

Annexure-I

Direct Rectt for filling two posts of Group General Manager/Executive Director (E-8 Level, IDA) in Corporate Office

1. Applications are invited from the candidates **servng in Central /State government, Central /State PSUs on regular basis:**

Post code	Name of the post and location of posting	Number of posts for filling	Pay Scale of post	Mandatory Educational/ Professional qualifications
01	Group General Manager/ED (Technical) /E-8 level (IDA). <u>Location:</u> Delhi/ NCR	02 (two) Unreserved	₹1,20,000-2,80,000/- /IDA (2 nd PRC)	BE / B.Tech / B.Sc. (Engg) in Electronics or Electronics & Comm. / Telecom or Electrical & Electronics or Information Technology or Computer Science or in any other subject where Electronics is the main subject (like Electronics & Instrumentation) (4 years full time course only shall be acceptable)

Note:

- (i) All educational / professional qualifications should have been acquired from a recognized university / deemed university / autonomous institutions incorporated by an Act of Parliament or State Legislature in India or UGC Act or from institutions recognized by AICTE or any other accrediting organization under the Government of India.
- (ii) **The present location of posting is Delhi/NCR; however, the selected applicant would be liable to be posted / transferred any where in India in administrative interest.**

2. **Essential Experience Criteria:** The applicant should satisfy the experience criteria given below:

(i) For GGM:

Applicant currently working in Government/PSU (CDA pattern pay scale) should be in Senior Administrative Grade (Level-14); OR in Selection Grade (Level-13 with at least 18 years Group 'A', service therein); or

Applicants currently working in PSU (IDA pattern pay scale) should be working in E-8 level (scale ₹1,20,000-2,80,000); in addition to satisfying educational qualification mentioned in para 1 above.

(II) For ED:

(ii) Applicant currently working in Government/PSU (CDA pattern pay scale) -5 years in Senior Administrative Grade (Level-14); or

Applicants currently working in PSU (IDA pattern pay scale) 5 years working in E-8 level (scale ₹1,20,000-2,80,000); in addition to satisfying educational qualification mentioned in para 1 above.

Note: (i) The applicants should have the experience of working in large organization(s) in execution of projects involving creation of telecom based networks; or of handling operation and

maintenance of telecom based networks; or operation and maintenance of railway signaling assets.

3. **Maximum age:** 56 years on the crucial date of eligibility mentioned in para 4 below.

4. Crucial date for reckoning eligibility with respect to the educational / professional qualification, age, length of experience and all other eligibility criteria will be the date on the 21st day from the date of publication of vacancy notice in Employment News.

5. **Benefits:** The pay will be drawn in IDA scale of pay in terms of RailTel Corporation of India and / or Government of India's instructions, as applicable from time to time. The selected candidate may be allowed a higher start of pay at the discretion of the management considering the length of relevant experience. Other perks, allowances and benefits will be as per RailTel's rules issued from time to time.

6. **Selection procedure:** Final selection will be made on the basis of interview of short-listed applicants.

6.1 The selected applicant will have to undergo pre-appointment medical examination as per RailTel's standards before he/she is allowed to join the post and a detailed background check will also be conducted.

6.2 If it is found that some wrong information has been furnished or some vital information, on the basis of which the selection has been made, has been concealed by the applicant, his/her candidature will be liable to be cancelled. If such applicant has been selected/appointed, such selection/appointment will be terminated without any show cause notice at any point of time of his/her employment in RailTel.

6.3 The selected applicant will have to submit a self-attested copy of Indian passport and Aadhar Card within a period of three months of joining RailTel's service.

7. **Period of Probation:** One year. The period of probation shall be regulated as per RailTel's extant rules / instructions issued from time to time.

8. **Service Bond with Surety:** The selected applicant will have to execute a service bond of Rs. Two lakh to serve RailTel for a period of three years from the date of joining. The service agreement has to be signed by one surety and two witnesses.

9. **How to apply:**i) Only applicants fulfilling the above-mentioned eligibility criteria should submit their application in the proforma attached as **Annexure-III** to this notice, enclosing self attested copies of all educational/professional certificates and documents in support of date of birth, service/ experience (as detailed above), caste (In case belonging to SC/ ST/ OBC (NCL) community) by post to **General Manager (HR), RailTel Corporation of India Limited, Plate-A, 6th Floor, Office Block-2, East Kidwai Nagar, New Delhi -110023.** The envelope containing the application should be superscribed as '**Application for the post of Group General Manager/Executive Director (CO)**'. The last date of receipt of applications will be 08.03.2024.

ii) The applicant presently working in the Govt. Departments / PSUs **on regular basis** is required to forward his application through his parent department along with (i) DAR clearance, (ii) vigilance clearance, (iii) APARs of last five years, (iv) proof of age, (v) photocopies of educational/professional qualifications and v) parent department's certificate certifying the length of service/ experience rendered under the department as may have been claimed in his application. In case, applicant requests for reckoning his previous service (for satisfying the

criteria regarding length of experience) having been rendered in other Govt organisation/PSU, the applicant needs to furnish documents in proof for the same. In case, there is likely to be any delay in forwarding the application through proper channel, the applicant is advised to submit his/her application to RailTel and intimate his/her department regarding his/her submitting application to RailTel. In such a case, applicant will be required to produce a 'No Objection Certificate' from his/her department at the time of interview. Selected applicant will be allowed to join RailTel Corporation only after he/she is duly relieved by his/her parent organization.

iii) **A demand draft of Rs. 1200/- (Rs. 600/- in case of SC/ST) drawn in favour of 'RailTel Corporation of India Limited' payable at New Delhi is also to be attached with application towards processing charges.** The fee once received shall not be returned in any circumstances. No action will be taken on applications received after last date of receipt of applications and neither the fee received with these applications nor the applications shall be returned. No fee will be returned in case of applicants not shortlisted for selection process / selected nor shall it be reserved for any further selection process. No correspondence regarding return of fee shall be entertained.

iv) Applications incomplete in any respect, without sufficient documents to prove their eligibility in all respects or without processing fee shall be rejected summarily.

v) Applicants should attach all such documents with their applications so as to substantiate their eligibility for the above-mentioned post beyond any doubt. Applications deficient in documentary proof as to the eligibility for the posts shall be rejected. No application shall be received on-line or by e-mail. Also, no correspondence will be made with applicants any stage regarding deficiency in applications.

vi) Applicants may also attach a separate CV detailing their history of employment and experience.

10. Applicants attending interview will be reimbursed to and fro Economy class air fair or actual expenditure incurred by them for attending the interview, whichever is less. Interview may be held through VC if desired by the interview committee.

11. RailTel's management has the right to alter the number of vacancy or to withdraw this vacancy notice at any point of time at its discretion.

12. **All information /corrigendum/addendum etc. regarding this vacancy notice / selection process shall be posted only on the official website of RailTel Corporation of India limited and all communications to applicants regarding schedule of examination/ interview etc. shall be sent through email.**

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION/ABSORPTION BASIS

Important (please don't leave blanks)	Vacancy Notice No. (appears on the top right side of notice)	
	File No. (appears on the left side of vacancy notice)	
	Post against which application has been submitted	
	Choice of Station (wherever applicable)	

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category (SC/ST/OBC)	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr. B (wherever applicable)	:	
9.	Present Pay Level/Basic Pay	:	
10	Date from working in present pay level		
11.	Present Designation & Railway	:	
12.	Contact Details	:	
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	
		:	

13. Educational Qualifications:-

S. No.	Qualification/Degree	Years/Division	Institution/University, Place/Country

14. Experience Details:-

S. No.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG) (Pay level in case of Non-Gazetted staff)	From	To

15. Details of previous deputation/foreign assignment (if any):-

S. No.	Organisation	Designation	From	To

16.	Whether debarred from deputation? If yes, please furnish details.	:	
17.	Whether cooling off period completed? If yes, date or return from previous deputation with details, whenever applicable	:	

18. APAR Ratings for last 5 years, if available:-

Year	Rating

19. Awards, If any:-

S. No.	Name of award	Brief Details

20. Punishments, If any in career:-

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

RailTel Corporation of India Ltd.
Application for the post of Group General Manager (Tech) /Executive Director on Direct recruitment basis

1. Name in full (In Block letters) : _____
2. Father's/Mothers Name : _____
3. Date of Birth (DD-MM-YYYY) : _____
4. Age as on 08.03.2024 : _____ years, _____ months, _____ days.
5. Category (Gen/SC/ST/OBC-NCL*): _____
 (*NCL – non-creamy layer)
6. Religion : _____
7. Correspondence Address : _____
 (in BLOCK letters with PIN)

8. Contact Phone Numbers : _____
9. E-Mail Addresses (indicate clearly): _____

Paste a **self attested** passport size photograph in this space

10. **Qualifications:** (Give information about Technical qualifications only in chronological order) (May attach additional sheet, if required)

Exam Passed	Year of Passing	Name of Board / University	%age of marks obtained

11. **Works Experience** (after obtaining Engg. Degree) in chronological order (may attach additional sheets, if required). May attach additional CV, if desired by candidate)

Post	Name & full address of Employer	Period of work experience			Name of the Project(s) on which worked with brief nature of assignment
		From	To	Total Duration (in Yrs. & Months)	

12. Details about application / examination fee:

Demand Draft number: _____ Date: _____

Amount of Demand Draft: _____ Issuing bank _____

Signature of Candidate

Verification

I declare that I have read the detailed vacancy notice uploaded on RailTel's website very carefully. The information furnished above by me is true to the best of my knowledge and belief and than nothing material has been concealed. I understand that if it is found that I have concealed any information or have provided the wrong information may candidature is liable to be cancelled / service is liable to be terminated forthwith without any notice.

Place : _____

Date : _____

Signature of Candidate



Important: Documents to be mandatorily attached with application:

- a) Self –attested copy of Matriculation Certificate (for age proof).
- b) Self-attested copies of Certificates in support of the required technical qualification.
- c) Self-attested copies of Certificates in support of higher technical/professional qualifications, if any.
- d) Certificates in proof of experience, clearly indicating the length and field of experience. (If an experience certificate is not available in case of any previous employer, the copies of offer of appointment alongwith first and last pay-slips shall be acceptable to ascertain the length of experience under that employer) **(Only the experience gained after obtaining the requisite degree will be taken into consideration).**
- e) Self –attested caste certificate (In case applicant belongs to SC/ ST/ OBC (non-creamy layer).
- f) Self–attested 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.
- g) Self–attested copy of Photo I.D. proof and address proof (Passport/Aadhar card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- h) Demand draft of appropriate value as indicated in vacancy notice.