



VACANCY NOTICE NO: 5/2024

रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड / RAILTEL CORPORATION OF INDIA LTD
रेलमंत्रालय के अधीन सार्व/क्षेत्र उपक्रम. PSU UNDER MINISTRY OF RAILWAYS

**GENERAL MANAGERS
ALL RAILWAYS/NEW ZONES/PRODUCTION UNITS**

**DIRECTOR GENERALS / DIRECTORS
ALL RAILWAY TRAINING INSTITUTES & CPSEs**

No.RCIL-CO0HR(DEPU)/6/2024 (Comp No. 41409)

Date: 29.02.2024

ORGANIZATION	RAILTEL CORPORATION OF INDIA LTD (RCIL)
TITLE & NO OF POSTS	GENERAL MANAGER/ JGM/Sr. DGM (HR): 02 POSTS (E-7, E-6, E-5), SR. MANAGER/MANAGER/DY. MANAGER/ ASSTT.MANAGER/ (HR): 01 POST (E-3, E-2, E-1, E-0)
LOCATION	CORPORATE OFFICE/DELHI
DURATION	i) IN CASE OF DEPUTATION: THREE YEARS OR TILL RCIL IS EXEMPTED FROM THE RULE OF IMMEDIATE ABSORPTION, WHICHEVER IS EARLIER (APPLICATION FORM AS ANNEXURE-I). ii) IN CASE OF ABSORPTION-TILL THE AGE OF SUPERANNUATION (APPLICATION FORM AS ANNEXURE-I). iii) ON RE-EMPLOYMENT- TILL WORK REQUIREMENT ON THE DISCREATION OF THE MANAGEMENT (APPLICATION FORM AS ANNEXURE-II).
SERVICE	IRPS/ HR EXECUTIVES OF CPSE/RAILWAYS
TERM OF APPOINTMENT	DEPUTATION/ABSORPTION/RE-EMPLOYMENT
AGE	i) DEPUTATION: SHOULD NOT EXCEED 56 YEARS ON THE CLOSING DATE OF RECEIPT OF APPLICATION ii) ABSORPTION: OFFICER SHOULD BE BELOW 57 YEARS ON THE CLOSING DATE OF RECEIPT OF APPLICATION iii) RE-EMPLOYMENT: OFFICER SHOULD BE BELOW 62 YEARS ON THE CLOSING DATE OF RECEIPT OF APPLICATION. (RETIRED/RESIGNED FROM CENTRAL/STATE GOVT. OR CENTRAL/STATE PSU.
SCALE OF PAY	(i) PARENT GRADE PAY PLUS DEPUTATION ALLOWANCE AS PER RULES (ON DEPUTATION). (ii) DPE SCALES+ALLOWANCES OF THE LEVEL OF SELECTION (ON ABSORPTION). (iii) DPE SCALES+ALLOWANCES OF THE LEVEL OF SELECTION AS PER RAILTEL'S TERMS & CONDITIONS OF RE -EMPLOYMENT (ON RE-EMPLOYMENT).
SPECIFIC REQUIREMENTS	THE OFFICER CONCERNED SHOULD HAVE A MINIMUM OF 3 YEARS EXPERIENCE IN THE AREAS OF ESTABLISHMENT AND PERSONNEL MANAGEMENT INCLUDING FORMULATION/IMPLEMENTATION OF

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रेलटेल कॉर्पोरेशन ऑफ इंडिया लिमिटेड, भारत सरकार (रेल मंत्रालय) का उपक्रम
CIN : L64202DL2000GOI107905

Registered & Corporate Office : Plate-A, 6th Floor, Office Block, Tower-2, East Kidwai Nagar, New Delhi - 110023
T : +91 11 22900600, F +91 11 22900699 | Website : www.railtelindia.com

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PERSONNEL POLICIES AND RULES, RECRUITMENT, OUTSOURCING AND ALLIED ACTIVITIES, PLANNING AND IMPLEMENTATION OF SYSTEMS AND PROCEDURE FOR SMOOTH FUNCTIONING OF CORPORATE OFFICE AND ALSO DEAL RELATED MATTERS FROM REGIONAL OFFICES.

MINIMUM ELIGIBILITY

FOR GM (E-7 LEVEL IN IDA SCALE OF RS.1,00,000-2,60,000/-):
a) SG OFFICERS (LEVEL-13-) (CDA); OR EXECUTIVE WORKING IN IDA SCALE OF RS.1, 00,000-2, 60,000/- (FOR DEPUTATION/ABSORPTION) OR

b) RETIRED/RESIGNED FROM (LEVEL-13) (CDA) OR EXECUTIVE WORKING IN IDA SCALE OF RS.1,00,000-2,60,000/-(FOR RE-EMPLOYMENT)

FOR JGM (E-6 LEVEL IDA SCALE OF RS.90,000-2,40,000/-):
a) JAG LEVEL WITH 10 YEARS GAZ SERVICE; OR EXECUTIVE WORKING IN IDA SCALE OF RS.90,000-2,40,000/- (FOR DEPUTATION/ABSORPTION); OR

b) RETIRED/RESIGNED FROM JAG LEVEL WITH 10 YEARS GAZ SERVICE; OR EXECUTIVE WORKING IN IDA SCALE OF RS.90,000-2,40,000 (FOR RE-EMPLOYMENT).

FOR SR.DGM (E-5 LEVEL IN IDA SCALE OF RS. 80,000-2,20,000/-):
a) JAG (LEVEL-12-CDA) OR SR. SCALE(LEVEL-11CDA) WITH 08 YEARS GAZ SERVICE; OR EXECUTIVE WORKING IN IDA SCALE OF RS.80,000-2,20,000/-(FOR DEPUTATION/ABSORPTION); OR

b) RETIRED/RESIGNED FROM SR. SCALE(LEVEL-11CDA) WITH 08 YEARS GAZ SERVICE; OR EXECUTIVE WORKING IN IDA SCALE OF RS.80,000-2,20,000/-;

FOR SR. MGR (E-3 LEVEL IN IDA SCALE OF RS. 60,000-1,80,000/-):

a) JUNIOR SCALE (LEVEL-10) OR, GROUP 'B' (LEVEL-9) OR EMPLOYEES (OTHER THAN ACCOUNTS DEPTT) IN LEVEL-8 (CDA); OR EXECUTIVE WORKING IN IDA SCALE OF RS. 60,000-1,80,000/- (FOR DEPUTATION/ABSORPTION); OR

b) RETIRED/ RESIGNED FROM JUNIOR SCALE (LEVEL-10) OR, GROUP 'B' (LEVEL-9) OR LEVEL-8; OR EXECUTIVE WORKING IN IDA SCALE OF RS. 60,000-1,80,000/

FOR MANAGER (E-2 LEVEL IN IDA SCALE OF RS.50,000-1,60,000/-):

a) 4 YEARS IN LEVEL-7 (CDA) OR WORKING IN IDA SCALE OF RS. 50,000-1,60,000/-;(FOR DEPUTATION/ABSORPTION)

b) RETIRED/RESIGNED WITH 4 YEARS SERVICE IN LEVEL-7 (CDA) OR RETIRED FROM IDA SCALE OF RS. 50,000-1,60,000/-

FOR DY. MANAGER (E-1 LEVEL IN IDA SCALE OF RS.40,000-1,40,000/-):

a) WORKING IN LEVEL-7 (CDA) OR WORKING IN IDA SCALE OF RS. 40,000-1,40,000/-;(FOR DEPUTATION/ ASORPTION/)

b) RETIRED/RESIGNED FROM LEVEL-7 (CDA) OR RETIRED FROM IDA SCALE OF RS. 40,000-1,40,000/-

FOR ASSTT. MANAGER (E-0 LEVEL IN IDA SCALE OF RS.30,000-1,20,000/-):

a) 4 YEARS IN LEVEL-6 (CDA) OR WORKING IN IDA SCALE OF RS. 30,000-1,20,000/-;(FOR DEPUTATION/ABSORPTION)

b) RETIRED/RESIGNED WITH 4 YEARS SERVICE IN LEVEL-6 (CDA) OR RETIRED FROM IDA SCALE OF RS. 30,000-1,20,000/-

NOTE

CUT OFF DATE FOR AGE AND ELIGIBILITY WOULD BE RECKONED AS ON CLOSING DATE OF VACANCY NOTICE.

[Handwritten Signature]

WEB ADDRESS
CLOSING DATE

WWW.RAILTELINDIA.COM
15 DAYS FROM DATE OF ISSUE

CANDIDATES MAY APPLY FOR SELECTION ON THE ABOVE –MENTIONED VACANCIES IN THE PRESCRIBED PROFORMA AVAILABLE AT THE WEB ADDRESS INDICATED ABOVE (ANNEXURE-I & ANNEXURE-A FOR DEPUTATION/ABSORPTION & ANNEXURE-II FOR RE-EMPLOYMENT). ZONAL RAILWAY/CPSE ETC. MAY FORWARD THE APPLICATIONS OF ELIGIBLE CANDIDATES (FOR DEPUTATION/ABSORPTION) WITH BIO DATA INDICATING PREVIOUS POSTINGS TOGETHER WITH A STATEMENT GIVING DETAILS OF PREVIOUS DEPUTATION, IF ANY, IN CENTRAL PSUs DULY SIGNED BY THE APPLICANT ALONGWITH VIGILANCE/ DAR CLEARANCE AND 5YEARS OF APARS TO CORPORATE OFFICE, RAILTEL CORPORATION OF INDIA LTD, PLATE A 6TH FLOOR, OFFICE BLOCK 2, EAST KIDWAI NAGAR, NEW DELHI -110023 AND APPLICATIONS OF INDIAN RAILWAY OFFICERS MAY BE FORWARDED TO THE RAILWAY BOARD. ADVISE ALL ELIGIBLE SC/ST/OBC OFFICERS ALSO.

ELIGIBLE RETIRE/RESIGNED PERSONS NEED SUBMIT THEIR APPLIICATIONS IN ANNEXURE II DIRECTLY TO RAILTEL ON THE ABOVE ADDRESS. APPLICATIONS RECEIVED WITHOUT ENCLOSERS WILL NOT BE ENTERTAINED AT ALL.


(Dev Raj)

Sr. Dy. General Manager/HR

**PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION/ABSORPTION BASIS FOR GM/JGM/SR.DGM**

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 of 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:

**APPLICATION FOR DEPUTATION/ABSORPTION FOR
SR.MANAGER/MANAGER/DY.MANAGER/ASSTT. MANAGER**

1. Name of the Official:
2. DOB:
3. Educational qualification:
4. Category (SC/ST/OBC):
5. Date of appointment:
6. Present Post held/Date from which working:
7. Unit in which working (specify Ministry/Deptt):
8. Present Pay & Scale of pay:
9. Date from working in present Scale:
10. Working experience including extent of working with computer:
11. Service particulars from the date of initial appointment (along with brief of duties performed)

Post held	Date from	Date to	Brief description of duties

12. APAR Ratings for last 5 years:-

Year	Rating

13. Awards, If any:-

S. No.	Name of award	Brief Details

14. 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.

Declaration in case of deputation

- i). I,hereby declare that my posting on deputation asin RailTel Enterprises Ltd. shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
- ii). I will not claim absorption in RailTel Enterprises Ltd. in the said post, merely by virtue of deputation to this Organization.
- iii). I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or for contravention of any provisions in the rules/orders governing deputation.

Declaration in case of absorption

- i). I,hereby declare that I am willing for absorption in RailTel Corporation
- ii). The information given above are true and correct to the best of my knowledge.

Date & Place:

(Signature of the applicant)

Name of applicant :

Mobile/Land line No:

Email ID :

Annexure-II

APPLICATION FORMAT FOR RE-EMPLOYMENT (Advt. No. 5/2024)

1. Position Applied for (in Block Letter) : _____
2. Name in Full (in Block Letter) : _____
3. Father's Name : _____
4. Date of Birth : _____
5. Age as on 14.03.2024 : _____ years, _____ months, _____ days.
6. Date of Appointment : _____
7. Category (SC/ST/OBC) : _____
8. Name of Service (e.g IRAS,IRSSE) : _____
9. Last Pay Drawn and Pay Level : _____
10. Whether last pay level was CDA or IDA: _____
11. Date of Retirement : _____
12. Retirement due to
(Superannuation/VRS /Compulsory/SRRS): _____

Affix latest
passport size
photograph

13. Unit/Office/Railway/Organization from where retired: _____
14. PPO No. : _____
15. Basic pension sanctioned : _____
16. Correspondence Address
(In Block letters) : _____
17. Contact phone/ Mob. & Fax No
E-mail ID : _____
18. Details of any penalty imposed during service
: _____

19. **Qualifications:**(Give information in chronological order)(May attach additional sheet, if required)

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

20. **Works Experience** 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)	

21. Preference for posting: 1. _____

2. _____


22. Declaration:

- I declare that I have read the detailed vacancy notice uploaded on RailTel's website very carefully.
- I, the undersigned do hereby solemnly affirm & declare that the particulars furnished above are true and correct. I shall be held responsible for submission of any wrong and incorrect particulars /information & that my engagement may be terminated if any discrepancies found.
- I agree with all the Terms & Conditions of Re-engagement in RailTel.

Place : _____

Date : _____

Signature of Candidate

 Important: Documents to be mandatorily attached with application:

- Self-attested copies of Certificates in support of the required technical qualification.
- Self-attested copies of Certificates in support of higher technical/professional qualifications, if any.
- 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 along with first and last pay-slips shall be acceptable to ascertain the length of experience under that employer)
- 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.
- Last pay certificate/last pay slip.
- Copy of Pension Payment Order (if issued)
