



RAILTEL CORPORATION OF INDIA LIMITED
(A Government of India Undertaking under Ministry of Railways)
Registered & Corporate Office: Plate-A, 6th Floor, Office Block-II,
East Kidwai Nagar, New Delhi-110023.
website: www.railtelindia.com, CIN: L64202DL2000GOI107905

SELECTION PROCESS

Vacancy Notice No. RCIL/2024/P&A/44/63 for Regular Recruitment in General Administration
Department of RailTel Corporation (Company Secretary and Legal)

1. The list of candidates provisionally shortlisted for the selection process for the post of Assistant Company Secretary (E-1 level) and Assistant Manager/Legal (E-0 level) has been uploaded on RailTel's website vide notice no. RCIL/2024/P&A/44/63 dt. 21.01.2025.

2. The selection process has been finalised as under:

(i) **Assistant Company Secretary (E-1 level):** Interview (100 marks)

The interview call letters will be sent on the registered e-mail IDs provided by the candidates in the application form. The dates are yet to be finalised. Please keep checking your mails for any update.

(ii) **Assistant Manager/Legal (E-0 level):** Online exam + interview as per details given under:

SN	Exam	Maximum marks	Duration of exam	Date of online exam	Location of exam centres.
(i)	Online examination - Multiple Choice Questions. No negative marking.	150	120 minutes	26.03.2025	Mumbai, Kolkata, Delhi/ NCR, Hyderabad/ Secunderabad or any place decided by the management.
(ii)	Interview	50	--		-do-


Notes:

(a) The standard of questions on professional subject will be commensurate to the specified educational/ professional qualification and requisite experience in areas of experience /knowledge specified for the post.

(b) **Nature of online test:** Online test would be expected to test candidates against the following parameters:

- Professional Knowledge with reference to educational qualification and the nature of duties and responsibilities – 100 marks (Syllabus will be provided shortly); and
- General Knowledge, Numerical Ability, Reasoning, Aptitude etc.– 50 marks

(c) The intimation regarding examination city and date of downloading admit card will be sent shortly on the registered e-mail IDs provided by the candidates in the application form.



Sr. Dy. General Manager/HR
RailTel Corporation of India Ltd.

No. RCIL/2024/P&A/44/63

Date: 03.03.2025