



रेल विकास निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
**Rail Vikas Nigam Limited**  
(A Government of India Enterprise)

CIN : U74999DL2003GOI118633

No. RVNL/2019/3/5/HR/Pt.1

Date: - 14.01.2019

**CMD / MD, RITES, IRCON, DMRC, IRCTC, DFCCIL, CONCOR, CRIS & RLDA**  
**All PSUs of other Government Departments**

Sub: -Filling up the **post of Executive Director / Human Resources at Corporate Office, RVNL, New Delhi in Human Resources Department** in grade E-9 Rs. 62000-80000/- / Rs. 150000-300000/- (Revised) (IDA pattern) on permanent absorption basis.

Sir,

It is proposed to fill up 1 (One) post of Executive Director/ **Human Resources at Corporate Office, RVNL, New Delhi in Human Resources Department** in grade E-9 Rs. 62000-80000/- / Rs. 150000-300000/- (Revised) (IDA pattern) on **PERMANENT ABSORPTION BASIS**. The detailed specifications/ requirements of the post is enclosed as Annexure-I.

It is requested that the above posts may kindly be given wide circulation on your Railways / Units / Organization.

Application in the prescribed proforma along with (Annexure-A, B, C) of the eligible candidates (***Railway Officers or Railway Officials on deputation or Ex. Railway Officials***) whose services can be spared immediately on selection, together with the certificate from the competent Authority (in proforma Annexure-D) along with the below mentioned documents be forwarded to **GROUP GENERAL MANAGER /HR, RAIL VIKAS NIGAM LTD., ROOM NO.253, AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE, R.K.PURAM, NEW DELHI-110066, latest by 15<sup>th</sup> FEBRUARY, 2019**. Applications received without the requisite certificates & necessary documents will not be entertained.

- i) Integrity certificate
- ii) DAR/Vigilance/SPE clearance certificate.
- iii) Attested photocopies of the ACRs for the last five years.  
(Attested on each page by an officer not below the rank of JAG).

The candidate who applies for the post will not be allowed to withdraw their candidature subsequently.

Thanking you,

Yours faithfully

(Sathyan Pillai)

**Addl. General Manager/HR**  
**Tel no. 011-26738303**

DA / as above.

**Copy to: -**

1. **The Secretary (Kind Attn. C. K. Vinod, US/Dep.), Railway Board/New Delhi**
2. **All General Managers on Indian Railways**

## **ANNEXURE-I**

Rail Vikas Nigam Limited (RVNL), a premier schedule "A" PSU under Ministry of Railways engaged in Railway infrastructure of national importance invites applications from willing dynamic Officers to fill up **One (1) post of Executive Director/ Human Resources**, (E-9 Grade, pay scale Rs. 62000-80000/-/ Rs. 150000-300000/- (Revised)) (IDA Pattern) in **Human Resources Department at Corporate Office, New Delhi** on **PERMANENT ABSORPTION BASIS**.

### **ELIGIBILITY CRITERIA**

A. The incumbent should be a Graduate or its Equivalent with good academic records. Post graduate Diploma or Degree in Personnel Management / Human Resources Management or Master in Business Administration (MBA) / Post Graduate Diploma / Programme in Management (PGDM/PGPM) from a recognized University / Institute will be desirable.

#### **1. For serving Railway Officials including those working on deputation in RVNL or in any other PSUs.**

SAG officers of IRPS having at least 25 years of service in Group-A.

#### **2. For Officials working in any other PSUs.**

The incumbent should be an officer of Personnel / Human Resources Department in:

- E 9 in the scale of Rs. 62,000-80,000/- / Rs.150000- -300000/- (Revised) of IDA (For officers of CPSEs).

OR

- E 8 (Rs. 51,300-73,000/- / Rs. 120000-280000/- (Revised) with at least 8 Years of service in the grade of E 8 (For officers of CPSEs).

OR

Corresponding equivalent grades of the above mentioned scales.

**Perference will be given to the eligible officer having experience of working in a HR department of a CPSE prefereably in a Railway CPSE for at least 3 years.**

(A) Age should not be above 57 years of age as on 14.01.2019.

**The applicant should not only be technically suitable but also be physically fit.**

The selected candidates will be offered position in RVNL on permanent absorption basis with respect to his eligibility vis-a-vis his last position in Railways and length of service as per the RVNL Rules.

**Compensation Package:** Company offers attractive Pay and other allowances/fringe benefits attached to the post/grade as per IDA pattern scale of pay.





Candidates interested to apply for the above post may visit the company's website: [www.rvnl.org](http://www.rvnl.org) under '*Career Opportunities*' for details and application form.

Application in the **prescribed proforma along with Annexure-A, B, C together with the certificate from the competent authority (in proforma Annexure 'D')** alongwith the copies of relevant documents (documents to be compulsorily attached, Educational / Professional Certificate, Service Certificate, Pension Pay Order, Copy of APAR for the last 5 years, if available etc.) be sent to **Group General Manager/HR, RAIL VIKAS NIGAM LTD., ROOM NO.253, AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE, R.K. PURAM, NEW DELHI-110066, latest by 15<sup>th</sup> February, 2019**. Applications received without the requisite certificates and necessary documents will not be entertained.



**FORMAT OF APPLICATION ON PERMANENT ABSORPTION BASIS FOR  
THE POST OF EXECUTIVE DIRECTOR/HUMAN RESOURCES.**

Affix here passport  
size photograph

1	Name	
2	Father's Name	
3	Date of Birth	
4	Sex	
5	Status (Married/Single)	
6	Whether SC/ST/OBC/Minority	
7 (i)	Address with contact number	
(ii)	Mobile No	
(iii)	e- mail address	
8	Details of Dependents (Name, Age & Relationship)	
9	Hobbies/Extra Curricular Activities	
10	Present Organisation in which you are working, its address and Phone Numbers	
11	a) Present Position b) Date of Appointment on the Present Position c) Present Pay scale / Emoluments	
12	a) Date of Appointment in Railways b) Grade/Pay/Scale at the time of Appointment in Rlys c) Last position held in Rlys d) Last Grade/Pay/Scale in Rlys e) Date of Retirement/Resignation f) Total Length of service in Rlys g) Pension Details, if any (Copy of P.P.O. to be attached)	

13	Type of Separation from Railways (Tick the relevant type)	1. Voluntary Retirement 2. Resignation 3. Others (specify)
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14 **Educational/Technical Qualification**

Name of Examination	Name of Board/University	Year of Passing	Subjects	% of Marks	Class/ Division

15 **Professional Experience**

(a) **Railway Service**

SN	Name of Organisation & Address with Place of Posting	Design.	Scale of Pay/	From	To	Nature of Work

(b) **Other than Railway Service**

SN	Name of Organisation & Address with Place of Posting	Design.	Scale of Pay / Emoluments	From	To	Nature of Work
16	Details of Punishment if any in the last 10 years					
17	Details of Awards, if any					
18	Have you ever been involved in any anti-national activities (Tick)			(Yes / No )		
19	Have you ever been convicted, If yes, details					
20	Any criminal case lodged against you, If yes, details					



21. **Declaration**

1. I hereby solemnly affirm that the statement made and information furnished by me in the above performa is true and correct.
2. I have not concealed any information.
3. However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.
4. I agree to abide by the Rules and Regulations of RVNL.
5. I also hereby certify that neither I have been compulsorily retired from Railway Service as punishment/penalty under RS (D&A) Rules, 1968 nor prematurely retired under Rule 1802, 1803 & 1804 of IREC-Vol-II. My service certificate is enclosed (only in case of ex-Railway servants).

Place\_\_\_\_\_

Name & Signature of Candidate

Date\_\_\_\_\_

**ANNEXURE-A**

**UNDERTAKING**

In the event of my selection as .....  
in RVNL, I will tender my resignation in my Parent Organization. i.e.  
.....

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

**AFFIDAVIT**

I,.....S/o..... while working as ....., do hereby solemnly affirm and declare that I am free from D&AR/SPE/Vigilance angle and no proceedings have been contemplated or pending against me in the said Organisation.

In case any information comes to my notice, I will inform RVNL of the same immediately.

I, further, understand that if any adverse information comes to the notice of RVNL which was not disclosed by me, in addition to termination of Service, other actions as deemed fit would be taken by RVNL.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Design \_\_\_\_\_

Organisation \_\_\_\_\_



**ANNEXURE-C**

**VERIFICATION**

I declare that the information furnished by me in the Application Form is true to the best of my knowledge and belief and that nothing has been concealed.

(Signature of the applicant)

**ANNEXURE-D**

**(Certificate to Be Furnished By the Employer/Head of Office/  
Forwarding Authority)**

Certified that the particulars furnished by \_\_\_\_\_  
are correct and he/she possesses educational qualifications and experience  
mentioned in the vacancy circular.

2. Also certified that:-

- i) There is no vigilance or disciplinary case pending/contemplated  
against Shri/Smt. \_\_\_\_\_
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for  
the last 5 years duly attested by an officer of the rank of JAG, are  
enclosed.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Telephone No, \_\_\_\_\_

Office Seal \_\_\_\_\_

**List of enclosure:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_