

RITES LIMITED
(A Govt. of India Enterprise)
Shikhar, Plot No. 1, Sector – 29, Gurgaon – 122001



Recruitment of professionals on contract basis in IDA Pay scale

RITES Ltd., a Mini Ratna Central Public Sector Enterprise under the Ministry of Railways, Govt. of India is a premier multi-disciplinary consultancy organization in the fields of transport, infrastructure and related technologies.

RITES Ltd. is in urgent need of dynamic and hard-working professionals as under:

VC No.	Post	No. of Vacancies					
		UR	EWS	OBC (NCL)	SC	ST	Total
179/24	Assistant Manager (Sustainability)	-	-	01	-	-	01

Age Limit

VC No	Maximum Age	Cut-off date for calculation of Age
VC. No. 179/24	40 Years	As on the last date of online application i.e. 19.08.2024

Minimum Qualifications & Experience

VC No	Position	Min. Qualification	Min. Experience
179/24	Assistant Manager (Sustainability)	Bachelor's degree in Environmental/ Chemical/ Mechanical/ Civil/Mining/Electrical/ Biotechnology/ food technology Engineering or Master's (Post Graduate) degree in Environmental Sciences/ Environment Management/Environmental Studies/ Industrial Pollution Control/ Meteorology/ Atmospheric Sciences/ Life Science/ Public Health/ Natural Resource Management/ Biochemistry/ Biotechnology/ Zoology/ Botany/Forestry/ Ecology/ Ecology & Environment/ Ecology & Biodiversity/ Environmental Planning/ Environmental Economics/ Environmental Engineering and Management/ Environmental Study and Resource Management / Water Resources Engineering and Management /Natural Science/ Urban Planning/ Urban Development/ agricultural sciences/ Geography /Sustainability/Sustainability Management / Climate Change/Climate Science & Policy / Renewable Energy/ Energy & Environment/ Water Science / Public Policy and Sustainable Development or any other degree relevant to the area of expertise** from a recognized university.	Minimum 02 years of Post Qualification experience in Area of Expertise** as detailed below.

****Area of Expertise (For VC No. 179/24)**

A. Climate Change and Sustainability

- ESG compliance, Benchmarking and Capacity Building
- Net Zero Roadmaps for Business and Government
- Carbon Sequestration, Carbon footprint and Climate Bond Advisory
- Climate Risk Assessment and Management
- Carbon credits/ Carbon Financing/Climate Transparency
- Sustainability Performance and Disclosures
- GHG Emission Inventory and Energy Analysis
- Green Technology Initiatives
- Transport GHG Mitigation Actions
- Renewable Energy & Corporate Energy Strategy
- Perform Achieve Trade (PAT) Advisory
- Water Balancing/Water Neutrality/Water Footprint/Water Pollution
- Inclusive Economic Growth (IEG)
- National Clean Air Programme (NCAP)/Pollution Abatement

B. Solid Waste Management

Wet Waste/Compost/Bio-methanisation/ Dry Waste/MRF/Recycling/ Legacy Waste Remediation/ C&D Waste/Plastic and E-Waste/Hazardous Waste

C. Wastewater Management

Sanitation (Septic Tank, Soak pit etc.), Off-Site centralized network (Treatment Technology, Nature waste etc.), Municipal Sludge, Recycle & Reuse in Liquid Waste/promoting Circular Economy

D. Lake Rejuvenation

Preparation of technical reports (preliminary & feasibility), DPR for lake development, lake rejuvenation, and waterfront development.

*Candidate belonging to General/ EWS category (and candidates belonging to SC/ST/OBC(NCL)/PWD applying against unreserved posts) should have first class degree/ minimum 60% marks in Minimum Qualification for consideration against unreserved posts.

Reserved category candidates (SC/ST/OBC(NCL)/PWD as applicable) should have at least 50% marks in Minimum Qualification for consideration against reserved posts.

Note for Educational Qualifications:

The candidate should possess Degree recognized by AICTE; from a University incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956. Sections A & B examination of the Institution of Engineers (India) which is treated as equivalent to Degree by Govt. of India and recognized by AICTE, shall also be accepted.

Experience shall be calculated as on 19.08.2024

Relaxations & Concessions

Reservation/ relaxation/ concessions to EWS/ SC/ST/OBC (NCL)/PWD/ Ex-SM/ J&K Domicile would be provided against reserved posts (where applicable) as per extant Govt. orders.

Relaxation in upper age limit to OBC (NCL)/ SC/ ST candidates shall be provided against reserved posts as per extant Govt. orders.

PWD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD. Such PWD candidates shall be eligible for relaxation of 10 years in upper age limit.

PWD candidates will have to meet the Physical Requirements and Functional Classifications which have been identified for the post as under:

Categories for which identified	Functional Classification	Physical Requirements
Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, R, W & RW
Hearing Impairment	HI	

Persons with Disabilities belonging to the category/ categories for which the post is identified (as indicated in Table above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

Functional Classification:

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected
OAL	One arm one leg affected
BL	Both legs affected
HI	Hearing Impaired
LV	Low Vision

Physical Requirements:

Code	Physical Requirements
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
SE	Work performed by seeing
RW	Work performed by reading and writing
BN	Work performed by bending
MF	Work performed by manipulation by fingers
C	Work performed by communication
W	Work performed by walking
H	Hearing/ Speaking
KC	Kneeling and Crouching
JU	Jumping
CL	Climbing

The above lists are subject to revision.

Selection Process

On the basis of applications received, eligible candidates will be required to appear in the written test (Off-Line/On-Line). The company reserves the right to shortlist the number of candidates for selection out of eligible candidates. Due to prevalent pandemic situation, based on the requirement and discretion of RITES, selection process may be conducted online.

Based upon the performance in the Written Test and fulfilling the conditions of eligibility; candidates shall be shortlisted for Interview.

The weightage distribution of various parameters of the selection shall be as under:

Written Exam	-	60%
Interview	-	40%
(Technical & Professional proficiency - 30 ; Personality Communication & Competency – 10)		
Total	-	100%

A minimum of 50% marks for UR/EWS (45% for SC/ST/OBC (NCL)/PWD against reserved posts) in written test and a minimum of 60% marks for UR/EWS (50% for SC/ST/OBC (NCL)/ PWD against reserved posts) in interview will be required to enable the candidate to be considered for placement on panel. There will be no minimum qualifying marks required in the aggregate.

There will be 125 objective type question carrying one mark each for a duration of 2.5 Hours. There will be no negative marking system applicable and therefore, no marks will be deducted in case of incorrect answer.

Candidates will be called for interview in the ratio of 1:6 to the number of vacancies.

Appointment of selected candidates will be subject to their being found medically fit in the Medical Examination to be conducted as per RITES Rules and Standards of Medical Fitness for the relevant post.

The candidates shall have to produce copies of educational qualification and experience claimed which shall be verified from the original documents at the appropriate stage and shall be subject to verification from the original source.

Based upon fulfilling the conditions of eligibility; candidates shall be shortlisted for Interview. The decision of RITES as whether a candidate is Eligible/Ineligible shall be final and no correspondence in this regard shall be entertained.

Candidates have the option to appear for interview either in Hindi or English.

Nature & Period of Engagement

The appointment shall be purely on contract basis initially for a period of one year, extendable until completion of the assignment subject to mutual consent and satisfactory performance.

Selected candidates shall be liable for posting anywhere in India as per Company requirements.

Remuneration

Pay, allowances and perks for the post would be as under:

VC No.	Pay Scale	Approximate CTC
VC No. 179/24	40,000 – 1,40,000	INR 11.09 LPA

The selected candidates would be paid Basic pay and DA, fixed/variable allowances @ 23% of Basic Pay, HRA/Lease, Contribution to PF, Gratuity as per Payment of Gratuity Act. Other benefits would be as under:

- a. Leaves
- b. Maternity Leave/ Paternity Leave
- c. Medical facility.
- d. Accident/Death Insurance.
- e. Leave Encashment

As per company rules applicable to Contract employees.

Remuneration mentioned above is only indicative. Actual remuneration shall depend upon place of posting and other terms & conditions of appointment.

Fees

The candidates will have to deposit the under mentioned amount of fees during online application:

Category	Fee
General/OBC Candidates	Rs. 600/- plus Taxes as applicable
EWS/ SC/ST/ PWD Candidates	Rs. 300/- plus Taxes as applicable

For any difficulty/ queries regarding fee payment, candidates may contact on following only:

Helpdesk No: 011 – 33557000, Extension Code - 13221

Helpdesk e-mail id: pghelpdesk@hdfcbank.com

Note:

- a) Candidates should note that the fee submitted through any other mode except the mode specified, will not be accepted by RITES and such applications will be treated as without fee and will be summarily rejected.
- b) Persons with disabilities are given concession in the fee provided they are otherwise eligible for appointment. A PWDs candidate claiming age relaxation/fee concession will be required to submit along with their Detailed Application Form, certified copy of the PWD certificate as per latest GOI format

How to Apply

1. **Before applying candidates should ensure that they satisfy the necessary conditions and requirements of the position.**
2. Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of RITES website, <http://www.rites.com>.
3. While submitting the online application; the system would generate 'Registration No.' on top of online form filled up by the candidate. Note down this "Registration No." and quote it for all further communication with RITES Ltd.
4. While filling up the required details, candidates are advised to carefully and correctly fill the details of "Identity Proof". Candidates are also advised to note the same and ensure the availability of the same Identity Proof as it will be required to be produced in original at later stages of selection (if called).
5. **After filling up the required details under the "Fill/ Modify Application Form", candidate should submit the application.**
6. The candidates are also advised to keep a copy of Application Form submitted with them and to carry the same at the time of the selection (if called).
7. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and retained. The same is to be submitted at the time of Scrutiny of Documents/Interview along with **SELF-ATTESTED SCANNED COPIES** of the following documents strictly in the following order. (if called for document scrutiny):
 - a. 1 recent passport size colour photographs
 - b. High School certificate for proof of Date of Birth
 - c. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
 - d. EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
 - e. Proof of Identity & Address (Passport, Voter ID, Driving license, Aadhaar Card etc)
 - f. PAN Card
 - g. Proof of different periods of experience as claimed in the Application Form (if applicable)
 - h. Any other document in support of your candidature
 - i. PWD Certificate as per latest format (if applicable).

Note: No documents are to be submitted while submitting online application.

8. In respect of claims made by you in your application with regard to experience, copies of experience certificates from your previous employer are to be submitted at the time document verification. In respect of current employment, experience certificate/ joining letter along with last months' salary slips, or, Form 16 and other documents which clearly prove your continuity in the job are to be submitted. In case your claim is not established from the proofs submitted by you; your candidature is liable to be rejected at the time document scrutiny. Please check your claims vis-a-vis the certificates in support thereof establishing your candidature. Incomplete application or insufficient proof at the time of document verification would entail rejection of your candidature. No additional information other than those furnished in the Application shall be allowed to be considered at a later stage.
9. For proof of CTC/ salary, candidates shall have to submit a copy of their last Form No. 16/ Earning Card/ salary slip/ Appraisal letter/ any other suitable document.
10. Community certificate (SC/ST/OBC) should be in the format prescribed by Government of India only. OBC candidates included in the Central List with certificate not more than 12 months old (with clear mention of candidate not belonging to "Creamy Layer") in the GOI prescribed format only will be considered for the posts reserved for OBC. EWS certificate should also be as per Gov. of India format.
11. Hard copies of documents are not to be sent to this office through post/ courier.
12. The original testimonials/documents along with one self-attested copy will have to be produced by the candidate(s) at the time of selection (if called).
13. Mere applying for the post/ submission of documents/ appearing or qualifying in the selection does not confer any right on the candidates for claiming selection. If it is found that a candidate does not fulfil the advertised eligibility criteria, his/her candidature will be summarily rejected.
14. Candidates should submit only one application for one vacancy and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. RITES will not be responsible for bouncing of any e-mail sent to the candidates. However, candidates can apply for any number of vacancies.
15. The candidates must submit all the details pertaining to his candidature viz. personal details, educational qualification details, experience details, category etc. Suppression, in this regard, if any, detected on a future date shall render the candidature liable for forfeiture.
16. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
- 17. Candidate has to bring duly filled two copies of Annexure A, documents in chronological order and submit at the time of Document verification/Selection process.**

Venue & Time

S. No.	Selection Round	Venue & Date
1	Written Test	Delhi/ Gurgaon
2	Interview (Subject to performance in Written Test)	Venue for the Interview shall be communicated to shortlisted candidates

Exact Date, time and details of venue of the selection shall be communicated to candidates.

General Instructions

1. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
2. The number of vacancies may vary.
3. Departmental candidates of RITES and candidates working in Government Departments/ PSU shall be allowed to join RITES only after being properly relieved from their parent organization.
4. Before applying, the Candidates must satisfy themselves about their eligibility for the post applied for.
5. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms

and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature s liable for cancellation. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

6. **Any corrigendum/addendum to this advertisement will be displayed only on the Company's website www.rites.com. Therefore, applicants are advised to keep checking the Company's website for any update.**
7. The period of training/internship shall not be counted towards post qualification experience.
8. Legal jurisdiction will be Delhi in case of any dispute
9. No train/bus fare / TA / DA shall be payable.
10. **Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of application (cut-off date).**
11. Date of acquiring the qualification will be earliest of the following:
 - i. Last day of month in which final examination of qualifying degree has been held. In cases where exact date of written examination is stated, the same will treated as date of acquiring the qualification
 - ii. Date of declaration of result
 - iii. Date of issuance of marksheet
 - iv. Date of issuance of degree

There shall be no relaxation on this account. No further relaxation shall be provided in this regard.

12. Where a specialization is required in the qualifying degree in the educational qualification, candidate is required to submit a certificate from the University/ Institution clearly specifying the specialization in the qualifying degree.

Syllabus for Written Test

Climate Change and Sustainability	<ul style="list-style-type: none"> • Environmental Laws, Regulations, Policy, Regulations • Emission and Dispersion • Ambient Air quality standards, NCAP, Pollution Abatement • Photochemical reactions • Greenhouse gases, Transport GHGs and mitigation • Climate Risks and Global Warming • Carbon Footprints, Credits, Decarbonization/NetZero • Green Technologies • Water Balancing/Water Neutrality/Water Footprint/Water Pollution • Environmental Pollution <ul style="list-style-type: none"> ▪ Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Solid waste management, composting and vermiculture, Urban and industrial wastes, recycling and re-use. • Environmental Acts and International Conventions <ul style="list-style-type: none"> ▪ Water (Prevention and Control of pollution) act, Air (Prevention and Control of pollution) act, Environmental protection act, Wild life protection act, Forest Conservation act ▪ Stockholm Conference, Earth Summit, Kyoto Protocol, Paris Agreement and COP meetings
Solid Waste Management	<ul style="list-style-type: none"> • Environmental Laws, Regulations, Policy, Regulations • Collection, segregation, transportation, treatment and disposal techniques

	<ul style="list-style-type: none"> • Population forecast; Estimation of Solid Waste • Selection of Dumping site • Concept of "R" in SWM • Plastic waste, Special Waste, E-Waste • Wet Waste, Compost, Bio-methanisation • Dry Waste, MRF, Recycling • Legacy Waste • C&D Waste
Sewerage System and Sewer System	<ul style="list-style-type: none"> • Environmental Laws, Regulations, Policy, Regulations • Estimation of waste water flow: source and per capita waste water, Peak factor • Sewerage network: design concept • Sewage characteristics and various treatment methods and flow diagrams • Sewage treatment methods: activated sludge process, oxidation pond, oxidation ditch and USBR • Disposal of Treated Water: In-Land disposal, stream/river • Septic Tank, Soak pit etc., • Off-Site centralized network (Treatment Technology, Nature waste etc.), • Municipal Sludge & Sludge drying beds • Recycle & Reuse in Liquid Waste • Circular Economy
Lake Rejuvenation/Restoration	<ul style="list-style-type: none"> • Environmental Laws, Regulations, Policy, Regulations • An Introduction to Freshwater Lakes: Indian and International (Man-made /Natural) • Ecology of Lakes and lake ecosystem analysis • Lake characteristics: Physical and Chemical (Physico-chemical) • Hydrological Characteristics: Contour mapping, Bathymetric parameters and energy flow, groundwater statistics • Soil Analysis and solid waste management • Catchments, watershed details, wetland management and Remedial Restoration Measures • Biological components including Invasive species: Flora & Flora • Threats to Lake Ecosystem • Restoration of lakes as food resource

Communication with RITES

Any information regarding this recruitment process would be made available on the email address provided by the candidate at the time of registration and/or shall be uploaded on RITES website. Candidates are advised to periodically check the site for further updates.

Candidates are encouraged to go through the detailed advertisement and read the "Frequently Asked Questions (FAQs)" uploaded on RITES website under Career section to solve their queries.

Queries if remaining should be sent to rectt@rites.com only and contain the following particulars:

- i. VC No.
- ii. REGISTRATION/ROLL NO.

iii. NAME OF CANDIDATE IN FULL AND IN BLOCK LETTERS.

iv. Valid email address as given in the application

Communications not containing above particulars shall NOT BE ATTENDED TO. Any query/ issue should be brought to notice of RITES well in advance of the due date.

RITES will not be responsible for non-submission of application due to issues brought to notice at the last moment. Queries related to information already provided in the advertisement may not be attended to.

Important Dates		
S. No.	Particular	Date
1	Commencement of submission of online application and online payment of fees	20.07.2024
2	Last date of submission of online application and online payment of fees	19.08.2024
3	Issuance of call letter for written test	20.08.2024
4	Date of Written Test (Tentative)	30.08.2024
5	Date of Interview	To be notified later

Annexure-A

Rites Limited

Documents Submission during document verification/interview- Check-List

With reference to my application, I am submitting requisite Document(s) along with duly self-attested photocopies of my certificates as under (in chronological order):

S. No.	Documents name	Submitted (Y/N)	Remarks
01	10 th /High School certificate for proof of Date of Birth		
02	12 th Marksheet		
03	Diploma / Graduation Marksheets- All semesters		
04	Diploma / Graduation Certificate		
05	Post Graduation Marksheet All semesters		
06	Post Graduation Certificate (as applicable)		
07	PhD Marksheets & Certificate, if any		
08	Other Academic Qualification / Certification, please specify: _____		
09	List of Experience certificates submitted: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____		
10	Last company relieving letter/ experience certificate, NOC (For Govt./PSU Employees)		
11	ADHAR Card		
12	PAN Card		
13	Copy of Bank Account Passbook/Statement		
14	08 recent passport size colour photographs		

I also certify that the above documents are authentic, valid and true to the best of my knowledge. If any of the above document(s) or any information contained therein is found to be false, my candidature/ employment may be summarily rejected/ cancelled.

Signature of candidate	
Name of candidate	
Date of Documents Submission	
Post Name	
VC No against which Documents Submission	

For official use only

I have verified the above documents submitted by the candidate and found **them to be / not to be** (strike out one of these) in order as per company requirement(s)

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Any other remarks/ details of lack of documents:	
Signature of officer accepting documents	
Name of officer accepting documents	
Designation of officer accepting documents	
Date	