



RITES LIMITED

CHAPTER – III ENTRY INTO ORGANISATION (RECRUITMENT RULES)

These Rules are called the R I T E S Limited (Recruitment) Rules.

1. Objectives

These Rules are designed

- (i) To enable the Company to plan its manpower requirement in order to meet the organizational objectives and needs; and
- (ii) To obtain and retain the right human resources material of appropriate skills, knowledge, aptitude and merit which will enable the Company to grow and develop into a premier consultancy organisation.

2. Definitions

- (i) 'Company' means R I T E S Limited.
- (ii) 'Appointing Authority' means the Board of Directors, Managing Director, Director or any other Officer, to whom the power of making appointment to any post or a specified category of posts has been delegated with the approval of the Board of Directors or Managing Director.

3. Classification of Employees

- i. The employees shall generally be classified as under:
 - (i) Regular
 - (ii) Temporary/Ad-hoc/Casual
 - (iii) Contractual
 - (iv) Probationer
- ii. 'Regular' employee is an employee who has been engaged in a vacancy on the regular establishment of the Company and who has satisfactorily completed his probationary period of services. The term also includes those who are taken on deputation from a Government Department or Undertaking whether permanently absorbed or not.
- iii. 'Casual' employee is an employee who has been engaged on a temporary and casual or ad hoc basis for work of an essentially temporary nature at site likely to be completed with in a stipulated period i.e., less than a month.
- iv.. 'Contractual' employee is an employee appointed on the basis of a contract of appointment for a specified period or assignment or project.
- v. 'Probationer' is an employee who is recruited with a view to being considered for appointment on the regular establishment of the Company.

4. Grades of Appointment

The grades and categories of positions, to which direct recruitment can be made are specified in Annexure 'A' along with the corresponding job specifications. Except in the lower most grades, where direct recruitment is unavoidable, there is no specific quota of vacancies prescribed for recruitment from outside. The Company would like to provide maximum opportunity for its employees to grow within the organisation by acquiring the necessary qualification, skills, knowledge and training. Even so, the Company may recruit from open market to positions for which suitable candidates are not available either internally or on deputation from other organisations like the Indian Railways, etc., according to job requirements



RITES LIMITED

5. Deputation

- (i) The very nature of the business of the company requires that it should staff the organisation with experienced personnel from the Indian Railways or certain other Government Departments or Public Undertakings in respect of a number of positions. Appointment to these positions may be either on the basis of deputation in terms of the orders in force from time to time, such deputations being followed or not followed by permanent absorption of the incumbents eventually or on the basis of permanent absorption even at the initial stage. In respect of these positions again, the Company may either promote its own internal candidates if available with the necessary qualifications, skills etc. or it may recruit from the open market depending upon the exigencies of its business requirements.
- (ii) The terms and conditions of deputation of employees to RITES Ltd. are decided in accordance with the rules of the Central Government / Ministry of Railways in the case of Central Government / Railway employees and in consultation with the parent organisations in the case of others.

6. Re-employment and appointment of Consultants / Advisors

- (i) In respect of certain special jobs, requiring the services of retired officers and staff of Government or RITES Ltd., the Company may re-employ suitable persons belonging to this category for specified periods, subject to such re-employment being in accordance with the Government's and / or the Company's policy and orders.
- (ii) In order to meet the specific job requirement of limited duration which cannot be handled by the company's regular staff, for want of expertise or shortage of manpower, and with the specific approval of the Director/Managing Director/Board of Directors, the Company may appoint Consultants / Advisors on the basis of the guidelines laid down by the Board of Directors / Railway Board.
- (iii) To meet the requirements of suitable professionals, retired officials who might have attained the age of superannuation can be appointed in the Infrastructure Divn. of Highways, Ports & Waterways and also as Bridge Engineers in Design purely on contractual /sub consultancy terms on project to project basis, against specific provision of man month rate justifying the same, on remuneration equivalent to current level of gross emoluments drawn by serving officers of the same level at which the official superannuated. Such engagement will require specific approval of Managing Director.

7. Casual Employment:

To meet the short term requirements of local business, Executive Director, Group General Managers or General Managers and Chief Project Managers, may engage persons on daily rate of wages, if authorized to do so and subject to such conditions as prescribed by the Managing Director from time to time. Engagement of staff on daily wages would be confined only to the lowest grades, the requirement of personnel of higher grades being normally met through the regular channels of recruitment or appointment.

8. Contractual staff Guidelines

While engaging contract employees, following aspects are to be kept in view :-

- i. **Project** : The engagement of contract employees shall be for a specific project. For the purpose of such engagement, smallest identifiable unit of work on which the services of contract employee would be used, shall be deemed to be a project e.g. a particular building or a stretch of road/tunnel/track etc.
- ii. **Transfer** : Since the engagement on contract basis will be project specific, there should be no occasion of transfer as on completion of the contract period/project, the engagement would terminate. In case services are required, the contract employee should apply afresh without linking to the earlier work at the earliest say within a week and recommendation for fresh appointment should be made thereafter.



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- iii. **Term** : The initial term of appointment should be for the duration of the project or three years whichever is less. The advertisements for such employment should also specify accordingly.

In case the specified term expires before completion of the specified project and the services of the employee are found to be satisfactory, his/her term of appointment can be extended.

- iv. **Remuneration** : The experience to be considered for fixing of remuneration should be "relevant experience" related to the project or as specified in the Advertisement. Any other experience not confirming to that specified in the Advertisement or not relevant to the project should be ignored SBU Head should ensure that this is specifically mentioned in the selection proceedings so that remuneration can be accordingly indicated in the offer. For this purpose only relevant experience after acquisition of minimum qualification shall be reckoned.
- v. **Increase in Remuneration** : Depending upon the performance of the employee during the year, an increase in salary can be considered. The salary increase shall be as per applicable rates in which years of relevant experience shall only be reckoned.
- vi. **TA/DA** : To be paid as admissible to regular employees of the company of equivalent status to be decided on following basis :

Total remuneration (Between)	Equivalent Status
13000 – 15000	Engineer
15001 – 19000	Assistant Manager
19001 – 23000	Manager

- vii. **Performance Evaluation** : The performance of each employee is to be evaluated project wise and within a project annually. The assessment shall be on only two aspects general assessment including professional competence and integrity. Integrity should be commented upon only in three categories i.e. beyond doubt/Nothing adverse noticed/Doubtful. General Assessment shall be on a scale of marks 1 to 10 and shall be done very strictly so that in case any of these contract employees are considered later for regular employment, only the genuinely deserving can be identified.

9. Regularisation of Contract Staff

Subject to availability of vacancies, Contract employees are considered for regularisation on fulfillment of following conditions:-

- He has been inducted on contract by selection through advertisement.
- He must possess the qualification of Degree in Engineering or Professional qualification in the relevant discipline.
- He should have completed four years' service as on 31st August of the year in which regularisation process is taken in hand.
- Such of the candidates fulfilling the above criteria, will be required to appear for selection as per the procedure prescribed for regular recruitment.

10. Regular Recruitment

A. Recruitment from Open Market

- Normally recruitment from the open market to posts upto pay level of Rs. 8000/(or other equivalent level) will be made through the Employment Exchanges under the Employment Exchanges



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(Compulsory Notification of Vacancies) Act, 1956. While considering the candidates recommended by the Employment Exchange personnel engaged on casual/ temporary/ ad-hoc/ contractual basis will also be considered.

- iii. Generally recruitment of personnel beyond the pay level of Rs. 8000/- (or other equivalent level) should be made after inviting applications from candidates answering the job specifications through an advertisement in selected newspapers having good circulation in the various regions of the country. The advertisement should indicate the job title, qualifications, experience, age limit and other salient aspects of the job and also the pay scale, allowances and the benefits afforded by the Company. The special reservation of vacancies provided for Scheduled Castes, Scheduled Tribes, other Backward Classes, Ex-servicemen, Handicapped and any other class of persons should also be indicated. The advertisement should also indicate a format or availability of prescribed application forms with a nominated officer of the Company for intending candidates to apply.
- iv. Such of the applicants as are screened as per the laid-down criteria and found qualified for being called for appearing in a written test or interview to be conducted by the nominated Selection Board may be reimbursed the actual travel expenses incurred by them not exceeding the first class railway fare from and to the place of their residence as indicated in their application forms.

B. Campus Recruitment

To infuse young blood from premier technological institutes across the country, recruitment for the posts of Graduate Trainees are also made through campus interviews by deputing teams of senior officers to IITs / other reputed Technical Institutions / Colleges. The campus recruitment shall be made from the following institutions :-

- a) All IITs
- b) All NITs
- c) Bengal Engineering College, Howrah
- d) BITS Pilani
- e) BITS Ranchi
- f) VJTI, Mumbai
- g) Delhi College of Engineering, Delhi
- h) Punjab Engineering College, Chandigarh
- i) Governemnt Engineering College, Bhubaneswar
- j) Anna University College of Engineering, Chennai
- k) All the Universities/Engineering Colleges which have been conferred IIT status
- l) A reputed Engineering college from Karnataka to be decided by Managing Director

11. Special Reservation of Vacancies

In accordance with the policy of the Government for the upliftment of the socially and economically disadvantaged groups of the society, and the orders issued in this regard from time to time, vacancies will be reserved for being filled exclusively from scheduled castes, scheduled tribes, other Backward classes, physically handicapped persons and ex-servicemen to the extent provided for in the concerned orders. In addition to reservation of vacancies, the notified groups may also be given relaxations in upper age limits as per Govt. guidelines:

12. Selection procedure



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A. Open Recruitment

- i. The requirement of personnel should be in the form of standard indents as per Annexure-B and should be countersigned by an officer of the level not less than ED. Any recruitment for regular category should be subject to vacancies in the regular cadre. In all other cases, the recruitment would be on contract basis.
- ii. All recruitment shall be permitted only with the approval of Appointing authority.
- iii. Recruitment would be based on indents received in Personnel Department by 30th June of each year. If inescapable, second round of requirements may be sent by 31st Dec.
- iv. All regular open selection upto the level of DGM shall be through written test & interview. For appointment as JGM/AGM/GM, there will be a report writing test on the topic decided from time to time.
- v. Personnel Department will consolidate demands received from all the EDs and put up the consolidated requirements for consideration of the Director/MD for approval.
- vi. To the extent, recruitment is authorized by Director/MD, the advertisement indicating the number of vacancies in each grade, eligibility criteria, qualification etc. would be issued. The notification would also indicate that

“ In case the number of candidates satisfying minimum eligibility criteria is high, the eligibility could be enhanced and/or the candidates would be called for selection on the basis of post qualification experience”.

- vii. The applications received will be screened to ascertain whether the candidates meet the eligibility criteria prescribed in the advertisement or not. No subjective judgment such as relevant experience at this stage would be called for. The process of screening would be entrusted to a Committee of three members to be nominated by the respective EDs. The committee would be at an appropriate level keeping in view the scale/grade of recruitment being undertaken, but in no case shall be at a level lower than DGM level.
- viii. The shortlist of candidates meeting the eligibility criteria would be drawn out as per following norms.

The number of candidates called for appearing in the selection process would be 3 times the number of vacancies or actual number of eligible candidates whichever is lower in case of contract employments. In case of regular vacancies, the number of candidates called for written exam would be limited to 6 times the number of vacancies or the eligible candidates, whichever is lower. The number of candidates to be called for written test/interview could be varied in exceptional circumstances.

Competent authority for approval of the shortlist would be :

<u>Posts in Cluster</u>	<u>Authority</u>
Non-Executives	ED
Executive - I	ED
Executive - II	Director
Executive - III	MD

- ix. A Selection committee of at least 3 members with one member from personnel Deptt. shall be nominated by the Appointing Authority. The committee would be of one grade higher than that prescribed for departmental promotions for recruitment to non-executive cadre. In case of executive category, the committee could consist of two officers of not less than the rank of General Managers & one officer of personnel Deptt. of not less than the rank of Joint General Manager. One member of the committee may be from reserved community and another belonging to minority communities viz Muslims, Christians, Sikhs, Parsis, Buddhists. If no officer belonging to these castes/communities is



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available within the company, efforts will be made to associate an officer of these castes/communities from outside.

- x. The Selection Board will actually decide the scheme of written tests/interviews depending upon the requirements of the job for which recruitment is made. Marks will be awarded to candidates appearing in selection on the basis of following maxima :
1. Qualification : 20%
 2. Experience : 20%- if required for eligibility
 3. Performance at the written examination/interview : 60% (distributed as 40% and 20% for written test and / or interview test and interview if written test is held)
- xi. A minimum of 60% marks (50% for SC/ST/OBC) in the aggregate and also in the performance at the written test and/or interview will be required to enable the candidate to be finally selected. The selection committee will recommend the panel of successful candidates in order of the total marks awarded to the Board of Directors, Managing Director or Director as the case may be for employment through personnel department for approval of proceedings.
- xii. There could be some cases, where the cost and time involved in the normal procedure of advertising would be disproportionately high in view of very limited number of posts or short duration of the project work requirement or where the requirements are so urgent that the normal process of advertisement would not serve the purpose. Such specific cases would be put up for Appointing Authority's approval with proper justification and the recruitment in such cases would be on contractual basis only.
- xiii. The panels framed for recruitment will normally remain valid for two years, but their life may be extended upto a further period of one year with the approval of authority which approved of the panel in the first instance

B. Campus Recruitment

- i. Campus recruitment would be subject to requirement and availability of vacancies in the sanctioned cadre.
- ii. MD would approve the names of the institutions approved in this regard, each year depending upon the spread of business.
- iii. The panels would be made five times of the requirement.
- iv. The salient features of the procedure to be followed for campus recruitment would be as follows :-
 - a. MD will nominate a Selection Committee of 3 senior officers with 2 officers not below the rank of GM and one JGM or above from Personnel for visiting various colleges and undertaking the selection process.
 - b. The number of candidates to be selected every year on all India basis will be based on the requirement duly approved by Director concerned and within the regular cadre approved by MD.
 - c. The nominated committee will advise the programme in advance to the Institutes regarding date and time of selection.
 - d. The committee will shortlist the candidates on the basis of percentage of marks secured by them up to the last semester in the final year of B.E/M.E on the date of interview. Those M.E/M.Tech candidates will only be shortlisted who would have done graduation from one of the shortlisted institutes in first division except in case of M.Tech from IITs, where students even with BE from other recognised institutes would also be shortlisted. The shortlisted candidates will be interviewed and the weightage for interview will be 50% and another 50% for performance in exams in semesters/years prior to date of interview. In case of M.Tech/M.E. candidates, performance in exams will be in ratio of 50% & 50% for B.E. & M.E marks respectively.



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- e. The Selection Committee will submit its recommendations to the competent authority for approval indicating the candidates who are finally selected from the Institute.
- f. The Committee will ensure adherence to the reservation criteria while shortlisting and final selection of candidates. While empanelling the candidates, due care will be taken to follow the extant instructions of the Governemnt in regard to `Reservations` provided to SC/ST/OBC candidates.
- g. After competent authority approves the recommendations, the respective institutes will be advised the names of selected candidates.
- h. After notification to the respective Institutes, the combined list of all the candidates of various institutes visited, will be prepared based on the total marks obtained by the candidates.
- i. Offer of appointment will be sent after declaration of final results to those candidates who qualify in final examination in first division. The appointment of Engineers would be as "Graduate trainee" in the IDA scale of Rs. 6550-11350 with probation of 24 months. On successful completion of probation period, they would be appointed as Assistant Manager in the IDA scale of Rs. 8600-14600.
- v. **Surety Bond** : A Surety Bond will be obtained from the candidates on their appointment as Graduate Trainee to ensure that they serve the company for a minimum period of three years or pay liquidated damages amounting to Rs. 1.0 lakh in case they resign earlier.

13. Probation and Confirmation

- i. All initial appointments in the Company as a result of direct recruitment in accordance with the rules contained herein, (except those of temporary, adhoc, casual, or contractual nature and those on foreign service or deputation terms from Government or other Public Undertakings) shall be on probation for a period of 2 years.
- ii. There will be review after one year of recruitment based on ACRs by the SBU head. Depending upon performance, if need be, suitable advice should be issued to the employee.
- iii. For confirmation, an employee will be required to appear in a written test followed by interview held two months before the end of 2 years from date of joining. Based on this, positive decision will be taken either to clear or extend probation or to terminate services.
- iv. During the period of probation, an employee shall be liable to be discharged from the service of the Company without notice or without assigning any reasons at the sole discretion of the management.
- v. During the period of probation, the employees may be required to undergo such training as is called for by the requirements of their jobs. On successful completion of probation and the prescribed training course, the employee is deemed to be regularised and confirmed in the Company's employment.

14. Other Instructions for Regular appointment

- i. After the competent authority has approved of the panel, appointments will be made to the selected candidates in the order in which their names appear in the panel and as per roster points, subject to their :
 - a. being found medically fit for appointment in the Company by the Registered Medical Practitioner approved for conducting such medical examination by the company. The format for medical examination is placed at Annexure –C.
 - b.. his character and antecedents being verified by the Company and his being found to be fit for employment in the company in all respects. The format for verification of character and antecedents is at Annexure –D. In case of adverse report, he/she will be discharged from employment.



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- ii. Inspecting Engineers/Assistant Managers recruited for QA Division and imparted training by RITES will be required to submit a Surety Bond for serving company for a minimum period of three years failing which they will be required to deposit a sum of Rs. 1 lakh with the company before leaving the service.
- iii. Engineers/Graduate Trainees possessing M.Tech or equivalent qualifications will be granted two advance increments at the time of induction in RITES.

15. Interpretation

The Managing Director of the Company has full authority to interpret these rules and his decisions shall be final in this regard. However, he may in his discretion seek a decision of the Board of Directors on matters involving substantial questions of policy. The Managing Director will also have the authority to relax any of the provisions of these Rules in respect of a category or categories of persons for reasons to be recorded in writing.



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Annexure A

List of positions for which direct recruitment is made

Sno	Designation / Position	Pay Scales (IDA Pattern)	Qualifications & Experience	Upper age limit (Years)
1.	Messenger, Khalasis, etc.	2850-55-4225	Pass in 10 th standard	27
2.	Safaiwala	2850-55-4225	Literate	27
3.	Roneo Operator Xerox	3400-75-5275	Pass in 10 th standards and skill to operate the machine	27
4.	Telephone Operator	3400-75-5275	Matriculation or equivalent with experience of two years in operating PABX/PBX	27
5.	Receptionist	3400-75-5275	Graduate with experience of two years of similar work elsewhere	27
6.	Vehicle Driver	4400-100-6900	Pass in 8 th standard possessing a valid current driving licence	27
7.	Junior Asstt.-Cum-Typist	3400-75-5275	Typing speed of 40 w.p.m.	27
8.	Junior Draftsman	4400-100-6900	ITI Diploma in Draftsmanship with 2 years experience in drawing office	27
9.	Senior Personal Asstt.	6000-160-9200	80 w.p.m. in shorthand & 40 w.p.m. in typing. 3 years of experience as stenographer in Govt. / Public Sector undertaking / firm of repute	32
10.	Engineer	6550-200-11350	First class graduate or equivalent with 2 years of experience	32
11.	Accountant	6000-160-9200	Graduate with intermediate of CA/ICWA with 2 years of experience	32
12.	Asstt. Manager (Technical)	8600-250-14600	First Class Graduate or equivalent in the discipline concerned with a minimum of five years of experience in a Govt. Public Sector Undertaking or a firm of repute	32
13.	Manager (Technical)	10750-300-16750	First Class Graduate of equivalent in the discipline concerned with ten years' experience	37
14.	Asstt. Manager (Pers.)	8600-250-14600	Graduate or equivalent with MBA in Personnel Management with two years' experience in a Govt./ Public Sector Undertaking or a firm of repute	32
15.	Jr. Manager (Accounts)	6550-200-11350	Member of the Institute of Chartered or Cost & Works Accountants	32
16.	Company Secretary	13000-350-18250	Member of the Institute of Chartered Accounts and / or the	42



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Institute of Company Secretaries
with three years of experience in
a Public Sector or Public Limited
Company of repute.

17.	Programmer	6550-200-11350	First class graduate in Computer Science or MCA with two years of programming in Govt. / Public Sector Undertaking/Firm of repute	32
18.	Senior Programmer	8600-250-14600	First class graduate in Computer Science or MCA with five years of programming in Govt. /Public Sector Undertaking/Firm of repute	32
19.	Senior Systems Analyst	10750-300-16750	First class MCA or BE/B.Tech in Computer Science / Information Technology / Economics and Communications or Masters Degree in Computer Science / Maths / Statistics or Operation Research / Commerce with ten years of experience in system analysis and designing in Govt. / Public Sector Undertaking, Firm of repute	37

Note:

1. The above are general indications of qualifications and experience required. The management may make appropriate changes in the case of individual recruitments that may be warranted by the needs of the Company and jobs from time to time.
2. The Management may also make recruitments to the levels above grades Rs. 10750-16750 or equivalent and lay down the job specifications for the same according to the needs of the Company from time to time.



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Annexure "C"

RITES LIMITED
(A Government of India Undertaking)
PLOT No.1, SECTOR – 29, GURGAON (HARYANA), INDIA

STATEMENT & DECLARATION TO BE GIVEN BY THE CANDIDATE FOR APPOINTMENT IN RITES

1. Name (IN BLOCK LETTERS)
2. Age & Place of Birth
3. (a) Have you ever had small pox, intermittent or any other fever, enlargement or suppression of glands, spitting of blood, Asthma, Heart disease, lung disease, fainting attacks, rheumatism, appendicitis ?

OR

(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment ?

(C) Are you suffering from Diabetes Mellitus ?(enclose latest Lab. Report- Both Fasting & PP)

4. When were you last vaccinated?
5. Have you suffered from any form of nervousness due to over-work or any other cause ?
6. Furnish the following particulars concerning your family:
7. Have you ever been medically examined. If yes, what was the result of medical examination?

I declare all the above answers are correct to the best of my knowledge and belief.

Place :

Date :

Signature of the candidate



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RITES LIMITED
(A Government of India Undertaking)
PLOT No.1, SECTOR -29, GURGAON (HARYANA) INDIA.

REPORT ON THE MEDICAL CHECK UP OF SHRI _____

1. Physical examination :
General development : Good _____ Fair _____ Poor _____
Nutrition : Thin _____ Average _____ Obese _____
Height (without shoes) _____ Weight _____
Best Weight _____ When? _____ Any recent change
in weight _____ Temperature _____
2. Girth of Chest: _____
 - a. After full inspiration _____
 - b. After full expiration _____
3. Skin: Any obvious disease _____
4. Eyes:
 - a. Any disease _____
 - b. Night blindness _____
 - c. Defect in colour vision _____
 - d. Field of vision _____
 - e. Visual acuity: _____

Acuity of vision	Naked eye	With glasses	Strength of glasses		
			Sph.	Cyl.	Axis

Distant vision :

R.E.
L.E.

5. Ears: Inspection _____ Hearing: Right ear _____ Left ear _____
6. Glands _____ Thyroid _____
7. Condition of teeth _____
8. Respiration System: Does physical examination reveal anything abnormal in the respiratory organs? _____
If yes, explain fully _____
9. Circulatory System:



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- a. Heart: Any organic lesions? _____
Rate: Standing _____
After hopping 25 times _____
2 minutes after hopping _____
- b. Blood Pressure: Systolic _____ Diastolic _____
10. Abdomen: Girth _____ Tenderness _____ Hernia _____
- a. Palpable: Liver _____ Spleen _____ Kidneys _____ Tumors _____
11. Nervous System: Indications of nervous or mental disabilities :

12. Loco-Motor System: Any abnormality? _____
13. Genito-Urinary System: Any evidence of Hydrocele. Varicocele etc. _____
Urine Analysis :
(a) Physical Appearance (b) Sp. Gr. (c) Albumin
(d) Sugar (e) Casts (f) Cells
14. Report of X-ray examination of Chest _____
15. Is there anything in the health of the candidate likely to render him unfit for efficient discharge of his duties in the service for which he is a candidate?
16. For which services has the candidate been examined and found in all respects qualified for the efficient and continuous discharge of his duties and for which of them is he considered unfit? _____
17. Is the candidate fit for Field Service? _____
- Results of Medical Examination :
- (i) Fit
- (ii) Unfit on ground of _____
- (iii) Temporarily unfit on account of _____

Place: _____

Date: _____

(Signature with Seal)



RITES LIMITED

ANNEXURE-'D'

TO BE REFERRED TO: DISTRICT
MAGISTRATE/DY. COMMISSIONER/
COMMISSIONER OF POLICE

ATTESTATION FORM

Affix signed passport size (5x3 cm.) copy of
Recent photograph here:-

WARNING

1. **Furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment in the Government/PSU.**
2. **If detained, convicted, debarred etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the RITES Limited, Plot No. 1, Sector – 29, Gurgaon (Haryana) or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be suppression of factual information.**
3. **The fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to the notice at any time during the service of a person, his/her service would be liable to be terminated.**

1. NAME IN FULL (in block capitals with aliases, if any) Please indicate if you have added or dropped at any stage any part of your name or surname.
2. Present address in full (i.e. Village, Thana & District, or House No. Lane/Street/Road & Town.)
3. (a) Home Address in full (i.e. Village, Thana & District, or House No. Lane/Street Road Town & Name of Distt. Headquarters.
(b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.
4. (a) Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

FromTo Residential Address in full (i.e.
Village, Thana and District or House No.
Lane/Street Road. Town & State

Name of the District Headquarters
of the place mentioned in the
preceding Col.



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- and State in which situated
(b) District and State to which you belong
(c) District and State to which your father originally belong
9. Your religion
(a) Are you a member of Scheduled Caste
Or Scheduled Tribe or OBC?
(b) Answer 'Yes' or 'No' and if the answer is 'Yes', state the name thereof.
10. Educational Qualifications showing places of education with years in Schools and Colleges since 15th year of age

Name of School/ College with full Address	Date of entering	Date of leaving	Examination Passed
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11. (a) Are you holding or have at any time held any appointment under the Central or State Government or Semi-Government or a Quasi-Government body, or any autonomous body or a Public Undertaking or a private firm or institution? If so, give full particulars with dates of employment upto date.

Period From To	Designation, emoluments and nature of employment	Full Name & address of employer	Reasons for leaving previous service
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11. (b) If the previous employment was under the Government of India/or State Government /an Undertaking owned or controlled by the Government of India or a State Government. an autonomous body/University/local Body, and if you had left service on giving a month's notice under Rule 5 of the Central Civil Service (Temporary Service) Rules, 1965 or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or at a subsequent date before your services were actually terminated ?

12. (a) Have you ever been arrested ? Yes/No
(b) Have you ever been prosecuted ? Yes/No
(c) Have you ever been kept under detention ? Yes/No
(d) Have you ever been found drunk ? Yes/No
(e) Have you ever been fined by Court of Law ? Yes/No
(f) Have you ever been convicted by Court of Law for any offence ? Yes/No
(g) Have you ever been debarred from any examination or rusticated by any University or any other Educational authority/Institution? Yes/No



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- (h) Have you ever been debarred/disqualified by any Public Service Commission from appearing at its Examination/Selection? Yes/No
- (i) Is any case pending against you in any Court of law at the time of filling up this Attestation Form ? Yes/No

If the answer to any of the above mentioned question is 'Yes', give full particulars of the case/arrest/detention/fine/conviction/punishment etc. and/or the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this Form.

- NOTE :** 1. Please see the 'WARNING' at the top of this Attestation Form
2. Specific answers to each of the questions should be given by striking out ' ;Yes' or 'No' as the case may be.

13. Name of the two responsible persons of your locality or two references to whom you are known
- 1 _____

2. _____

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government/PSU.

Signature of Candidate

Date _____

Place _____



rites limited

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- (i) Gazetted Officers of Central or State Government
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent / guardian is ordinarily a resident
- (iii) Sub-divisional Magistrates/Officers
- (iv) Tehsildar or Naib/Deputy Tehsildars authorised to exercise Magisterial Powers.
- (v) Principal/Head Master of recognised School / College/Institution where the candidate studied last.
- (vi) Block Development Officer
- (vii) Post Master
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari _____ son/daughter of Shri _____ for the last _____ years _____ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct

Place _____ Signature _____

Dated _____ Designation & Status and Address
(With official seal)

TO BE FILLED BY THE OFFICE

- (i) Name designation & full address of the appointing authority
- (ii) Post for which the candidate is being considered

R I T E S LIMITED
(A Government of India Undertaking)
Plot No. 1, Sector – 29, Gurgaon, (Haryana)
