



**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](http://www.railtelindia.com), CIN: U64202DL2000GOI107905

Vacancy Notice File No. RCIL/2013/P&A/44/19

### **Notice For Regular Recruitments on Various Executive Posts**

RailTel Corporation of India Limited is a Mini-Ratna (Category-I) Public Sector Undertaking under Government of India.

It is 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.

We are looking for dynamic individuals to become a part of our team. If you ever aspired to take an unconventional path to contribute towards nation building then we look forward to welcome you to RailTel Family and nurture your talent. At RailTel work means the pride to be a partner in India's Digital Growth shaping the future of our nation.

At this juncture, we require professionals in the fields of Data Centre, IT, MPLS, Marketing, Finance and Company Secretaryship. Applications are invited from **Indian citizens** for the following positions:

#### **1. NUMBER OF VACANCIES :**

Post code	Designations and Scale of post (IDA)	Number of vacancies
<b>CORE AREA: Data Centre</b>		
1	Senior Manager Data Centre (Database); 24900-50500	2 (UR)
2	Senior Manager Data Centre (Security); 24900-50500	2 (UR)
3	Senior Manager Data Centre (Linux Admn & Hardware Infrastructure); 24900-50500	2 (UR:1, OBC:1)

4	Manager Data Centre (Linux Admn & Hardware Infrastructure); 20600-46500	2 (UR)
5	Manager Data Centre (Security); 20600-46500	2 (UR)
<b>CORE AREA: MPLS</b>		
6	Dy. General Manager (MPLS); 32900-58000	1 (UR)
7	Senior Manager (MPLS); 24900-50500	2 (SC:1, ST:1)
8	Manager (MPLS); 20600-46500	4 (UR:1, OBC:1, SC:1, ST:1)
9	Deputy Manager (MPLS); 16400-40500	8 (UR:1, OBC:3, SC:2, ST:2)
<b>CORE AREA: Information Technology</b>		
10	Senior Manager –Information Technology – Infrastructure -(Cloud Architect); 24900-50500	2 (OBC:2)
11	Senior Manager (Information Technology); 24900-50500	2 (OBC:1, SC:1)
12	Manager –Information Technology (Infrastructure); 20600-46500	2 (UR)
13	Manager – Information Technology; 20600-46500	8 (UR:5, OBC:2, SC:1, ST:0)
<b>CORE AREA: Technical</b>		
14	Deputy Manager (Technical); 16400-40500	40 (UR:20,OBC:11, SC:6, ST:3) (Out of these 40 posts, reservation for Physically Handicapped is: VH:3, HH:2, OH:1)
<b>CORE AREA: Marketing</b>		
15	Senior Manager (Marketing); 24900-50500	10 (UR:5, OBC:3, SC:2)
<b>CORE AREA : Finance</b>		
16	Assistant General Manager (Finance); 29100-54500	2 (UR)
<b>CORE AREA : Information Technology</b>		
17	Joint General Manager (Information Technology); 36600-62000	1(UR)
<b>CORE AREA : General Administration</b>		
18	Company Secretary & Dy. General Manager (Law)/ Jt. General Manager (Law) (E-5/6 level); 32900-58000/ 36600-62000	1 (UR)

(Legend: UR: unreserved, OBC: Other backward Classes (non-creamy layer), SC: Scheduled caste, ST: Scheduled Tribe, VH: visually handicapped, HH: hearing handicapped, OH : orthopedically handicapped)

Note: i) The above-mentioned vacancies include backlog vacancies also. (ii) Number of vacancies is liable to change. (iii) Only those OBCs belonging to non-creamy layer of

OBC, which are included in the central lists of OBC are eligible for the posts reserved for OBCs.

**2. IMPORATANT DATES:-**

a) In case of postcode 1 to 15:

Opening date for <u>on-line registration</u> of application	14.06.2014 (12:00 Hrs.)
Last date for completion of <u>on-line registration</u> and closing of registration	08.07.2014 (23:59 Hrs.)

b) In case of postcode 16 to 18:

Last date of receipt of physical application (i.e., paper applications) by ordinary post to Corporate Office, Gurgaon.	15.07.2014 (18:00 Hrs.)
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**3. ESSENTIAL QUALIFICATIONS & OTHER ELIGIBILITY CRITERIA : The applicant should satisfy the following criteria regarding educational / professional qualifications, length of experience etc.:**

Post code	Designations & Departments	Mandatory Educational / Professional Qualifications	Mandatory Length of post-qualification experience
1	Senior Manager Data Centre (Database) / E-3 level	BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg.	Minimum 6 years <u>post-qualification working experience</u> in the area of database management. Out of this, at least three years experience should be in the field of Tier-3 data centre <b>or</b> telecom <b>or</b> IT <b>or</b> ICT service provider network.
2	Senior Manager Data Centre (Security) / E-3 level	BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg.	Minimum 6 years <u>post-qualification working experience</u> in the area of Data Centre Security Solutions. Out of this, at least three years experience should be in the field of Tier-3 data centre <b>or</b> telecom <b>or</b> IT <b>or</b> ICT service provider network.
3	Senior Manager Data Centre (Linux Admn & Hardware Infrastructure)/ E-3 level	BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg.	Minimum 6 years <u>post-qualification working experience</u> in the area of Information Technology Administration. Out of this, at least three years in the field of experience should be in Tier-3 data centre <b>or</b> telecom <b>or</b> IT <b>or</b> ICT service provider network.

4	Manager Data Centre (Linux Admn & Hardware Infrastructure) / E-2 level	BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg.	Minimum 3 years <u>post-qualification working experience</u> in the area of Information Technology Administration in the field of Tier-3 data centre <b>or</b> telecom <b>or</b> IT <b>or</b> ICT service provider network.
5	Manager Data Centre (Security)/ E-2 level	BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engineering	Minimum 3 years <u>post-qualification working experience</u> in the area of data centre security solutions in the field of Tier-3 data centre <b>or</b> telecom <b>or</b> IT <b>or</b> ICT service provider network.
6	Dy. General Manager (MPLS) / E-5 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication /Communication Engg.; <b>AND</b> ii) CCNP/JNCIP Certification	Minimum 12 years <u>post-qualification working experience</u> in the area of MPLS/IP networking, out of which at least 6 years working experience should be in the field of telecom <b>or</b> IT <b>or</b> ICT service provider network.
7	Senior Manager (MPLS) / E-3 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg; <b>AND</b> ii) CCNP/ JNCIP Certification	Minimum 6 years <u>post-qualification working experience</u> in the area of MPLS/IP networking, out of which at least 3 years working experience should be in the field of telecom <b>or</b> IT <b>or</b> ICT service provider network.
8	Manager (MPLS)/ E-2 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication / Communication Engg; <b>AND</b> ii)CCNP/JNCIP Certification	Minimum 3 years <u>post-qualification working experience</u> in the area of MPLS/IP networking out of which at least 2 years working experience in the field of telecom <b>or</b> IT <b>or</b> ICT service provider network.

9	Deputy Manager (MPLS) / E-1 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication / Communication Engg; <b>AND</b> ii) CCNP/JNCIP Certification	Nil
10	Senior Manager – Information Technology – Infrastructure (Cloud Architect) / E-3 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg <b>Or</b> ii) Master of Computer Application	Minimum 6 years <u>post-qualification working experience</u> in the area of IT infrastructure including Cloud Computing out of which at least 3 years experience should be in field of Tier-III data centre <b>or</b> telecom <b>or</b> IT <b>or</b> ICT service provider network.  Knowledge of Red Hat Enterprise Linux or equivalent shall be of added advantage.
11	Senior Manager (Information Technology)/ E-3 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg; <b>Or</b> ii) Master of Computer Application	Minimum 6 years <u>post-qualification working experience</u> in the area of ICT solutions out of which at least 3 years experience should be in field of Tier-I IT or ICT or Telecom solution provider.  Knowledge of Java, JSP, web interface apps shall be of added advantage.
12	Manager – Information Technology (Infrastructure)/ E-2 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg; <b>Or</b> ii) Master of Computer Application	Minimum 3 years <u>post-qualification working experience</u> in the area of IT or ICT or Telecom infrastructure including Cloud Computing.  Knowledge of Red Hat Enterprise Linux or equivalent shall be of added advantage.
13	Manager – Information Technology/ E-2 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg; <b>Or</b> ii) Master of Computer Application	Minimum 3 years <u>post-qualification working experience</u> in the area of IT or ICT or Telecom solutions.  Knowledge of Java, JSP, web interface apps shall be of added advantage.

14	Deputy Manager (Technical)/ E-1 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ communication Engg. ; <b>AND</b> ii) Having qualified GATE - 2014 in EC paper.	Nil.
15	Senior Manager (Marketing) / E-3 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg; <b>AND</b> ii) MBA /PGDM/ PGDBM/ PGP in Marketing/Telecom/ IT. Only 2-year full-time courses are acceptable.	Minimum six years <u>post-qualification working experience</u> in the area of marketing of telecom or IT or ICT products and services.
16	Assistant General Manager (Finance)/ E-4 level	i) CA/ICWA; <b>AND</b> ii) MBA/PGDM/PGDBM/ PGP in Finance. Only two year full time courses are acceptable.	Minimum 9 years <u>post-qualification working experience</u> in any telecom or IT or ICT company.  Working in Finance/ accounts in ERP environment shall be of added advantage.
17	Joint General Manager (Information Technology)/ E-6 level	i) BE/B.Tech in Information Technology <b>or</b> Computer Science <b>or</b> Electronics <b>or</b> Electrical & Electronics <b>or</b> Electronics & Telecommunication/ Communication Engg; <b>Or</b> ii) Master of Computer Application	Minimum 15 years <u>post-qualification working experience</u> in the area of ICT solutions, out of which at least 8 years experience should be in field of Tier-I IT or ICT or Telecom solution provider.
18	Company Secretary & Dy. General Manager (Law)/ Jt. General Manager (Law) / E-5/6 level	i) Member of ICSI; <b>AND</b> ii) Bachelor of Law	Eleven years (for E-5 level)/ Fourteen years (for E-6 level) <u>post qualification working experience</u> in company secretaryship in the area of Company Secretaryship.

**Notes:** i) All the above-mentioned educational / professional qualifications should be obtained from a recognized university/ deemed university/ autonomous institutes incorporated

by an Act of Parliament or State Legislature in India or UGC Act or from institution recognized/approved by AICTE or any other accrediting organisations under the Government of India.

ii) In case of postcode 9 and 14: The applicants appearing in final year of BE/B.Tech (in the relevant discipline) may also apply provided that all the other eligibility conditions are met by them. However, such candidates should possess the requisite qualification by the date of their interview. In case, these candidates are not able to produce their final marksheets and final certificate/ provisional certificates on the date of their interview, they will NOT be allowed to appear in interview and their candidature shall be treated as cancelled.

iii) Crucial date for determining eligibility with reference to length of post-qualification experience: Applicants should possess the requisite length of post-qualification experience and should meet other eligibility criteria on 28-06-2014 (in case of posts with postcodes 1 to 15) and 05-07-2014 (in case of posts with postcodes 16 to 18).

iv) Such a person, who has already resigned from Government/ PSUs/Private entity and is not presently working anywhere, is also eligible to apply, subject to the condition that the duration of gap between the date of his relieving from services of his last employer and the crucial dates mentioned in note (iii) above is not more than six months in any case.

v) For computing the length of experience (wherever prescribed) the experience in Central/State Govt /PSUs/Private sector together shall be taken into consideration.

(vi) Experience in private sector company ( or of holding company, if working in a subsidiary company) shall be counted only if rendered in a company listed in any stock exchange **or** in a company having annual turnover of Rs.100 crore or more, during the year(s) in which rendered service. At the time of his interview, the applicant will have to produce evidence of the company being listed at stock exchange **or** company's annual turnover being 100 crore or more for the entire length of post qualification experience indicated against each post, failing which, he will

be treated as not fulfilling the eligibility conditions and will not be allowed to appear in the interview.

(vii) In case of post of postcode 14 (Deputy Manager (Technical)), only shortlisted applicants will be allowed to appear in the written examination. The shortlisting will be done on the basis of GATE-2014 score.

**4. Pay Scales of advertised posts (IDA):** E-1: 16400-40500; E-2: 20600-46500; E-3: 24900-50500; E-4: 29100-54500; E-5: 32900-58000; E-6: 36600-62000. Annual increment in each pay scale 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 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.

**5. AGE LIMITS:** The candidates must be at least of 21 years and also meet the upper age criterion for all the posts as given under on 28-06-2014 (in case of posts with postcodes 1 to 15 and 05-07-2014 (in case of posts with postcodes 16 to 18).

Post Code	Designations	Maximum age on the dates mentioned above
1	Senior Manager Data Centre (Database)	34 years
2	Senior Manager Data Centre (Security)	34 years
3	Senior Manager Data Centre (Linux Admn & Hardware Infrastructure)	34 years
4	Manager Data Centre (Linux Admn & Hardware Infrastructure)	30 years
5	Manager Data Centre (Security)	30 years
6	Dy. General Manager (MPLS)	40 years
7	Senior Manager (MPLS)	34 years
8	Manager (MPLS)	30 years
9	Deputy Manager (MPLS)	28 years
10	Senior Manager –Information Technology – Infrastructure (Cloud Architect)	34 years
11	Senior Manager (Information Technology)	34 years
12	Manager –Information Technology (Infrastructure)	30 years
13	Manager – Information Technology	30 years



14	Deputy Manager (Technical)	28 years
15	Senior Manager (Marketing)	34 years
16	Assistant General Manager (Finance)	37 years
17	Joint General Manager (Information Technology)	43 years
18	Company Secretary & Dy. General Manager (Law)/ Joint General Manager (Law)	39 years for E-5 level / 42 years for E-6 level

5.1 Relaxation in upper age limit for SC/ST/OBC/PWD for filling the posts reserved for these categories shall be as under :

- a) SC/ST: 5 years
- b) OBC: 3 years
- c) Person with disabilities (General): 10 years
- d) Person with disabilities (SC/ST): 15 years
- e) Person with disabilities (OBC): 13 years

5.2 Above-mentioned relaxation in age for SC/ST/OBC shall be available only for selection against the posts reserved for the respective categories.

5.3 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.

5.4 The date of birth as recorded in the Matriculation/ Secondary School Examination Certificate (SSEC) or an equivalent Certificate only will be accepted.

**6. Instructions for physically challenged candidates:**

- (i) Orthopedically Handicapped (OH) Category – A person having not less than 40% physical disability of such type with which the independent mobility is not affected, is eligible to apply under OH Category. The candidates with only one of the following types of disabilities shall be acceptable under this category:

- a) Only one leg affected (right or left).
- b) Impaired reach of only one leg.
- c) Weakness of grip of only one leg.
- d) Only one arm affected (right or left).
- e) Impaired reach of only one arm.
- f) Weakness of grip of only one arm.

(ii) Visually Handicapped (VH) Category – A person, having not less than 40% visual impairment only is eligible to apply under VH Category. The candidates with the following types of disabilities only where independent mobility is not affected, shall be acceptable under this category:

**‘Partially Blind’**

(iii) Hearing Handicapped (HH) Category – A person, having not less than 40% hearing impairment in the better ear in the conversational range of frequencies, shall be eligible to apply under HH Category. The candidates with the following types of disabilities only shall be acceptable under this category:

**‘Partially Deaf’**

(iv) A physically challenged candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the appointing authority may prescribe) is found by the RailTel to satisfy the requirements of physical and medical standards for the concerned posts to be allocated to the physically challenged candidates.

(v) Reservation for Persons with Disabilities shall be on horizontal basis and the selected candidates will be placed in the appropriate SC/ST/OBC/General category

(vi) A person who wants to avail the benefits of reservation under the above categories shall have to present at the time of interview their Original Disability Certificate issued by a competent authority as specified by Government of India from time to time.

7. **Scheme of Selection:**

**(A) For post code 1 to 15:**

(a) Selection process involves OMR based written test of  $2\frac{1}{2}$  hours duration of the nature as indicated in para 7.1 below, followed by interview of the appropriate number of candidates shortlisted on the basis of the marks in written examination. The question paper will consist of multiple choice questions. The written examination and interview shall be of 150 and 50 maximum marks respectively.

b) In the case of postcode 14 (i.e., Dy. Manager/Technical) only shortlisted applicants will be allowed to appear in the written examination. The shortlisting will be done on the basis of GATE-2014 score.

c) The standard of questions on professional subject will be commensurate with the specified educational/ professional qualification or requisite experience in specified areas of experience /knowledge specified for the post.

d) The written examination will be conducted at Mumbai, Kolkata, Delhi and Hyderabad/Secunderabad. Candidates should exercise options of the test city in the on-line form. No change of test city/test centre will be permissible at a later date. RailTel, for administrative reasons, however, reserves the right to direct the candidate to appear for written test at any test city other than the one chosen by the candidate. The management has the discretion not to hold the written examination at any one or more cities mentioned above.

e) Question papers shall be set in English and Hindi only.

**(B) For Post code 16:**

(a) Selection process involves written test of  $2\frac{1}{2}$  hours duration in pen-paper mode of the nature as indicated in para 7.1 below followed by interview of candidates shortlisted on the

basis of marks in written examination. The written examination and interview shall be 150 and 50 maximum marks respectively.

b) The standard of questions on professional subject will be commensurate with the specified educational/ professional qualification or requisite experience in specified areas of experience /knowledge specified for the post.

c) The written examination will be conducted at Delhi. RailTel, for administrative reasons, however, reserves the right to direct the candidate to appear for written test at any other city

d) Question papers shall be set in English and Hindi only.

**(C) For post code 17 & 18:**

Selection will be on the basis of personal interview of shortlisted candidates. The interview will be of maximum 100 marks.

**7.1 Nature of written examination :**

*(A) For postcode 1 to 13 and 15 to 16: The Aptitude Test would be expected to test candidates against the following parameters:*

*(i) Professional Knowledge and Aptitude with reference to the nature of duties and responsibilities – 100 marks; and*

*(ii) General Awareness and Business & Managerial aptitude – 50 marks*

*(B) For postcode 14: General Awareness and Business & Managerial Aptitude (150 marks).*

**8. 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.

**9. Medical Standards:**

- (a) For postcode 1 to 14 & 17 : A3  
(b) For postcode 15 to 16 & 18 : C2

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](http://www.indianrailways.gov.in) > Ministry of Railways > Railway Board > For IR Personnel>Codes & Manuals>Indian Railways Medical Manual Vol. I).

**10. Service Agreement:** The selected candidates will have to execute a service bond of Rs. three 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 sureties and two witnesses also. Also a three months prior notice shall be required before seeking resignation from RailTel.

**11. HOW TO APPLY:**

(A) As the written examination/aptitude test for postcode 1 to 15 shall be held in one common session only, the candidates will be able to appear in examination only for any one of these posts.

(B) Manner of submitting application :

i) In case of postcode 1 to 15:

Only on-line registration shall be taken into consideration. Application through any other mode shall not be entertained. Applicants shall have to pay the application processing fee of Rs. 1000/- (Rs. 500/- in case of SC/ST/PH). The fee will be collected through payment gateway only during the on-line registration process. Any processing charges towards the same plus service tax, if any, will have to be borne by the applicant. RailTel 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 successfully. Fee through any other mode of payment, like demand draft, pay order, cheque, postal orders or challan will not be accepted.

The applicants are required to have valid e-mail identification and mobile number. They are advised to read the Instructions for Online Submission of Applications and then proceed further.

Procedure for filling up of applications online is briefed below:

**Step 1:** Go to the URL ([www.railtelindia.com](http://www.railtelindia.com)) and click the link “career”. On the page ‘career’ click on the appropriate link.

**Step 2:** Read the detailed notification and before uploading/submission application fee/ form, the applicants should carefully **ensure his/her eligibility for the post** being applied for.

**Step 3:** Read the instructions carefully for online submission of application and click on Fee Payment Link. Enter the details like Name, Mobile No., Community, Date of Birth etc. Upon submitting the form, applicant will be asked for confirmation of details.

**Step 4:** Once the details are confirmed and submitted, the applicant will be taken to the online payment gateway for deposit of the requisite fees. (The amount of fee to be paid will appear on the screen.)

**Step 5:** On successful payment of application fee, a journal number will be generated against the transaction. Applicant in his/ her own interest should take a printout of the journal number for future reference.

**Step 6:** Affix your recent colour passport size photograph on a white paper and then sign with black pen immediately below the photograph. Scan the above photo and signature (file size should not be more than 50KB) in JPG format.

**Step 7:** The applicant will first upload the photograph and signature in the appropriate space provided in Application Form using his Journal No., Date of Payment and Date of Birth. After the upload is successful, the applicant will enter the rest of the details in the application form.

**Step 8:** Fill in the application form correctly. Click on “Preview” after filling in the application form. Check the Application Form before clicking the “Submit” button. Once the application form is submitted, data cannot be changed.

**Step 9:** Take the printout of acknowledgement slip bearing a reference number.

**Note 1:** *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 will be rejected. Incomplete/incorrect application form will be summarily rejected.* For any problems related to Online Submission and downloading of Hall-Tickets please contact +91-40-2312-0136 (Call Time: 10.30 A.M to 1.00 P.M & 1.30 P.M to 5.30 P.M) on Monday to Saturday (except Second Saturday/Sunday or public holidays) or candidate may send mail to [recruitments.help@gmail.com](mailto:recruitments.help@gmail.com).

**Note 2:** The applicant may keep the print-out of the application for his reference only. This is NOT to be sent to RailTel.

(ii) In case of postcode 16 to 18 (i.e., **Assistant General Manager (Finance), Joint General Manager (Information Technology) and Company Secretary & Joint General Manager (Law)/Deputy General Manager (Law)**):

The candidates will have to apply in physical form and send their applications complete in all respect with all relevant self-attested documents and application processing fee in the form of a demand draft of Rs. 1000/- (Rs. 500/- for SC/ST/PH) drawn in favour of '**RailTel Corporation of India Limited**' payable at '**Gurgaon**' or '**Delhi**' by ordinary post to **Joint General Manager (P&A), RailTel Corporation of India Limited, Plot no. 143, Sector-44, Gurgaon-122003**. The name of the post applied for should be superscribed on the envelope as 'Name of the post applied for.....'. Proforma of application is available at the end of this vacancy notice. Applicants should clearly note that RailTel will in no case be responsible for non-receipt of their application or any postal delay in receipt thereof on any account whatsoever.

## **12. Other Instructions:**

a) **Issue of admit card for written examination / call letters for interview:**

(i) In case of post code 1 to 15, The hall ticket/admit card will be issued online only and has to be downloaded and printed by the applicants. The applicants can download their admit card using their credentials. Intimation regarding downloading of admit card for written test will be available on the RailTel's website. ***The applicants are requested to visit website regularly for latest updates/information.*** Applicants will not be allowed to enter the examination hall without a valid admit card. In addition, the applicants are required to

carry a valid photo identity proof and a post card size photograph to the examination centre.

ii) In case of postcode 16: Admit cards for written Examination and call letters interview shall be sent through e-mail only.

iii) In case of postcode 17 & 18: Call letters for interview shall be sent through e-mail only.

- b) Candidates are advised in their own interest to register on-line **much before 08-07-2014**. They should not wait till the last date of on-line registration to avoid the possibility of disconnection/ inability/failure to log on the RailTel's website on account of heavy load on internet/website jam/disconnection.
- d) The RailTel does not assume any responsibility for the candidate not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the RailTel.
- e) Candidates currently serving in Govt/Quasi Govt. offices/ Public Sector Undertakings are required to seek prior permission from their employers to apply for any of the notified vacancies and shall have to submit "No Objection Certificate" from their employer at the time of interview, failing which they shall not be allowed to appear in interviews and their candidatures shall be treated as cancelled.
- f) 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.
- g) The Admit cards for written test / aptitude test or interview issued to the candidates shall be provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or even called for the interview or allowed to join the RailTel, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in RailTel on grounds of his 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 before or after his/her appointment in RailTel.

- h) The decision of the RailTel about the mode of selection / scheme of examination, 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.

**13 Verification of documents:** The candidates called for interview shall be required to produce original documents relating to educational qualifications, experience, caste certificates 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.

**14. 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 and 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.

**15. Place of Posting :-** Anywhere in India/abroad as per the requirement of the Corporation. The executives are required to serve in allotted region for an initial period of at least 10 years. However, RailTel may at any time transfer the executives in administrative /business interest.

**16. SC/ST certificate:** Reservation of posts for SC/ST will be as per Government directives. Candidates belonging to SC/ST category should submit an attested copy of Caste/Tribe certificate issued by the competent authority at the time of interview. The original certificate

shall also be produced for verification. Proforma of relevant certificate is available on RailTel's website under the link 'careers'

**17. OBC Certificate:** The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid certificate at the time of interview in support of their belonging to OBC community (non-creamy layer) issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to 'Creamy Layer' of the OBCs. A declaration shall also be submitted by the candidate when he reports to RailTel for his pre-appointment formalities stating that he does not belong to the creamy Layer of OBC. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India since RailTel Corporation is a Central PSU. Proforma of relevant certificate / declaration are available on RailTel's website under the link 'careers'.

**18. Travelling expenses:**

(i) No traveling expenses will be paid to the candidates for appearing in the written test.

ii) The SC/ST/PH candidates who are not already in service, when called for the interview, shall be reimbursed AC-III class to and fro Rail or bus fare by the shortest route on production of original tickets, for distances exceeding 30 Kms from the Rly station / Bus stand nearest to their normal place of residence to the place of interview.

19. Application processing fee once received shall not be returned in any circumstances. No action will be taken on applications received after the last date of receipt of applications and neither the fee received with such applications nor the application will be returned. No fee will be returned in case of applicants not shortlisted for written examination / interview/selected nor it shall be kept in reserve for any further selection process in RailTel. No correspondence from such applicants and from ineligible candidates will be entertained regarding return of Application processing fee.

20. 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.

21. Canvassing in any form will disqualify a candidate.

22. The process of examination/ recruitment does not involve any correspondence by RailTel with candidate at any stage regarding deficiency in application / documents / payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself as to his fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/ documents etc. Applicant should attach self-attested photocopies of requisite documents with his application (in case of paper applications in case of postcode 16 to 18) so as to substantiate his eligibility for the post beyond any doubt. Photocopies of supplementary documents are not to be submitted by the candidates in case of postcode 1 to 15, where the mode of submission of application is through on-line. No correspondence will be entertained from the candidates found ineligible or not shortlisted and thus and not called for written test/interview or for their non-selection.

23. **Facilitation for guidance of applicants:** For any guidance/ clarifications regarding their registration/ application, applicants can obtain information by sending email to [recruitments.help@gmail.com](mailto:recruitments.help@gmail.com). During the period of registration, the clarification /guidance may be sought on telephone no. 040-23120136 (Monday to Saturday, 10.30 AM to 01.00 PM and 1.30 PM to 5.30 PM, except Sunday, public holidays and Second Saturday).

24. **Conditions /eligibility criteria for use of scribe for physically challenged candidates:**

- a) Visually Handicapped candidates/those candidates whose writing speed is affected by cerebral palsy can avail the assistance of a SCRIBE for writing answers on their behalf. However, one-eyed candidates and candidates whose visual degree of disability is less than 40% shall not be considered as Visually handicapped persons and the provisions for engaging SCRIBE will not be applicable to him.
- b) For engaging the SCRIBE, the candidate will have to fill up information about the SCRIBE while registering himself.

- c) The engagement of the SCRIBE will be on the following conditions:
  - i) The candidate will have to arrange his own SCRIBE at his own cost during the examination. Separate Admit Card will be issued to the SCRIBE accompanying the candidate. The admit card will contain the particulars, photo and signature of the SCRIBE.
  - ii) The highest academic/professional qualification of the scribe should be at least one grade below the qualification prescribed for the post for which candidate has applied.
  - iii) The SCRIBE should be from any academic/professional discipline different from that of the candidate. He should not have secured more than 60% marks in the qualification mentioned in sub-para (ii) above.
  - iv) The candidate as well as the SCRIBE will have to give an undertaking at the time of written test declaring that the SCRIBE fulfills all the stipulated eligibility criteria for a SCRIBE mentioned in this paragraph.
- d) In case it transpires at a later date that the SCRIBE did not fulfill the laid down conditions /eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination.
- e) The candidate shall be responsible for any misconduct on the part of the SCRIBE brought by him.
- f) Candidates who use SCRIBE will be eligible for extra time of 10 minutes for every hour of the examination.

**25. 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 “on-line” application/ paper application, as the case may be.
- ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:

- a) Using unfair means during the examination; or
- b) Impersonating or procuring impersonation by any person; or
- c) Misbehaving in the examination hall or taking away question booklet/answer sheets from the examination hall; or
- d) Resorting to any irregular means in connection with his/her candidature during selection process; or
- e) Using undue influence for his/her candidature by any means; or
- f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
- g) Giving wrong information regarding his category (SC/ST/OBC/PH etc.) while appearing in the examination or thereafter; or
- h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
- i) Being in possession of mobile phone, pager, bluetooth, headphone, earplug, laptop, ipad, other computing /communication devices etc.;

he, in addition to rendering himself/herself liable to **legal**/criminal prosecution, will also become liable to be :

- a) Disqualified from the examination and /or
- b) Debarred either permanently or for a specified period from any examination/recruitment and /or
- c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of RailTel.

26. Applicants should note that some of the above posts may involve work of arduous nature, in shifts and also away from headquarters in field.

27. Mobile phone, pager, tablets, bluetooth, headphone, earplug, laptop, ipad and other computing /communication devices are not permitted inside the examination centre. Candidates shall themselves be responsible for safe-keeping of such devices outside the examination centre.

28. After submitting the application / on-line registration, any request for change in address will not be entertained.

29. The decision of RailTel in all aspects pertaining to the application, its acceptance or rejection, conduct of examination/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.

30. **Information on website only:** Any corrigendum to this notice/ further information/ details regarding applications or applicants / any other information regarding schedule of examinations or interviews/ call letters for interview/ notices / results /panels shall be posted only on the official website of RailTel Corporation of India Limited ([www.railtelindia.com](http://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.

31. The legal jurisdiction will be Delhi in case of any cause.

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