

Frequently Asked Questions

Information about Vacancies and Online Application

1. **I saw an advertisement for recruitment in RITES Ltd in the newspaper. How do I get detailed information about it?**

Detailed advertisements for recruitment are uploaded on RITES website under Career >> Vacancies. Candidates can get all the details by going through the uploaded advertisement.

2. **How do I apply to a particular vacancy?**

Candidates are advised to first **carefully read the full advertisement** for details of educational qualification, experience, age and other eligibility criteria as indicated in the advertisement and ascertain their eligibility.

After going through the detailed advertisement and checking their eligibility, candidates can apply online by going to www.rites.com >> Career >> Online registration >> New Registration

After “New Registration”, candidates have to go to “Candidate Login” and successfully fill the form and make necessary payment (if required)

Please ensure that **Pop Ups are “Allowed”** while filling Online application forms

3. **I have completed the “New Registration” but did not received the Login ID and Password. What should I do?**

In case, you do not receive your Login ID and Password within 30 minutes, please send an e-mail to rectt@rites.com clearly indicating the following:

Name of candidate- Your name

VC No- Vacancy code as advertised

Registration Number- Your 6 digit registration number

4. **During Filling the Online Registration / Application Form I am facing issues. What should I do?**

Candidates must first ensure that they satisfy the advertised eligibility criteria before applying as candidates not fulfilling the eligibility conditions will not be able to apply.

If you face problems despite fulfilling all the eligibility conditions, send an e-mail to rectt@rites.com clearly indicating the following:

Name of candidate- Your name

VC No- Vacancy code as advertised

Registration Number- Your 6 digit registration number

Nature of issue: Server error/ timeout/ non uploading of photo/ payment issue etc

Any 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

5. **I am unable to upload photo and signature. What should I do?**

Candidates should ensure that they are uploading the documents in mentioned formats and file sizes. Other formats and sizes exceeding the limit prescribed won't be accepted by the portal.

6. I have filled the online Application Form. Do I need to make payment also?

Details and mode of payment required to be made are indicated in the advertisement uploaded on website.

After filling up the required details under the "Fill/ Modify Application Form", click on "Make payment". The payment details show the amount to be paid to the bank based on your category.

7. I have filled the online Application Form but did not make the payment before the due date. Will my application be considered?

Applications without successful fee payment shall be treated as incomplete and shall be summarily rejected.

8. My Exam fee has been deducted from bank account but Registration slip not getting generated

For any query related to payment of fees, **please contact HDFC Bank only** on the phone number or e-mail id provided in the advertisement.

If even after contacting HDFC Bank your issue is not resolved, then send an e-mail to rectt@rites.com clearly indicating the following:

Name of candidate- Your name

VC No- Vacancy code as advertised

Registration Number- Your 6 digit registration number

Nature of issue: Payment not deducted/ multiple payments deducted etc

Any 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

9. Do I need to fill all the fields in the Application Form?

Yes. All sections of the Application Form are mandatory and must be duly filled by the candidate to the best of his/her knowledge. Do not forget to provide complete details of your career to date along with brief and accurate details of your nature/ type of work. This will help us to understand about your skills and experiences and the level to which it matched our job specifications and requirement.

10. I have passed my qualification of Degree in June 2018 and I have work experience from November 2017 onwards. Will my experience of November 2017 be considered for the post I am applying for?

No. Experience obtained prior/before acquiring Minimum Educational Qualification will not be considered. For example, if for a post the minimum qualification required is Degree in Engineering and the candidate has passed his Degree in June 2018, his/her experience will be counted from June 2018 onwards only.

*Details regarding Total Experience and Post qualification experience can be referred from the advertisement.

11. I have filled the online Application Form and also made the required payment. Do I need to send hard copies of my documents also?

Candidates are advised to go through the advertisement and check whether submission of hard copies is required for the post for which they have applied.

If yes, then a copy of the online **APPLICATION FORM** containing the registration number is to be printed, signed, and furnished alongwith **SELF-ATTESTED HARD COPIES** of the following documents in the given order only (from top to bottom):

- a. 2 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 Liscence, 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).

Application Form along with above documents are to be sent through post to “*Recruitment Cell, RITES Ltd., RITES Bhawan, Plot No.1, Sector-29, Gurgaon – 122001, Haryana*”; within the date specified for the purpose in the advertisement.

Note:

Recruitment Status Update:

12. I have applied to a post in RITES Ltd. What is the Syllabus/Interview/selection date for the vacancy advertised?

The details regarding the syllabus, selection date (written or interview), venue etc details will be communicated to the shortlisted candidates in the later stages.

The selection schedule shall also be uploaded on RITES website for information of all applicants.

Candidates are advised to visit the RITES website periodically for updates.

Candidates may also note that any query over e-mail/ telephone inquiring about schedules of selection shall not be entertained.

13. I appeared for Written Test/ Interview for a post in RITES Ltd. When will the result be announced?

The list/ details of candidates selected will be communicated to the selected candidates.

The result shall also be uploaded on RITES website for information of all applicants.

Candidates are advised to visit the RITES website periodically for updates.

Reservation

14. I belong to the reserved category; however I do not have requisite Caste Certificate. Will my candidature be accepted?

No. candidates belonging to a reserved category must possess a valid Caste Certificate in the Performa prescribed by the Govt. and issued by Competent Authority only in order to claim benefit. The Performa of Caste Certificate for EWS/SC/ST/OBC is available on our website. Candidates may also refer the same.

For claiming the benefit of OBC category, the candidate should submit **latest caste certificate as per the Performa prescribed by Govt. of India**, which would, among others, specially mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel and Training in the Government of India OM No. 36012/22/93-Estt (SCT) dated 08.09.1993 and revised guidelines issued from time to time. Candidates belonging to OBC Category but failing in creamy layer are not entitled to OBC reservation benefits.

* At the time of verification of the caste certificate at our end, if it is observed that the candidate has obtained reservation benefits by submitting false/incorrect certificate/ information; his/her candidature will be summarily rejected.

- 15. I belong to OBC category. The name of my caste appears in the state list; however, the name of my caste is not appearing in the Common List/ Central List. Can I claim the benefit of OBC Category/ will my candidature be accepted as OBC Category candidate?**

No. For claiming benefit of reservation, the caste/ sub-caste/ community essentially has to be in Central list. If the caste you belong to appears in a state list but not in central list, you are not eligible for getting the reservation benefits. Candidate can check the latest central list of OBCs published by the National Commission for Backward Classes (NCBC).

- 16. I belong to reserved category, but I wish to apply under 'Unreserved' Category. Can I apply against an un-reserved post?**

Yes. A candidate belonging to reserved category may choose to apply under "Unreserved" category for the positions, provided they meet the age and qualification criteria applicable to unreserved candidates.

- 17. Who is entitled for relaxation/concessions admissible to Persons With Disabilities (PWD) candidates?**

Persons with disability of 40% or more will get the benefits admissible to PWD candidates. It is necessary to have a valid Disability Certificate/ Medical Certificate issued by Medical Board duly constituted by Central or State Government, attached to the Special Employment Exchange/ Vocational Rehabilitation Centre for PWD or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria. Candidates, whose degree of disability is less than 40%, are not entitled for any concessions admissible to PWD candidates.

PWD candidates are advised to please read the advertisement where Physical Requirements and Functional Classifications which have been identified for the post as under "Categories for which identified" for respective vacancies

- 18. I am an Ex-serviceman. Am I eligible to apply for the notified posts?**

Ex-serviceman fulfilling the eligibility criteria can apply against the above posts along with relevant service certificates, Discharge Certificate and qualification documents prescribed in the detailed advertisement. Ex-serviceman applying for the vacancy must submit a certificate indicating the equivalence of their qualification to that advertised along with the Application Form. Relaxations are provided as per Government norms.

General

- 19. Can I submit a resume or hand written/ typed application instead of prescribed Application Form?**

No. Only duly filled in applications in the prescribed Application Form will be accepted. Application received in any other format apart will be rejected. The Application Form should be complete in all respect and is required to be submitted with all the necessary enclosures. Candidates are advised to go through 'How to apply' section in advertisement for documents to be submitted for the same.

- 20. What if I provide false/ incorrect details in my Application Form?**

The candidature of the applicant would be provisional and subject to consequent verification of certificates/testimonials. At any stage of the of the selection process, if it is found that the candidate

has furnished false or incorrect information or suppressed any factual information at any stage of recruitment process, then the candidature of the candidate is liable to be cancelled.

21. In case of any other query, how can I contact RITES?

For any query, candidates may send the same to our e-mail id rectt@rites.com

Please appreciate that only such queries would be replied to, which are relevant and pertaining to RITES vacancy advertisement and have not been addressed above or detailed advertisement available on our site.

22. What is format for raising a query at rectt@rites.com during registration process issues ?

The format of request is as follows:

Name of candidate- Your name

VC No- Vacancy code as advertised

Registration Number- Your registration number

Query – Details of query

(Queries having this format will only be entertained)