



RAILTEL CORPORATION OF INDIA LIMITED
(A Government of India Undertaking under Ministry of Railways)
Registered & Corporate Office: Plate-A, 6th Floor, Office Block-II,
East Kidwai Nagar, New Delhi-110023.
website:www.railtel.in, CIN: L64202DL2000GOI107905

Vacancy Notice No. RCIL/2023/P&A/44/1

**Notice For Regular Recruitments in Technical / Marketing/ Finance/HR Departments
of RailTel Corporation (Including Backlog Vacancies of SC/ST/OBC)**

RailTel Corporation of India Limited, a Mini-Ratna (Category-I) Public Sector Undertaking under Government of India, has a huge network of Optic Fiber Cable spread across the length and breadth of the country. RailTel endeavors to bridge the digital divide of India. RailTel takes pride in being part of Govt of India's path breaking projects - like Station wi-fi, Video Surveillance System, Data Centre Services, Cloud Services and e-office.

We are looking for dynamic professionals to become a part of our team. If you ever aspired to take an unconventional path to contribute towards nation building then we look forward to welcome you to RailTel Family and nurture your talent. At RailTel, work means pride to be a partner in India's Digital Growth shaping the future of our nation.

At this juncture, we require professionals in Technical/ Marketing/ Finance/ HR fields for which applications are invited from **Indian citizens** for the following positions:

1. POSTS/ LEVELS/ SCALE OF POSTS/ CTC/ NO. OF VACANCIES:

| Post Code | Name of post and level | Total no. of vacancies | UR | Reserved vacancies including backlog vacancies (out of total vacancies) | | | | Number of posts reserved for PwBDs |
|-----------|---|------------------------|----|---|----|----|-----|--|
| | | | | OBC-NCL | SC | ST | EWS | |
| 1 | Assistant Manager (Technical)/ E-0 Scale of pay: Rs.30,000-1,20,000/-. CTC: Rs.9 Lakh (approx.)+ annual PRP. | 26 | 13 | 6 | 3 | 2 | 2 | Cat.A (VH)-1; Cat.B (HH)-1; |
| 2 | Deputy Manager (Technical)/ E-1 Scale of pay: Rs.40,000-1,40,000/-. CTC: Rs.12 Lakh (approx.)+ annual PRP. | 27 | 21 | 0 | 0 | 1 | 5 | Cat.A (VH)-2; Cat.B (HH)-2; Cat. C (OH, CP,LC, Dw, AAV, MDy)-1; Cat. D+E (ASD, ID, SLD, MI, MD involving (a) to (d) above-1 |

| | | | | | | | | |
|---|---|----|----|---|---|---|---|---|
| 3 | Deputy Manager (Marketing)/ E-1 Scale of pay: Rs.40,000-1,40,000/-. CTC: Rs.12 Lakh (approx.)+ annual PRP. | 15 | 12 | 0 | 1 | 1 | 1 | 0 |
| 4 | Assistant Manager (Finance)/ E-0 Scale of pay: Rs.30,000-1,20,000/-. CTC: Rs.9 Lakh (approx.)+ annual PRP. | 6 | 5 | 1 | 0 | 0 | 0 | 0 |
| 5 | Assistant Manager (HR)/ E-0 Scale of pay: Rs.30,000-1,20,000/-. CTC: Rs.9 Lakh (approx.)+ annual PRP. | 7 | 5 | 1 | 1 | 0 | 0 | 0 |
| | Total | 81 | 56 | 8 | 5 | 4 | 8 | 8 |

(Legend: UR- Unreserved; OBC(NCL)- Other Backward Classes (Non-Creamy Layer); SC- Scheduled Caste; ST- Scheduled Tribe; VH- Visually Handicapped; HH- Hearing Handicapped; OH- Orthopedically Handicapped; OA- One Arm; OL – One leg; CP – Cerebral Palsy, LC- Leprosy Cured; Dw – Dwarfism; AAV – Acid Attack Victim; MDy – Muscular Dystrophy; ASD – Autism; SLD – Specific Learning Disability; MI – Mental Illness; MD – Multiple Disabilities; EWS- Economically Weaker Section)

Important Notes:

(i) Vacancies for PwBD, wherever given in the vacancy notice, are not separate but are included in the total number of vacancies.

(ii) Number of vacancies indicated in this notice is provisional and may undergo any change (increase / decrease) or even become NIL in total at any stage of the recruitment process or even after the recruitment process is complete, in administrative/ business interest of RailTel Corporation.

(iii) The scale of pay mentioned above and other service benefits may be changed at any stage during the recruitment process or after recruitment on these posts at the discretion of the management. All scales are as per 3rd PRC-IDA.

(iv) As the **examination shall be held in one common session only** for all the above-mentioned posts, the candidates will be able to appear in examination only for one of the above posts. Therefore, the candidate may apply only for any one of the posts out of the above.

(v) Before applying for a post candidate should make sure that the post is reserved for his / her category or unreserved post is available.

(vi) **Place of Posting:** Selected candidates may be posted/ transferred to any place in India, in any office of RailTel's subsidiary, joint venture or any business associate at any point of time in administrative / business exigencies. Efforts will be made to allot the region as per candidate's option exercised in the application form. However management may allot any other region in view of work-requirement and administrative exigencies. **The candidate, on joining the allotted region will have to stay in that region for at least 10 years before submitting any application for seeking transfer to any other region.** The management may consider request for transfer as per work requirement and/ or administrative (convenience/ requirement) ground.

(vii) **Region-wise availability of vacancies: Annexure-III**

2. AGE, EDUCATIONAL QUALIFICATIONS AND LENGTH & NATURE OF EXPERIENCE

The applicant should satisfy criteria regarding age, educational / professional qualifications, nature and length of experience etc. **as on the last date of receipt of online applications** as detailed under:

| Post Code | Name of the Post | Age Limit* | Minimum Educational / Professional Qualifications | Minimum Length & Nature of Experience |
|-----------|---|---|---|--|
| 1 | Assistant Manager (Technical)/ E-0 level | Minimum : 21 years Maximum: 28 years | Diploma in Electronics or any other combination of Engineering branches, where Electronics is one of the branches, like, Electronics & Instrumentation; or M.Sc. (Electronics); or equivalent in Electronics. | Experience: Compulsory- 5 yrs in Telecom area. Job description is given in annexure-I |
| 2 | Deputy Manager (Technical)/ E-1 level | Minimum : 21 years Maximum: 30 years | B.E./ B.Tech./ B.Sc. (Engg) in Electronics & Telecom; or Telecom; or Computer Science; or Computer & Communication; or Information Technology; or Electrical; or Electronics; or any other combination of Engineering branches, where Electronics is one of the branches, like, Electronics & Instrumentation; or M.Sc. (Electronics); or MCA; or equivalent. | Experience: Compulsory- 2 yrs in Telecom area Job description is given in annexure-I |
| 3 | Dy. Manager (Marketing)/ E-1 Level | Minimum : 21 years Maximum: 30 years | Master of Business Administration (Marketing) | Experience: Compulsory- 2 years' experience in areas given in annexure-I. Job description is given in annexure-I |
| 4 | Asstt. Manager (Finance) / E-0 Level | Minimum : 21 years Maximum: 28 years | Master of Business Administration (Finance) | Experience: NIL. |
| 5 | Asstt. Manager (HR) /E-0 Level | Minimum : 21 years Maximum: 28 years | Master of Business Administration (HR) | Experience: NIL. |

* Age relaxation to various categories has been indicated in annexure-IV of vacancy notice.

2.1 Educational / Professional Qualifications: All the educational / professional qualifications mentioned in para 2 should be obtained from a recognized University/ Deemed University/ Autonomous Institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act

or from institution recognized/ approved by AICTE or any other accrediting organisations under the Government of India.

2.2 Experience: For computing the length of experience, the experience in Central/State Govt /PSUs/Private sector together (duly supported by documents) shall be taken into consideration. However, Teaching / Academic experience and such training/ summer training/ apprenticeship/ projects etc., which are part of curriculum for award of any academic /professional qualifications, will not be taken into consideration for computation of length of experience mentioned above.

3. CRUCIAL DATE OF DETERMINING ELIGIBILITY: Applicants should meet requisite eligibility criteria regarding age, educational/professional qualifications, technical certifications, length & nature of post-qualification experience and other eligibility criteria on **the last date of receipt of online applications**. Candidate will be required to show certificates /marks-sheets of professional/ technical qualifications/technical certifications/ length of experience and other requisite documents before he/she is allowed to appear in interview, if shortlisted for the same. The candidates waiting for final results of prescribed educational/professional qualification should NOT apply.

4. IMPORTANT DATES:-

| | |
|--|--------------------------------------|
| Uploading of detailed vacancy notice on RailTel Corporation's website | 21.10.2023 |
| Opening date for <u>online registration</u> and filing of applications (including payment of application fee). | 21.10.2023 (10:00 Hrs IST) |
| Last date for completion of <u>on-line registration</u> and filing of applications (including payment of application fee). | 11.11.2023 (23:59 Hrs IST) |

5. RELAXATION IN MAXIMUM AGE LIMIT: Please refer Annexure-IV

5.1 Age relaxation in respect of SC/ST/OBC categories will be allowed only in cases where posts are reserved for these categories.

5.2 Candidates belonging to PwBDs category may also apply against a post where no posts have been specifically earmarked for such category. For these posts, they are eligible for age relaxation as applicable for PwBDs.

5.3 If a candidate is eligible for relaxation of age on two or more grounds mentioned in annexure-IV, he /she would be accorded only the highest of the age relaxation for which he/she is eligible.

6. INSTRUCTIONS FOR PERSONS WITH BENCHMARK DISABILITIES: Please refer Annexure-V

6.1 Reservation for PwBDs shall be on horizontal basis and the selected candidates will be placed in the appropriate UR/SC/ST/OBC-NCL/EWS category vacancies, if such vacancies are available. It is advised that before applying for a post PwBDs should confirm that the post is available / reserved for his category (i.e., UR, OBC-NCL, SC, ST, EWS) also.

6.2 Prescribed format of Disability Certificate should be submitted by the PwBDs as per Proforma V to VII (as applicable) of Ministry of Social Justice and Empowerment Notification dated 15.06.2017 (**Annexure -IX, X & XI** to this vacancy notice).

7. **SC/ST CERTIFICATE:** Candidates belonging to SC/ST category should submit an attested copy of Caste/Tribe certificate issued by the competent authority at the time of interview. The original certificate shall also be produced for verification. Proforma of relevant certificate is attached as annexure-VI.

8. **OBC CERTIFICATE:** The candidates applying against vacancies reserved for OBCs should note that they have to produce a **valid certificate** at the time of interview in support of their belonging to OBC community (non-creamy layer) issued by the Competent Authority in the prescribed format (attached as annexure-VII) for this purpose so as to prove **that they do not belong to 'Creamy Layer' of the OBCs on the crucial date.** The crucial date of this purpose will be the last date for receipt of on-line application indicated in this vacancy notice. A declaration shall also be submitted by the candidate, when he reports to RailTel for his/her pre-appointment formalities stating that he does not belong to the creamy Layer of OBC (attached as annexure-VII A). Further, the caste to which the candidate belongs should be the one included in the Central list of OBCs issued by the Government of India as per latest instructions in this regard since RailTel Corporation is a Central PSU.

8.1 Only those OBCs belonging to **non-creamy layer** of OBCs, which are in the central lists of OBCs **as on the last date of receipt of application**, are eligible for appointment on the posts reserved for OBCs.

9. **ECONOMICALLY WEAKER SECTION (EWS) CERTIFICATE:** The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the competent authority (format attached as annexure-VIII). The candidate applying against the vacancies reserved for EWS must possess Income and Asset Certificate so as to prove that he belongs to EWS as on the last date of receipt of on-line application as indicated in this vacancy notice.

10. **Category as on the last date of receipt of online application** for this vacancy notice shall only be considered for availing reservation benefits, if eligible, and any change in the Category/EWS status of the candidate thereafter shall not be entertained. The candidate will have to produce the original caste / Income and Asset Certificate before he is allowed to appear in interview, if shortlisted.

11. **SCHEME OF SELECTION:** The scheme of examination will be as under:

| S.No. | Exam | Maximum marks | Duration of exam. | Location of exam centres. |
|-------|--|---------------|-------------------|--|
| i) | Online examination - Multiple Choice Questions. No negative marking. | 150 | 120 minutes | Mumbai, Kolkata, Delhi/ NCR, Hyderabad/ Secunderabad or any place decided by the management. |
| ii) | Interview | 50 | -- | -do- |

Notes: (a) The standard of questions on professional subject will be commensurate to the specified educational/ professional qualification and requisite experience in areas of experience /knowledge specified for the post.

b) Candidates should exercise options of the test city in the on-line form. No change of test city/test centre will be permissible at a later date. However, RailTel, for administrative reasons, reserves the right to direct the candidate to appear for written test at any test city other than the one chosen by the candidate. The management has the discretion not to hold the written examination at any one or more cities mentioned above.

11.1 Nature of on-line test: On-line test would be expected to test candidates against the following parameters:

- (i) Professional Knowledge with reference to educational qualification and the nature of duties and responsibilities – 100 marks; and
(Syllabus enclosed as Annexure-II)
- (ii) General Knowledge, Numerical Ability, Reasoning, Aptitude etc.– 50 marks

12. APPLICATION FEE: Rs. 1200/- (Rs.600/- for SC/ST/PwBDs). The fee will be collected through payment gateway only during online registration process. Any processing charges, bank charges, applicable taxes etc. towards the same, if any, will be borne by applicant.

12.1 The application fee of Rs. 600/- paid by SC/ST/PwBDs is refundable subject to their actual participation in the recruitment. This fee shall be refunded, duly deducting bank charges, as applicable, on their appearing in the written examination.

12.2 The examination fee paid by the candidates whose application is incomplete or those who have not submitted their application by any reason whatsoever or whose application is rejected, will not be refunded.

12.3 Application fee once received shall not be returned in any circumstances, except in cases mentioned in para 12.1. No correspondence from such applicants and from ineligible candidates will be entertained regarding return of application fee.

13. HOW TO APPLY: Candidates are advised to read all the instructions contained in this vacancy notice very carefully before applying online and to satisfy themselves that they fulfill all the eligibility conditions including age, educational /professional qualifications, certifications, nature and length of experience and medical standards for the post to be applied by them. They should also make it sure that the post for which they desire to apply is available for their categories (OBC-NCL, SC, ST, EWS) or unreserved post is available. They should also read carefully all the instructions given on main instruction page of the online application:

- i) Candidates are required to apply online only through the link available on **www.railtel.in**. No other means/ mode of submission of applications will be accepted under any circumstances.
- ii) Signatures of the candidates on all documents should be identical in all stages of recruitment process and must be in running hand and not in block/capital or disjointed letters. Signatures in different style at the time of on-line test, interview, medical examination, joining the post etc. may result in cancellation of candidature.

- iii) While filling the on-line form, candidates will have to indicate options for region of posting in order of preference, if selected (Ref: imp note(vi) in para 1 of vacancy notice). The options available are:
- (a) Corporate Office (CO-at Delhi/NCR)/Northern Region (NR-with Regional Headquarter at Delhi),
 - (b) Eastern Region (ER-with Regional Headquarter at Kolkata),
 - (c) Southern Region (SR-with Regional Headquarter at Hyderabad/ Secunderabad),
 - (d) Western Region (WR-with Regional Headquarter at Mumbai).
- iv) Applicants shall not be allowed to change their categories (e.g. OBC-NCL/SC/ST/EWS/PwBDs) after they have submitted their on-line applications.
- v) Before registering/ submitting applications on the website, the candidate must possess the following:
- a. **Valid E-mail ID/ mobile number:** The Email ID/ mobile number entered in the online application form should remain active until the recruitment process is complete. No change in Email ID/ mobile number will be allowed once registered. All correspondence regarding this recruitment shall be done on the Email ID/ on-line including issue of admit card for online examination and call letter for document verification/Interview, if shortlisted.
 - b. Scanned copy of latest passport size coloured photograph (not more than 3 months old), scanned left thumb impression and scanned signature in digital format (as per dimensions given in para 13.1 below) for uploading in the application.
 - c. All relevant documents relating to the eligibility criteria viz Educational Qualification, certifications, Caste certificate [SC/ST/OBC(NCL)/EWS], Experience Certificate, Disability Certificate, Discharge certificate in case of Ex-Servicemen etc.
 - d. Details for making payment of examination fee on-line. Examination fee will be acceptable through Net Banking/Credit Card/ Debit Card/UPI, as prescribed.
 - e. A facility to take print out of filled application form and examination fee payment receipt is preferred for candidates' own records. However, **candidates need NOT send** printouts of applications or certificates or copies to RailTel Corporation by post / courier/ email.
 - f. Educational Qualification Certificates viz. Provisional or Regular should contain the date of issue. In case date of issue of these certificates is after the closing date for registration of online application, then the consolidated mark sheet with date of declaration of the result of final qualifying exam or individual mark sheets of all the semesters/years with date of declaration of result on each should be submitted. In case of non-availability of date in any of these mark sheets/certificates, a certificate from the Institution/ University/Board to this effect (indicating date of declaration of result) should be produced at the time of document verification before interview, if shortlisted.

Note: Candidates should mention percentage in the fields where percentage is required to be filled in application format. **Percentage obtained in requisite qualifying examinations**, as mentioned in consolidated mark sheet issued by University/Institution will be considered. However, in case consolidated marksheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.

In case CGPA/OGPA/DGPA is mentioned in marksheets, following criteria may be applied:

(a) In case where conversion into percentage is not provided by university/institutes: if university/institute do not have the provision for conversion of CGPA/OGPA/CPI/DGPA or letter grade into percentage, then 6 on 10 point scale will be considered as 60%, for example. On any scale different from 10-point scale the score will be prorated accordingly.

(b) In case where conversion into percentage is provided by university/institutes: Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned university/institute. A certificate to this effect may be obtained by the candidate from the university/institute, which shall be required to be produced at the time of document verification before interview or at any other stage or recruitment or even after appointment, as demanded by RailTel.

13.1 DETAILED PROCESS FOR FILLING-UP/SUBMISSION OF ONLINE APPLICATION:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. RAILTEL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
3. CANDIDATES APPLYING FOR ANY POST CODE ARE ADVISED NOT TO SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF RAILTEL.

INSTRUCTIONS FOR SUBMITTING ON LINE APPLICATIONS

| General Instructions: | |
|------------------------------|---|
| 1. | <p>Before starting to fill up the On Line application, the candidate should keep at hand the following details/documents:-</p> <ol style="list-style-type: none"> a. Details/ documents regarding his / her educational qualifications as per the eligibility criteria (from 10th / Matriculation onwards) with percentage of marks or CGPA obtained. b. His/her personal details. c. His/her certificates like category certificate (SC/ST/OBC(NCL),etc., along with 10th& essential qualifications certificates. d. His/her scanned photograph and signature in JPG/JPEG format only. Digital size of scanned Photograph should be of 3.5 cm (width) x 4.5 cm (height) of minimum 20 KB and maximum 100 KB size. Digital size of scanned Signature (with black or blue ink only) should be of 20 KB to 100 KB size. |
| How to Apply: | |
| I. | <p>Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid for at least next one year from the date of filling application. Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & mobile no. (Please ensure that email sent to this mail box is not redirected to your junk /spam folder).</p> |
| II. | <p>Candidates should take utmost care to furnish the correct details while filling the On Line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION FORM. ONCE THE FORM IS SUBMITTED, IT CAN'T BE EDITED.</p> |

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| III. | <p>The step by step process for submitting the application form for recruitment for various posts is given below:-</p> <p>Step-I: Registration of Personal Details and Contact details. User-Id and password will be sent to you through e-mail / SMS on registered E-Mail Id and Mobile Number.</p> <p>Step-II: Re-Login to complete the fields of Personal Details, Qualification Details, Declaration, upload relevant documents (photo/signature etc.) and submit Application Fee online via CC Avenue – Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.</p> |
| IV. | <p>Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case/circumstances and neither the same shall be held reserved for any other recruitment OR selection process. <i>The application fee of Rs. 600/- paid by SC/ST/PwBDs is refundable subject to their actual participation in the recruitment. This fee shall be refunded, duly deducting bank charges, as applicable, on their appearing in the written examination. All the SC/ST/PwBDs should note that the fee shall be refunded to the same source i.e. bank account / credit card / UPI etc. through which candidates have paid their application fee.</i></p> |
| STEP- I Registration/Sign-Up | |
| a. | <p>The candidate should fill up all the required information i.e., Personal Details, Contact Details etc. correctly and click on Generate OTP button.</p> |
| b. | <p>Two OTPs will be sent to the candidate’s mobile no. & email id separately. The candidate has to enter both OTPs to verify mobile no. & email id respectively.</p> |
| b. | <p>Candidates agreeing to the terms & conditions may apply by clicking 'I Agree' Check box given below and then Re verify the selected/entered values by clicking the check boxes and Submit button.</p> |
| c. | <p>After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click at “Go To Application “OR “LOGIN” button (given on top right corner) to reach Step-II.</p> |
| STEP-II – Filling up of Application | |
| d. | <p>After signing-up, candidate has to Click on “LOG IN” button and then Click on “Go To Application” button at top right corner for filling-up Eligibility Criteria, Communication Details, Qualification & Experience Details, Documents and Payment sections and Upload Photo/Signature. After filling all required details, Candidate has to submit the application and pay applicable Fee online via CC Avenue Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.</p> |
| e. | <p>Instructions regarding scanning of Photograph/ Signature - Candidates should upload the scanned (digital) image of their Photograph, Signature as per the process given below:-</p> <p>i. Photograph image:</p> <ol style="list-style-type: none"> 1. Photograph must be recent passport size colour picture on light background (not older than 03 months) 2. The photograph should be taken while looking straight at the camera with a relaxed face. 3. The size of the scanned image of the photograph should be of 3.5 cm (width) x 4.5 cm (height) of minimum 20 KB and maximum 100 KB size in JPG/JPEG format only. <p>ii. Signature image:</p> <ol style="list-style-type: none"> 1. The applicant has to sign on a whitepaper with Black/Blue ink pen. 2. The signature must be signed only by the applicant and not by any other person. 3. Please scan the signature area only and not the entire page. <p>Size of the scanned image file of the signature should be of minimum 20 KB and maximum of 100 KB size in JPG/JPEG format only.</p> |

| | |
|----|--|
| f. | After uploading Photograph and Signature click on " Preview " tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on " Submit " tab. Once the application is submitted, candidates automatically will be redirected to CC Avenue payment gateway to deposit Application Fee online via CC Avenue Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI ,etc. |
| g | <p>Guidelines for remittance of Application Fee are as under:</p> <ol style="list-style-type: none"> 1. After filling the application details, the candidate will be re-directed to CC AVENUE gateway to make the online payment of Application Fee. 2. Kindly verify the details and make the payment for Application Fee via different payment modes available on the application portal. 3. After successful payment of Application Fee, candidate will be redirected to his/her application form. <p>Candidate may keep the payment transaction number safe with him/her for future use.</p> |
| h | <p>Printing of the submitted application form – On successful submission of the Application Form and after payment of Application Fee, the candidate should print his/her Application Form containing the details submitted by the candidate , by pressing "Print" button and saving his/her Application Form in PDF form.</p> <p>Please retain the PRINT OUT of the Application Form with you for future reference.</p> |
| i | Candidate should apply for only one post as the examination shall be held in one common session only. In case a candidate applies for more than one post, he/she will be allowed to appear for exam only for the post for which he/she carries admit card. The Application Fee & other charges paid by him/her for the other multiple registration(s) /application(s) will stand forfeited. |
| * | Please feel free to raise technical queries/ask for clarifications relating to the filling up of ONLINE APPLICATION, via Helpdesk Tab integrated in application portal Or on Phone No.091 - 9513631713 |

14. OTHER INSTRUCTIONS:

a) Issue of admit card for written examination / call letters for interview:

Hall ticket/admit card will be issued online only and has to be downloaded and printed by the applicants. The applicants can download their admit card using their credentials. Intimation regarding downloading of admit card for written test will be available on the RailTel's website. ***The applicants are requested to visit RailTel's website regularly for latest updates/information.*** Applicants will not be allowed to enter the examination hall without a valid admit card. In addition, the applicants are required to carry a valid photo identity proof and a passport size photograph to the examination centre.

b) Candidates are advised in their own interest to register/ submit their application/ pay their fee on-line much before the last date of registration/ submission of application / payment of application fee. They should not wait till the last date of on-line registration / submission / payment of fee etc. to avoid the possibility of disconnection/ inability/failure to log on the RailTel's website on account of heavy load on internet/website jam/disconnection.

c) RailTel does not assume any responsibility for the candidate not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the RailTel.

d) Candidates should note that in case a communication is received from their employer by RailTel Corporation withholding permission to the candidates applying for/appearing at the examination/ interview or during any stage of selection / empanelment, their application/candidature shall be rejected/cancelled.

e) Admit cards for written test / aptitude test or interview issued to the candidates shall be provisional. In case any ineligible candidate is issued admit card and appears in the written examination or even called for the interview or allowed to join RailTel, his/her candidature will automatically be treated as cancelled WITHOUT ANY NOTICE on grounds of his/her ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications at any stage of recruitment process, or before or after his/her appointment in RailTel.

f) Decision of RailTel about the mode of selection / scheme of examination, number of posts/ vacancies, educational qualifications for the posts, certifications, other eligibility conditions, shortlisting of candidates for written test/interview etc. shall be final and binding. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment process at any time without issuing any further notice or assigning any reason. No correspondence will be entertained in this regard.

g) No request for postponement of interview will be entertained, if called for interview.

h) The process of examination/ recruitment does not involve any correspondence by RailTel with candidate at any stage regarding deficiency in application / documents / payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself/herself as to his/her fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/ documents etc. **Data once filled by the candidate during filling of application form will be treated as final and no correspondence/ request regarding correction of any data at any stage will be entertained.** No correspondence will be entertained from the candidates found ineligible or not shortlisted and thus not called for written test/interview or for their non-selection.

i) The decision of RailTel in all aspects pertaining to the application, its acceptance or rejection, conduct of examination/interview and at all consequent stages culminating in selection or otherwise of any candidate shall be final and binding on all concerned. RailTel reserves its right to alter /modify any condition laid down in this vacancy notice or any backend process for conduct of selection during its various stages as warranted by any unforeseen circumstances arising during the course of this process or as deemed necessary by RailTel at any stage.

15. NO OBJECTION CERTIFICATE (NOC): Candidates currently serving in Govt/Quasi Govt. offices/ Public Sector Undertakings on regular basis are advised to inform the appropriate authority in their departments about their applying for the post in RailTel in response to this

vacancy notice. Candidates shortlisted for interview shall be required to submit “**No Objection Certificate**” from their employer for appearing in RailTel’s interview at the time of verification of documents prior to interview, failing which they shall not be allowed to appear in interviews and their candidatures shall be treated as cancelled.

16. ACCEPTANCE OF RESIGNATION: On final selection, candidates working in Govt./PSU/private entity, should produce the document conveying the acceptance of his/her resignation from service of his/her last employer. In the absence of such document, he/she shall not be allowed to join RailTel service.

17. VERIFICATION OF DOCUMENTS: The candidates called for interview shall be required to produce **original** documents relating to date of birth, educational qualifications, certifications, experience, caste certificates, his identification etc. for verification and also to submit self-attested photocopies thereof at the time of interview. Such documents shall be listed in the interview call letter. If the identity of the candidate is in doubt or he is not able 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 to be incorrect, he will not be allowed to appear in the interview and his/her candidature will be treated as cancelled.

17.1 The onus is on the candidates to prove with valid documents that all the information submitted by them in the on-line application is true.

18. TRAVELLING EXPENSES:

(i) No traveling expenses will be paid to the candidates for appearing in online test.

(ii) The SC/ST/PwBDs candidates who are not already in service, when called for the interview, shall be reimbursed AC-III class to and fro Rail or bus fare by the shortest route on production of original tickets from the Rly station / Bus stand nearest to their normal place of residence to the place of interview.

19. MEDICAL STANDARDS: After empanelment, candidates will have to pass the requisite medical standards (i.e., C-2 medical standards (Annexure-XIII) of Indian Railway Medical Manual) conducted by medical authority appointed by RailTel Corporation of India to ensure that candidates are medically fit to carry out duties connected with the post. Candidates who fail to meet the medical standards will not be allowed appointments.

20. BACKGROUND CHECK: In case of selection on the above-said post, such selection / appointment on the post shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Govt. /PSUs. A copy of valid passport will be required for consideration of confirmation in RailTel’s service after successful completion of period of probation.

21. AADHAAR AND PASSPORT: The selected candidate will have to submit the attested copy of his/her personal passport and aadhaar card within a period of three months from the date of his/her joining RailTel's service.

22. PROBATION: Two years from the date of joining RailTel. The period of probation shall be regulated as per extant rules / instructions issued from time to time.

23. SERVICE AGREEMENT: Substantial investment is made by RailTel Corporation on its employees for the recruitment, training, on-the job training / guidance for specifically handling the job responsibilities and thereafter. Any discontinuation of the employment before expiry of three years would unfairly prejudice the interest of the company. As such, the selected candidates will have to execute a service agreement of Rs. Two Lakh to serve RailTel for a period of three years from the date of their joining.

24. RESIGNATION: Three months' prior notice shall be required before seeking resignation from RailTel Corporation. This notice shall not absolve the executive of the liabilities of service agreement mentioned in para 23 above or *vice-versa*.

25. SCRIBE:

Conditions /eligibility criteria for use of scribe for candidates in category of Persons with Benchmark Disabilities:

- a) Indicate option for scribe if you are a PwBDs candidate and eligible for scribe. Only the candidates suffering from Low Vision or the candidates whose writing speed is affected by Cerebral Palsy/Muscular Dystrophy/ candidates with Locomotor disability (one arm) are eligible for availing scribe.
- b) The highest educational qualification of the scribe should be one step below the qualification of the candidate taking examination.
- c) **The Persons with Benchmark Disabilities in the category of Low Vision will be allowed Compensatory Time of twenty minutes per hour of the examination.** In case of other categories of PwBDs, the facility will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution as per the proforma.
- d) For engaging the SCRIBE, the candidate will have to fill up information about the SCRIBE while registering himself (Format enclosed as annexure-XII).
- e) The candidate will have to arrange his/her own SCRIBE at his/her own costs during the examination. Separate Admit Card will be issued to the SCRIBE accompanying the candidate. The admit card will contain the particulars, photo and signature of the SCRIBE.
- f) The candidate as well as the SCRIBE will have to give an undertaking at the time of written test declaring that the SCRIBE fulfills all the stipulated eligibility criteria for a SCRIBE mentioned in this paragraph.
- g) In case it transpires at a later date that the SCRIBE did not fulfill the laid down conditions /eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination.

- h) The candidate shall be responsible for any misconduct on the part of the SCRIBE brought by him.
- i) The same scribe should not be engaged by more than one candidate.

26. ACTION AGAINST MISCONDUCT:

- i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated and they should not suppress any material information while filling up the “on-line” application/ paper application, as the case may be.
- ii) Canvassing in any form will disqualify a candidate.
- iii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
 - a) Using unfair means during the examination; or
 - b) Impersonating or procuring impersonation by any person; or
 - c) Misbehaving in the examination hall; or
 - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - e) Using undue influence for his/her candidature by any means; or
 - f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
 - g) Giving wrong information regarding his/her category (SC/ST/OBC-NCL/EWS/PwBDs etc.) while appearing in the examination or thereafter; or
 - h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
 - i) Being in possession of mobile phone, pager, pen-drive, calculator, wrist watches (whether analog or digital/smart), tablet, bluetooth, headphone, earplug, laptop, ipad, electronic car keys, electronic reading device, any paper material or other computing /communication devices etc.;

He/she, in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be :

- a) Disqualified from the examination and /or
- b) Debarred either permanently or for a specified period from any examination/recruitment and /or
- c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of RailTel.

27. FACILITATION FOR GUIDANCE OF APPLICANTS:

Applicants may raise technical queries/ask for clarifications relating to the filling up of ONLINE APPLICATION, via Helpdesk Tab integrated in application portal Or on Phone No. 091-9513631713 (Mon to Sat-1000 hrs to 1700 hrs).

28. INFORMATION UNDER RTI Act: Any Application under RTI act seeking any information will not be entertained till the completion of the entire recruitment process.

29. RailTel Corporation will not be responsible for any inadvertent errors of any sort in this vacancy notice and reserves right to correct such errors.

30. INFORMATION ON WEBSITE: Any corrigendum to this notice/ further information/ details regarding applications or applicants / any other information regarding schedule of examinations or interviews/ call letters for interview/ notices / results /panels shall be posted only on the official website of RailTel Corporation of India Limited (www.railtel.in). 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 frequently.

31. The legal jurisdiction will be New Delhi in case of any cause.

WARNING: Beware of touts / job racketeers trying to deceive by false promises of securing job in RailTel either through influence or by use of unfair and unethical means. RailTel has not authorised any person or any agency for any action on its behalf for interacting with candidates in relation to this recruitment. Candidates are advised to visit only the official website of RailTel Corporation (www.railtel.in) and beware of fake websites and social media contents put up by the unscrupulous elements.

(Annexure-I to XIII attached)

Job Descriptions / Nature of experience required for posts

| S.No. | Name of the post | Job Descriptions/ Nature of Experience required for posts |
|--------------|--------------------------------------|--|
| 1 | Assistant Manager (Technical) | 1.Operation and maintenance of Optical Fibre Cable, telecom / data network equipment and associated infrastructure. 2. Execution of telecom and data network projects. |
| 2 | Deputy Manager (Technical) | 3. Planning, implementation and operation of last mile access network for customers. 4. Co-ordination with customers for network performance matters. |
| 3 | Dy. Manager (Marketing) | Represent RailTel, with a comprehensive understanding of its products and services; Achieve company objectives through effective planning, setting sales goals, generate and manage leads and nurture client relationships. Management of marketing and promotion activities, communication, bid preparation and partner management. |
| 4 | Assistant Manager (Finance) | Accounting and finance functions in respect of Establishment, Expenditure, Direct and Indirect Taxes, Tendering Process, Payments, Revenue, Audits, MIS, Cost Accounting, Funds Management, Complete accounting of company's transactions through ERP system including finalization of Financial Statements as per IndAS. |
| 5 | Assistant Manager (HR) | Manpower planning, recruitment, confirmation, promotion & related activities; framing / execution of policies relating to HRM and service matters; management of Training and Development function, administration and office management activities. |

Note: Job description / nature of experience mentioned above are indicative. The duties and responsibilities of candidates appointed on posts shall not be limiting to these only.

SYLLABUS FOR ALL POSTS/ LEVELS FOR ONLINE EXAMINATION

| S.No. | Name of Post & Level | Syllabus |
|-------|---|--|
| 1 | Assistant Manager (Technical)/ E-0 Level | <p>NETWORK Network graphs: matrices associated with graphs; incidence, fundamental cut set and fundamental circuit matrices. Solution methods: nodal and mesh analysis. Network theorems: superposition, Thevenin and Norton's maximum power transfer, Wye-Delta transformation. Steady state sinusoidal analysis using phasors. Linear constant coefficient differential equations; time domain analysis of simple RLC circuits, Solution of network equations using Laplace transform: frequency domain analysis of RLC circuits. 2-port network parameters: driving point and transfer functions. State equations for networks.</p> |
| 2 | Deputy Manager (Technical)/ E-1 Level | <p>ELECTRONIC DEVICES Energy bands in silicon, intrinsic and extrinsic silicon. Carrier transport in silicon: diffusion current, drift current, mobility, and resistivity. Generation and recombination of carriers. PN junction diode, Zener diode, tunnel diode, BJT, JFET, MOS capacitor, MOSFET, LED, p-I-n and avalanche photodiode, Basics of LASERS. Device technology: integrated circuits fabrication process, oxidation, diffusion, ion implantation, photolithography, n-tub, p-tub and twin-tub CMOS process.</p> <p>ANALOG CIRCUITS Small Signal Equivalent circuits of diodes, BJTs, MOSFETs and analog CMOS. Simple diode circuits, clipping, clamping, rectifier, Biasing and bias stability of transistor and FET amplifiers. Amplifiers: single and multi-stage, differential and operational, feedback, and power. Frequency response of amplifiers. Simple op-amp circuits. Filters. Sinusoidal oscillators; criterion for oscillation; single-transistor and op-amp configurations. Function generators and wave-shaping circuits, 555 Timers. Power supplies.</p> <p>DIGITAL CIRCUITS Boolean algebra, minimization of Boolean functions; logic gates; digital IC families (DTL, TTL, ECL, MOS, CMOS). Combinatorial circuits: arithmetic circuits, code converters, multiplexers, decoders, PROMs and PLAs. Sequential circuits: latches and flip-flops, counters and shift-registers. Sample and hold circuits, ADCs, DACs. Semiconductor memories. Microprocessor (8085): architecture, programming, memory and I/O interfacing.</p> <p>SIGNALS AND SYSTEMS Definitions and properties of Laplace transform, continuous-time and discrete-time Fourier series, continuous-time and discrete-time Fourier Transform, DFT and FFT, z-transform. Sampling theorem. Linear Time-Invariant (LTI) Systems: definitions and properties; causality, stability, impulse response, convolution, poles and zeros, parallel and cascade structure, frequency response, group delay, phase delay. Signal transmission through LTI systems.</p> <p>CONTROL SYSTEMS Basic control system components; block diagrammatic description, reduction of block diagrams. Open loop and closed loop (feedback) systems and stability analysis of these systems. Signal flowgraphs and their use in determining transfer functions of systems; transient and steady state analysis of LTI control systems and frequency response. Tools and techniques for LTI control system analysis: root loci, Routh-Hurwitz criterion, Bode and Nyquist plots. Control system compensators: elements of lead and lag compensation, elements of</p> |

| | | |
|---|--|--|
| | | <p>Proportional — Integral — Derivative(PID) control. State variable representation and solution of state equation of LTI control systems.</p> <p>COMMUNICATIONS Random signals and noise: probability, random variables, probability density function, autocorrelation, power spectral density. Analog communication systems: amplitude and angle modulation and demodulation systems, spectral analysis of these operations, superheterodyne receivers; elements of hardware, realizations of analog communication systems; signal-to-noise ratio (SNR) calculations for amplitude modulation (AM) and frequency modulation (FM) for low noise conditions. Fundamentals of information theory and channel capacity theorem. Digital communication systems: pulse code modulation (PCM), differential pulse code modulation (DPCM), digital modulation schemes: amplitude, phase and frequency shift keying schemes (ASK, PSIS, FSK), matched filter receivers, bandwidth consideration and probability of error calculations for these schemes. Basics of TDMA, FDMA and CDMA and GSM.</p> <p>ELECTROMAGNETICS Elements of vector calculus: divergence and curl; Gauss' and Stokes' theorems, Maxwell's equations: differential and integral forms. Wave equation, Poynting vector. Plane waves: propagation through various media; reflection and refraction; phase and group velocity; skin depth. Transmission lines: characteristic impedance; impedance transformation; Smith chart; impedance matching; S parameters, pulse excitation. Waveguides: modes in rectangular waveguides; boundary conditions; cut-off frequencies; dispersion relations. Basics of propagation in dielectric waveguide and optical fibers. Basics of Antennas: Dipole antennas; radiation pattern; antenna gain.</p> |
| 3 | Deputy Manager (Marketing)/ E-1 Level | <p>1. Concepts of Marketing Management</p> <ul style="list-style-type: none"> ○ 4P and 5C of marketing ○ Porter model ○ Strategic planning process ○ SWOT analysis ○ Value chain ○ Core Competencies <p>2. Marketing Environment</p> <ul style="list-style-type: none"> ○ Marketing Environment ○ Factors Influencing Consumer Buyer Behaviour ○ The Marketing Research Process <p>3. Analysing the market</p> <ul style="list-style-type: none"> ○ Motivation theories: Freud, Maslow, Herzberg ○ Buying Decision Process ○ Market research <p>4. Connecting with customers</p> <ul style="list-style-type: none"> ○ Databases, Data Warehousing, Data Mining and Database marketing ○ Marketing-Mix ○ Marketing Funnel ○ Customer Relationship Management <p>5. Developing marketing strategies</p> <ul style="list-style-type: none"> ○ Positioning and Differentiation ○ Product Mix ○ Market leadership strategies |

| | | |
|---|---|--|
| | | <ul style="list-style-type: none"> ○ Product Life Cycle ○ Brand Positioning ○ Pricing Strategies ○ Identifying Market Segments and Targets <p>6. Communication with customers</p> <ul style="list-style-type: none"> ○ Market Communication ○ Process for Effective Communication; Advertising ○ Different Advertising Media ○ Communicating the value <p>7. Branding</p> <ul style="list-style-type: none"> ○ Brand equity – Role, scope and models ○ Brand positioning ○ Differentiation Strategies ○ Competitive Strategies for Market Leaders ○ Product Life-Cycle Marketing ○ Pricing strategy |
| 4 | Assistant Manager (Finance)/ E-0 Level | <p>A. Basic Finance Matters</p> <ol style="list-style-type: none"> 1. Cannon of financial propriety 2. Bank Guarantee, letter of credit and other banking transactions. 3. Internal Audit and Statutory Audit 4. Capital and Revenue Budgeting 5. Corporate Social Responsibility 6. Role of CAG in PSUs <p>B. Core Subjects</p> <ol style="list-style-type: none"> 1. Features of Schedule-III of Companies Act 2013 2. Accounting 3. Financial Management 4. Costing and Cost Records 5. Impairment in Telecom industry 6. Income Tax Law 7. Accounting Standards-IND AS 8. GST Law 9. Regulatory requirement 10. Companies Act 2013 |
| 5 | Assistant Manager (HR)/ E-0 Level | (i) Human Resource Planning (ii) Human Resource Management (iii) Job Analysis, Job Evaluation, Job Enrichment, Job Designing (iv) Recruitment (v) Training and Development (vi) Performance Appraisal (vii) Organisational Development (viii) Organisation Behaviour (ix) Business Communication (x) Corporate Governance and Business Ethics (xi) Human Behaviour at Work Place (xii) Industrial Relations and Labour Laws (xiii) Techniques for Managerial Decisions (xiv) Human Resource Accounting and Audit. |

REGION-WISE VACANCIES

| S.No. | Posts for direct rectt | No. of posts | Region-wise availability of vacancies | | | | |
|-------|---------------------------|-----------------|---------------------------------------|----|----|----|-------|
| | | | CO+NR | ER | SR | WR | Total |
| 1 | Asstt Mgr(Tech)/E-0 | 26 | 9 | 5 | 5 | 7 | 26 |
| 2 | Dy. Mgr (Tech)/E-1 | 27 | 10 | 6 | 5 | 6 | 27 |
| 3 | Dy. Mgr(Mktg)/E-1 | 15 | 6 | 4 | 2 | 3 | 15 |
| 4 | Asstt Mgr (Fin)/E-0 | 6 | 3 | 1 | 1 | 1 | 6 |
| 5 | Asstt Mgr (HR)/E-0 | 7 | 6 | 0 | 0 | 1 | 7 |
| Total | | 81 | 34 | 16 | 13 | 18 | 81 |

(Legend: CO- Corporate Office; ER- Eastern Region; NR – Northern Region; SR – Southern Region; WR – Western Region).

RELAXATION IN MAXIMUM AGE LIMIT

Relaxation in maximum age limit for the following categories is given as indicated in the table below subject to submission of requisite certificates (as on the crucial date of eligibility).

| S. No. | Categories | Relaxation in upper age limit (or) maximum upper age | |
|--------|---|--|---|
| a) | OBCs (non-creamy layer) | 3 years | |
| b) | SC/STs | 5 years | |
| c) | Persons with Benchmark Disabilities (UR) | 10 years | |
| d) | Persons with Benchmark Disabilities (OBCs-NCL) | 13 years | |
| e) | Persons with Benchmark Disabilities (SC/ST) | 15 years | |
| f) | Ex-servicemen including Commissioned Officers and ECOs/SSCOs, who have rendered at least 5 years military service as on last date of receipt of on-line application and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from last date of receipt of on-line application otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to military service, or (iii) on invalidment. | UR | 5 years |
| | | OBCs-NCL | 8 years |
| | | SC/ST | 10 years |
| g) | Ex-servicemen including ECOs/SSCOs who have completed an initial period of assignment of five years of military service as on last date of receipt of on-line application and whose assignment has been extended beyond five years and in whose case the Ministry of Defense issues a certificate that they can apply for civil employment and they will be released on three months' notice on selection from the date of receipt of offer of appointment. | UR | 5 years |
| | | OBCs-NCL | 8 years |
| | | SC/ST | 10 years |
| h) | Defense Service Personnel disabled in operation during hostilities with any foreign country or in a disturbed area, and released as a consequence thereof on or before last date of receipt of on-line application . | UR | 3 years |
| | | OBCs-NCL | 6 years |
| | | SC/ST | 8 years |
| i) | Candidates who are serving RailTel Corporation on last date of receipt of on-line application as direct contractual executives / outsourced. This relaxation in age is subject to the condition of candidate continuing in RailTel Corporation's/ REL's service till the offer of appointment is issued on their empanelment for appointment in RailTel Corporation. | UR | Period of experience (in years, months and days) in RailTel Corp./REL as on last date of receipt of on-line application. |
| | | OBCs-NCL | Maximum age for OBC-NCL for the post applied + Period of experience (in years, months and days) in RailTel Corp./REL as on last date of receipt of on-line application. |
| | | SC/ST | Maximum age for SC/ST for the post applied + Period of experience (in years, months and days) in RailTel Corp./REL as on last date of receipt of on-line application. |

INSTRUCTIONS FOR PERSONS WITH BENCHMARK DISABILITIES

Functional classification and functional requirement of PwBDs posts: Only those category(ies) of disabilities mentioned below and meeting the functional requirements mentioned in column no. 4 below, shall apply for the examination under Persons with Benchmark Disabilities Category.

| S.No. | Categories for which identified | Functional Classification | Functional Requirements for posts |
|-------|--|--|-----------------------------------|
| Col.1 | Col.2 | Col.3 | Col.4 |
| 1 | Category-(a) Visually Impaired (VI) | A person, having not less than 40% visual impairment only is eligible to apply under VI Category. The candidates with the following types of disabilities only where independent mobility is not affected, shall be acceptable under this category: 'Low Vision' . | S, ST, SE, RW, BN, MF, C, W, H |
| 2 | Category-(b) Hearing Impaired | A person, having not less than 40% hearing impairment in the better ear in the conversational range of frequencies, shall be eligible to apply under HH Category. The candidates with the following types of disabilities only shall be acceptable under this category: 'Hard of hearing' . | S, ST, SE, RW, BN, MF, C, W, H |
| 3 | Category-(c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim, Muscular Dystrophy. | A person having not less than 40% physical disability of such type with which the independent mobility is not affected, is eligible to apply under OH Category. The candidates with only one of the following types of disabilities shall be acceptable under this category: a) Only one leg affected (right or left). b) Impaired reach of only one leg. c) Weakness of grip of only one leg. d) Only one arm affected (right or left). e) Impaired reach of only one arm. f) Weakness of grip of only one arm. g) Dwarfism h) leprosy cured i) Acid attack victim | S, ST, SE, RW, BN, MF, C, W, H |
| 4 | Category (d) - Autism, intellectual disability, specific learning disability, mental illness. Category (e) - multiple disabilities from amongst persons under clauses (a) to (d) above. | A person having not less than 40% physical disability of such type with which the independent mobility is not affected, is eligible to apply under 'D' Category. The candidate should be able to meet the physical requirements indicated in column no. 4 of this table. | S, ST, SE, RW, BN, MF, C, W, H |

Legend: Functional Requirements

| Codes | Functional Requirement | |
|-------|---|--|
| S | Work performed by sitting (on bench or chair) | A PwBDs will be considered to be eligible for appointment only if he/she (after such physical examination as the appointing authority may prescribe) is found by the RailTel to satisfy the requirements of physical and medical standards for the concerned posts to be allocated to the PwBDs. It will be necessary that PwBDs should meet the functional requirement detailed in column no. 4 of table given on pre-page. |
| 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 of fingers | |
| C | Work performed by communication | |
| W | Work performed by walking | |
| H | Work performed by hearing | |

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/ Srimati/ Kumari*
 son/daughter* of.....Village/Town
 District/Division*of
 the State/Union Territory* belongs to the
Caste*/Tribe which is recognised as a Scheduled Caste /
 Scheduled Tribe under:-

- *The Constitution Scheduled Castes Order 1950.
- *The Constitution Scheduled Tribes Order 1950.
- *The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- *The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]
- *The Constitution (Jammu and Kashmir)* Scheduled Castes Orders, 1956
- *The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
- *The Constitution (Pondicherry) Scheduled Castes Orders, 1964
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (SC) Orders (Amendment) Act, 1990
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1991
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- *The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- *The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

1. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri / Srimati *father / mother* of Shri / Srimati / Kumari of Village / Town* in District / Division * of the State / Union Territory * who belongs to the.....Caste*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe in the Station/ Union Territory* issued by the dated

2. Shri / Srimati / Kumari*and /or* his/her* family
ordinarily resides in Village / Town* District / Division*
..... of the State/ Union Territory* of

Place.....

Signature.....

Date.....

Designation.....

(with seal of Office)

State/ Union

Territory.....

* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term 'ordinarily reside(s)' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

OBC CERTIFICATE FORMAT**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kumari.....
son / daughter of of Village/Town..... in
District/ Division in the State / Union Territory belongs to the
..... community which is recognised as a Backward Class
under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. Dated *

Shri/Smt./Kum.* and /or his/her family ordinarily
reside(s) in the District / Division of the
..... State / Union Territory. This is also to certify that he/she does
not belong to the persons / sections (Creamy layer) mentioned in column 3 (of the
Schedule to the Government of India, Department of Personnel & Training OM No.
36012/22/93-Estt(SCT), dated 8.9.1993 and modified vide Government of India,
Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res) dated
27.05.2013 and 13.09.2017**.

Date:

**DISTRICT MAGISTRATE /
DY. COMMISSIONER ETC.**

(Seal)

*** The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the caste of the candidate as OBC.**

**** As amended from time to time.**

**Note: The term "Ordinarily" used here will have the same meaning as in Section
20 of the Representation of the People Act, 1950.**

DECLARATION**Annexure VII A****Proforma for declaration to be submitted by Other Backward Class
Candidates at the time of document verification**

I, son/daughter of
Shri resident of Village/Town/City
....., district..... State
..... hereby declare that I belong to the
(indicate your sub caste) community which is recognized as a backward class by the
Government of India for the purpose of reservation in services as per orders contained
in Department of Personnel and Training Office Memorandum No. 36012/22/93-
Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections
(Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office
Memorandum dated 08.03.1993 and its subsequent revision through
O.M.No.36033/1/2013-Estt. (Res) dated 27 05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the candidate

Government of _____

Annexure VIII

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri / Smt./ Kumari _____
son/daughter/wife of _____ permanent resident of _____,
Village/Street _____ Post Office _____ District
_____ in the State/Union Territory _____ Pin Code _____

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size
Attested Photograph of
the Applicant

Signature with seal of

Office _____

Name _____

Designation _____

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

FORM-VCertificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport
Size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No.: Date:

This is to certify that I have carefully examined Shri / Smt / Kum
son / wife / daughter of Shri Date of
Birth (DD/MM/YYYY) Age..... Years, Male/Female Registration No.
..... Permanent Resident of House No. Ward
/ Village / Street Post Office..... District.....
State, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

*Locomotor Disability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

(1) He / She has% (in figure)..... percent (in words)
permanent locomotor disability / dwarfism/blindness in relation to his/her
..... (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

Signature/Thumb
Impression of the person in
whose favour disability
certificate is issued

(Signature and Seal of Authorized Signatory of notified
Medical Authority)

FORM-VI**ANNEXURE X****Certificate of Disability
(In case of multiple disabilities)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.: Date:

1. This is to certify that we have carefully examined Shri/Smt./ Kum
 son/wife/daughter Of Shri
 Date of Birth (DD/MM/YYYY)
 Age.....years, Male/FemaleRegistration No.
 Permanent Resident of House No. Ward/Village/Street
 whose photograph is affixed above and are satisfied that:

Recent Passport
 Size
 Attested
 Photograph
 (Showing face
 only) of the person
 with disability

(A) He/She is a case of **Multiple Disability**. His / Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

| S. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment/ Mental Disability (in%) |
|--------|---------------------------------|-----------------------|-----------|---|
| 1 | Locomotors Disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Dwarfism | | | |
| 5 | Cerebral Palsy | | | |
| 6 | Acid attack Victim | | | |
| 7 | Low Vision | # | | |
| 8 | Blindness | # | | |
| 9 | Deaf | £ | | |
| 10 | Hard of Hearing | £ | | |
| 11 | Speech and Language disability | | | |
| 12 | Intellectual Disability | | | |
| 13 | Specific Learning Disability | | | |
| 14 | Autism Spectrum Disorder | | | |
| 15 | Mental illness | | | |
| 16 | Chronic Neurological Conditions | | | |
| 17 | Multiple Sclerosis | | | |
| 18 | Parkinson's Disease | | | |
| 19 | Hemophilia | | | |
| 20 | Thalassemia | | | |
| 21 | Sickle Cell disease | | | |

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures:percent , In words :percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/afterYear..... months, and therefore this certificate shall be valid till
(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

5. Signature and seal of the Medical Authority

| | | |
|--|--|--|
| | | |
|--|--|--|

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression
 of the person in whose favour
 disability certificate is issued

FORM-VII**Certificate of Disability****(In cases other than those mentioned in Forms V and VI)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.: Date:

Recent Passport
Size
Attested
Photograph
(Showing face
only) of the
person
with disability

1. This is to certify that we have carefully examined Shri / Smt. / Kum

..... son / wife / daughter

of Shri..... Date of Birth(DD/MM/YYYY)

Age years, Male / Female Registration No.

..... Permanent Resident of House No..... Ward/Village/Street

..... whose photograph is affixed above and I am satisfied that He / She

is a case of _____ **Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

| S. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment/ Mental Disability (in%) |
|--------|---------------------------------|-----------------------|-----------|---|
| 1 | Locomotor Disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Cerebral Palsy | | | |
| 5 | Acid attack Victim | | | |
| 6 | Low Vision | # | | |
| 7 | Deaf | £ | | |
| 8 | Hard of Hearing | £ | | |
| 9 | Speech and Language disability | | | |
| 10 | Intellectual Disability | | | |
| 11 | Specific Learning Disability | | | |
| 12 | Autism Spectrum Disorder | | | |
| 13 | Mental illness | | | |
| 14 | Chronic Neurological Conditions | | | |
| 15 | Multiple Sclerosis | | | |
| 16 | Parkinson's Disease | | | |
| 17 | Haemophilia | | | |
| 18 | Thalassemia | | | |
| 19 | Sickle Cell disease | | | |

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: percent, In words.....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/afterYearmonths, and therefore this certificate shall be valid till (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence :

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

| | | |
|--|--|---|
| | | |
| Countersigned [(Countersignature and seal of the CMO / Medical Supdt.) Superintendent / Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)] | | (Authorised Signatory of notified Medical Authority) (Name and Seal) |

Signature/Thumb impression of the person in whose favour disability certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: (a) Candidates suffering from low vision or candidates whose writing speed is adversely affected permanently by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm) are eligible for Scribe.

(b) The candidate will have to arrange his/her own scribe at his/her own cost.

(c) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

(d) Please ensure you are eligible to use a scribe as per Government of India rules governing the recruitment of Persons with Disabilities.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

- 1. Name of the Candidate
- 2. Roll No
- 3. Name of CBT Center
- 4. Qualification of Candidate
- 5. Disability Type
- 6. Name of the Scribe
- 7. Date of Birth of the Scribe
- 8. Father's Name of the Scribe
- 9. Address of the Scribe :
 - (a) Permanent Address
 -
 - (b) Present Address
 -
- 10. Educational Qualification of the Scribe
-
- 11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.)

Signature of SCRIBE in the above box below the photograph

12. DECLARATION:

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the recruitment regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

(Signature of the Scribe) -

Left thumb impression of the Candidate in the box given above

Left thumb impression of the Scribe in the box given above

Signature of the Invigilator

| Parameter (C-2 Medical Standard) | Criteria |
|-----------------------------------|--|
| Vision (General) | <p>Vision tests required in the interest of Administration only. For C-2 category, the standard for distant vision is- 6/12, nil with or without glasses.. The standard of near vision is- Sn.0.6 combined with or without glasses where reading or close work is required.</p> <p>The candidates falling under category C-2 medical categories having power of glasses or more than 4D should be examined by an eye specialist and may be declared fit if there is no evidence of any progressive eye disease.</p> |
| Cataract | <p>Employees operative for cataract by conventional surgery resulting in aphakia, irrespective of acuity of vision with glasses will not be permitted to continue other than C-1 and C-2</p> |
| Spectacles & Contact lenses | <p>Contact lenses of all powers are permitted in candidates and employees of categories C-1 & C-2 provided there is no progressive eye disease as certified by an eye specialist.</p> |
| General Physical examination | <p>a) The candidate must be in good mental and bodily health and free from any defect likely to interfere with the effective performance of the duties of his appointment.</p> <p>b) Examiners will use their own discretion as to the scope of the general physical examination in each case and will judge cases on their merits, taking into consideration the prospective duties of the examinee as also the age of the examinee and need for continued fitness for the remaining years of service.</p> <p>c) Measurement of height, weight and chest girth will be recorded if specifically required. The skin, the connective tissues, the circulatory, respiratory, digestive, nervous, genitourinary, skeletal and muscular system will be subjected to such examination as is deemed necessary. The principal points attended to are connected with ascertaining :-</p> <ul style="list-style-type: none"> i) the condition of heart and lungs ii) the condition of teeth and gums (well filled teeth will be considered as sound) iii) whether there is any evidence of abdominal disease iv) whether there is any hernia or tendency to hernia v) whether there is any degree of hydrocoele, varicose veins or piles vi) whether there is free movement of the joints vii) whether there is any inveterate skin disease viii) whether hearing in each ear is good and whether there is any disease of the ear ix) whether there is any speech defect x) whether there is any contagious disease of the eyes or any other condition likely to lead to impairment of vision xi) whether there is any acute or chronic disease pointing to an impaired constitution, and xii) whether there is any communicable disease. |

| | |
|--|--|
| Hearing | The examiner will speak in any ordinary conversational voice. The candidate will be at a distance of 6 meters, with his/her back to the examiner. The ears will be separately tested by the occlusion of the other ear or the use of barrany's whistle, if this is available. |
| Speech | Stammering may disqualify if the candidate has to come in direct contact with the public. |
| Urine | Urine will be examined if the examinee is over 30 years of age if there is any reason to suspect renal disease or diabetes in any examinee under 30 years of age, his urine will be examined. |
| Infective conditions & other disorders | <p>Candidates exhibiting the under noted conditions will be rejected irrespective of the employment sought :-</p> <p>(a) Contagious and infective disorders :- Provided that the condition of the candidate having creased to be contagious or infectious, the sequelae arising from such disorder will not be regarded as disqualifying, unless they are in themselves likely to interfere immediately or later with the efficient performance of the duties of their appointment. The following conditions fall inter-alia under the above category :-</p> <ol style="list-style-type: none"> i. Pulmonary tuberculosis ii. Venereal infection iii. Trachoma and other infectious ocular diseases. iv. Leprosy. <p>(b) Conditions commonly predisposing to invalidity or seriously enhancing the candidates liability to occupational risks, eg :-</p> <ol style="list-style-type: none"> p) Hernia, and well marked hydrocoele, varicose veins or piles : provided that such conditions having been satisfactorily treated by operation, the evidence of their previous existence shall not disqualify q) Un-descended testis, intra-abdominal in position, and un-associated with an inguinal hernia, should not be a cause for rejection. Ectopic testis, located in the inguinal canal, abdominal wall or thigh, being more liable for trauma/torsion, should be passed fit only after the examinee has undergone surgical treatment : r) Flat foot, or knock knees, except in sedentary occupations s) Epilepsy t) Asthma u) Otorrhea <p>(c) Conditions rendering the association of the candidates with others objectionable e.g :-</p> <ol style="list-style-type: none"> j) Repulsive inveterate skin diseases. ii) Ozoena iii) Foetor associated or otherwise with pyorrhea alveolaris <p>(d) Constitutional disorders commonly deemed progressive and chronic disorders liable of recurrent exacerbation of a disabling kind.</p> |