

**RailTel Corporation of India Ltd.**  
**(A Govt. of India Undertaking)**

**Requirement of Office Assistants on Contract Basis**

RailTel Corporation of India Ltd, a Mini Ratna PSU of the Ministry of Railways, invites applications from qualified, young and energetic candidates for the 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/2014	Office Assistant (on Contract basis)	Corporate Office, Gurgaon	02
OA/SR/2014	Office Assistant (on Contract basis)	Secunderabad/Chennai under RO/Secunderabad	02
OA/WR/2014	Office Assistant (on Contract basis)	Mumbai/Ahmedabad under RO/Mumbai	02
OA/ER/2014	Office Assistant (on Contract basis)	Kolkata/Guwahati under RO/ Kolkata	02

**Tenure of the contract:** Initially for 3 years from the date of joining; extendable further 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.

**Qualification & Experience**

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

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 issues pertaining to staff, in any Central/State Govt. Department or Central/State PSU on regular /contract/outsourced basis. Candidates having working experience in any of the offices of RailTel will have added advantage.

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

**Remuneration:** All inclusive consolidated monthly remuneration of Rs19,000/-p.m. + EPF. Deduction on account 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 .

**Selection procedure:** The selection will be made through Computer proficiency test of qualifying nature and interview of short-listed candidates at a place to be decided by RailTel.

**Application Processing Fee:** Rs.200/- for General & OBC category (Rs.100 for SC & ST category) by Demand Draft drawn on any scheduled bank in favour of RailTel Corporation of India, Ltd. Gurgaon payable at Gurgaon.

**How to apply:**

- i. Candidates fulfilling the eligibility criteria and willing to be considered for the post should submit application typed on A-4 size paper as per proforma given at **Annexure-I**, along with application processing fee indicated above.

- ii. **Vacancy Code Number and Name of the post should be super-scribed on top left-hand corner of the envelope** containing the application and the envelope should be addressed to **Post Box No. 9, GPO (Gole Dak Khana), Ashok Road, New Delhi PIN: 110001.** **Separate applications need to be prepared for each vacancy number. One envelope should contain only one application.**
- iii. The application, complete in all respects, along with Demand Draft of the requisite amount, **self attested photocopies** of the following documents **should reach the above address by unregistered post on or before 21.04.2014**
- a) Matriculation Certificate (for age proof),
  - b) Certificates in support of the required educational qualification.
  - 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) Caste/Religion certificate (In case applicant belongs to SC/ ST/ OBC community)
  - f) 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) Photo I.D. proof and address proof (Passport/Aadhar card/Driving Licence, Voters I. Card OE/ER/2014) issued by Central/State Govt.  
OE/ER/2014

**NOTE:**

- A. APPLICATIONS RECEIVED AFTER THE LAST DATE FOR RECEIPT OF APPLICATIONS OR NOT CONFORMING TO THE PRESCRIBED FORMAT OR INCOMPLETE IN ANY RESPECT OR WITHOUT DEMAND DRAFT OR COPIES OF TESTIMONIALS WITHOUT SELF-ATTESTATION OR ILLEGIBLE PHOTO COPIES OF CERTIFICATES/TESTIMONIALS LISTED UNDER (iii) ABOVE SHALL BE SUMMARILY REJECTED.
- B. **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 SUCH OTHER PENAL ACTION AS DEEMED FIT.**
- C. THE CANDIDATES WORKING IN THE GOVT. DEPARTMENTS / PSU's SHOULD NOTE THAT THESE ARE SHORT –TENURE POSTS ON CONTRACT AND THEY ARE REQUIRED TO GET THEIR APPLICATIONS FORWARDED THROUGH PROPER CHANNEL OR PRODUCE NOC AT THE TIME OF SELECTION. 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.
- D. **CANDIDATES SHOULD SUBMIT SEPARATE APPLICATIONS AGAINST SEPARATE VACANCY CODES GIVEN IN THE FIRST COLUMN IN PARA ONE OF THIS VACANCY NOTICE.**
- E. **THESE POSTS ARE FOR PROJECTS IN THE RESPECTIVE REGIONS AND ARE NOT TRANSFERABLE OUTSIDE THE REGIONS.**

**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. **Handwritten application or 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\*) : \_\_\_\_\_
5. Religion : \_\_\_\_\_
6. Whether belong to Minority : Yes/ No
7. Correspondence Address : \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
8. Contact Phone Nos with STD Code : \_\_\_\_\_
9. 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)

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

11. **Works Experience** in chronological order (Experience earned post '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)	

\*NCL – non creamy layer      # - 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**