicated date.

6.2 If the number of eligible candidates registered within the specified time on the date mentioned above is very large, company may hold written/skill test on a subsequent date, to shortlist candidates for the interview OR may hold interview on subsequent day(s) also. The company's decision in this regard will be final.

7. **IMPORTANT NOTES:**

**A. PLEASE NOTE THAT ONLY SERVICE RENDERED IN GOVT. DEPARTMENTS/PSUs ON REGULAR/CONTRACT/OUTSOURCE BASIS WILL BE COUNTED FOR ASSESSING THE TOTAL NO. OF YEARS OF EXPERIENCE.**

**B. ALL COMMUNICATIONS, IN REGARD TO CHANGE IN DATES OR ANY ADDITIONAL INFORMATION TO CANDIDTES, ETC., WILL BE MADE THROUGH E-MAIL ONLY.**

- C. ANY KIND OF TRAINING/TRAINER/APPRENTICESHIP EXPERIENCE SHALL NOT BE COUNTED TOWARDS EXPERIENCE.
- D. IN CASE INFORMATION FURNISHED IN THE APPLICATION FORMAT OR THE CERTIFICATES/TESTIMONIALS ARE FOUND TO BE FALSE OR INCORRECT, CANDIDATURE OF SUCH APPLICANTS IS LIABLE TO BE CANCELLED AT ANY STAGE OF THE SELECTION OR THEREAFTER, BESIDES MAKING THEM LIABLE FOR ANY SUCH OTHER PENAL ACTION/CRIMINAL POROCEEDINGS AS DEEMED FIT.
- E. THE CANDIDATES WORKING IN THE GOVT. DEPARTMENTS / PSUs SHOULD NOTE THAT THESE ARE SHORT –TENURE POSTS ON CONTRACT BASIS AND HE CANDIDATES WILL BE REQUIRED TO PRODUCE NOC FROM THEIR EMPLOYERS CONCERNED DEPTT/PSU TO APPEAR IN THE INTERVIEW . IN THE EVENT OF THEIR SELECTION, THEY ARE REQUIRED TO RESIGN AND GET THEMSELVES RELIEVED FROM THEIR PARENT ORGANIZATION BEFORE TAKING UP THE CONTRACTUAL APPOINTMENT IN RAILTEL.
- F. THESE POSTS ARE FOR PROJECTS IN THE RESPECTIVE REGIONS AND ARE NOT TRANSFERABLE OUTSIDE THE REGIONS.

**Sr. Manager (P&A)**

**RailTel Corporation of India Ltd.**

**Application format for the post of Office Assistant (on contract)**

(Applications should be strictly as per this proforma, neatly typed on A-4 size paper with adequate space between lines. **Application with different format / columns will be summarily rejected**)

V.C.No. : \_\_\_\_\_

1. Name in full (In Block letters) : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Date of Birth (DD-MM-YY) \_\_\_\_\_

4. Community ( Gen/SC/ST/OBC-NCL\* ) : \_\_\_\_\_  
(\*NCL – non creamy layer)

5. Religion : \_\_\_\_\_

6. Whether belong to Minority : Yes/ No

7. Are you a person with disability :Yes/No  
If yes, indicate the nature of disability: \_\_\_\_\_

8. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Contact Tele Nos with STD Code : \_\_\_\_\_

10. E-Mail Address : \_\_\_\_\_

Paste a self  
attested passport  
size photograph in  
this space

10. **Qualifications:** (Give information for qlfn from Matriculation onwards in chronological order)

<b>Exam Passed</b>	<b>Year of Passing</b>	<b>Name of the Instt. University</b>	<b>Marks obtained</b>	<b>Max Countable marks</b>	<b>%age of marks obtained</b>

11. **Post-Qualification Works Experience** in chronological order (Experience gained after 'Graduation' only should be mentioned):

Post held	Name & full address of Employer	Period of Experience			Brief nature of Experience#
		From	To	Total Duration (in Yrs. & Months)	

# - May attach signed bio data with details of experience

\_\_\_\_\_  
**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**