



RAILTEL CORPORATION OF INDIA LIMITED
(A Government of India Undertaking under Ministry of Railways)
Regd. Office: 6th Floor, Tower-III,
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Corporate Office: Plot no. 143, Sector-44, Gurugram -122003
Website: www.railtelindia.com, CIN:U64202DL2000GOI107905

No. RCIL/2015/P&A/44/10

Date: 27/06/2017

Vacancy Notice for Recruitment of Assistant Supervisor (Accounts)
(on Contract Basis)

RailTel Corporation of India Limited is a Mini-Ratna (Category-I) Public Sector Undertaking under Government of India invites application from young and energetic Indian citizens for the post of **Assistant Supervisor (Accounts)** on contract basis.

Name of the Post	Assistant Supervisor (Accounts) (S-1 Level)
Number of Posts to be filled	Twenty (20)
Scale of Pay	Rs. 10,800-3%-24,600/- (2 nd PRC) – S-1 Level
Remuneration	The appointment will be made at the minimum of the scale of pay with normal perks & allowances and other benefits admissible to S-1 level as per extant rules of RailTel.
Age	Min. Age: 21 Years Max. Age: 28 Years Relaxation in max. Age: OBC (3 yrs.); SC/ST (5 yrs.); PH (10 yrs.)
Essential Qualification	M.Com with min. 50% marks or CGPA 5 and above (in case of CGPA, CGPA 5 will be considered equivalent to 50% marks) OR CA/ICWA (Inter)
Post Qualification Experience	Min. 2 years experience of working in Accounts & Finance in ERP environment (Oracle/SAP).
Place of Posting	Anywhere in India

Note: i) Rules of reservation of posts for candidates of reserved community would be applied to the extant possible as per Govt. of India instructions on reservation as applicable to work charged posts.

ii) The selections for the above posts are for territories / projects on PAN India basis. No request from any candidate for his/her preferential posting will be entertained. Notwithstanding the above, RailTel reserves the right to utilize the services of any selected candidate anywhere in India as per administrative exigencies.

2) **Tenure of Contract:** The period of contract shall be for three years, which may be further extended based on mutual consent and requirement. However, the contract may be terminated at any point of time depending on performance of the contract employee (to be reviewed every year), the company or in administrative exigencies.

3) **Important Dates:**

Opening Date for on-line registration of application	27/06/2017
Last Date for on-line registration of application	17/07/2017

- 4) **Crucial Date:** for determining eligibility with reference to length of post-qualification experience and others: Applicants should possess the requisite length of post-qualification experience and should meet other eligibility criteria as on the **last date of online registration in RailTel.**

For computing the length of experience (wherever prescribed) the experience in Central/State Govt./PSUs/Private Sector together shall be taken into consideration.

- 5) **Scheme of Selection:** Selection will be made through written test of 2 hrs duration at place(s) to be decided by RailTel.
- 6) **Medical Standards:** Selected applicants will be required to pass the requisite medical fitness test/standards (C-2) as adopted by Railtel for appointment on non-technical posts before their appointment.
- 7) **Service Agreement:** The selected candidates will have to execute a service bond for an amount equal to three months' emoluments (basic pay & dearness allowance), to serve RailTel for a period of three years from the date of their joining.
- 8) **Resignation:** Three months advance notice shall be required before seeking resignation from RailTel. This notice period shall not absolve him of the bond liability mentioned at Para-7 above.
- 9) **How to Apply:**
- i) Only online registration shall be taken into consideration. Application through any other mode shall not be entertained. Applicants shall have to pay the application-processing fee of Rs. 300/- (no fees for SC/ST/PWD). The fee will be collected through payment gateway only during online registration process. Any processing charges towards the same plus service tax, if any, will have to be borne by the applicant.
 - ii) RailTel will not be responsible in case of broken transaction during online payment process. It is the responsibility of applicant to ensure that payment has been made successfully. Fee through any other mode of payment, like demand draft, pay order, cheque, postal orders or challan will not be accepted.
 - iii) Candidates are advised in their own interest to register on-line much before the last date i.e. **17/07/2017**. They should not wait till the last date of on-line registration to avoid the possibility of disconnection/inability/failure to log on to RailTel's website on account of heavy load on internet/ website jam/disconnection.
 - iv) RailTel does not assume any responsibility for candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control of RailTel.
 - v) The applicants are required to have valid e-mail identification and mobile number. They are advised to read the Instructions for online submission of applications and then proceed further.

10) **Procedure for filling up of online application is briefed below:**

Step-1	Go to URL (www.railtelindia.com) and click the link ' Careers '. On the page ' Careers ', check the Vacancy for " Assistant Supervisor (Accounts) ".
Step-2	Read the detailed notification and before uploading / submission of application form, the applicant should carefully ensure his / her eligibility for the post being applied for.
Step-3	Click on the link ' Click Here to apply online for this vacancy ' mentioned under ' Careers ' page.
Step-4	It will be easy for applicants to complete the Application form by keeping the documents like Educational Details & Employment details ready with them before filling application form.
Step-5	Do the Pre-registration first by entering details like First name, Last name, Father's name, Email Id etc. and enter the password.

Step-6	Once the Pre-registration is complete, the applicant will receive an email on his email Id mentioned in step 5. It will be either in Inbox or in Spam folder.
Step-7	Check the email Id, to get the User name. Once user name is received, click on candidate login page. Enter the User name, Password (as entered in step 5) and Captcha. Main Registration page will open.
Step-8	Vacancy name and details mentioned in Step 5 by Candidate will be shown. You cannot modify the details mentioned in step 5. So, please enter the details in pre-registration carefully. On one email Id, only one pre-registration is allowed. Enter other details like Category, Mother's name, Address, Employment Details and Qualification Details.
Step-9	Based on vacancy, certain Experience criteria are mentioned as a Questionnaire, which is required to be mandatorily filled in by the candidate in the form of ' Yes/No ' response.
Step-10	Candidate need to upload the photograph and signature in the appropriate space and format and size mentioned in the application form in note (ii) below.
Step-11	Once all details are entered, candidate can either proceed to ' Edit Application ' to modify the details entered in main registration page or click on ' Submit ' option to proceed to payment.
Step-12	After clicking on submit button, candidate can review the major details entered by him. This page will give details of the payment to be made by the candidate. Click on ' Make Payment ' button, then payment gateway will open. Candidate needs to enter the details given by payment gateway and make payment accordingly.
Step-13	Payment confirmation email message will be sent to the candidate's email Id mentioned in the Gateway details.
Step-14	Once the payment is received by gateway, candidate can take a print out of the application.

Note:

- i) **The particulars furnished by the applicant in the online application form will be treated as final. No relevant column of the application form should be left blank; otherwise application form will be rejected.** Incomplete / Incorrect application form will be summarily rejected. For any problems related to online submission or downloading call letters, please send an email to rectsupport@railtelindia.com. Team who is looking after recruitment will respond to the query.
- ii) The size of the photograph to be imprinted on the application should be of **20kb to 50kb** and that of the signature to be attached on the application should be of **10kb to 20kb**. Both the photograph and signature should be either in **png, jpg or jpeg** formats.
- iii) **The candidate may keep the print out of the application for his reference only. This is NOT to be sent to RailTel.**

11) Other Instructions:

Issue of Admit Card for Written Examination

- i) Admit cards for written Examination shall be sent through e-mail only.
- ii) Any corrigendum to this notice/ further information/ details regarding applications or applicants/ any other information regarding schedule of examinations/ notices/ results/ panels shall be posted only on the official website of RailTel Corporation of India Limited (www.railtelindia.com). No publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the official website of RailTel regularly.
- iii) Candidates currently serving in Govt./Quasi Govt. offices/ Public Sector Undertakings should intimate their employers about submission of their application in RailTel.
- iv) On final selection, candidate will have to produce the document conveying the acceptance of his/her resignation from service by his/her last employer failing which he shall not be allowed to join RailTel service.
- v) RailTel reserves the right to fix the minimum standards, mode of selection, number of vacancies, reservation of posts, eligibility conditions, shortlisting of candidates for written test/interview etc. No correspondence will be entertained in this regard.

- vi) Applicants should clearly note that RailTel will in no case be responsible for non-receipt of their application on any account, whatsoever.
 - vii) Application processing fee once received shall not be returned under any circumstances. No action will be taken on application received after the last date for online registration of application and neither the fee received along with such applications will be returned/refunded.
 - viii) The process of examination/recruitment does not involve any correspondence by RailTel with the candidate at any stage regarding deficiency in application/ documents/ payment of fee etc. It shall be the responsibility of the candidate to satisfy himself as to his fulfilling the eligibility criteria, and also furnish correct, complete & desired information/documents etc.
- 12) Verification of documents:** The candidates shall be required to produce **original** documents related to educational qualifications, experience, caste certificates, No objection certificate (wherever applicable), etc. for verification and also to submit self-attested photocopies thereof at the time of joining. Such documents shall be listed in the call letter. If the identity of the candidate is in doubt or he/she is unable to produce the requisite documents or there is mismatch of information in the documents or he is found ineligible for the post applied for or any other claim made in his/her application if found incorrect, his/her appointment will be treated as cancelled.
- 13) Travelling expenses:** No traveling expenses will be paid to the candidates for appearing in the written test.

(Pushpa Ghosh)
Dy. General Manager (P&A)