

TERMS & CONDITIONS FOR APPOINTMENT IN RITES

1. Your initial appointment as 'GET' is for a period of one year from the date of joining. The training period is extendable depending upon your performance during training.
 - a) Your further continuance in service would depend upon your successful completion of the training period and passing the examination to be conducted after the training is completed.
 - b) On successful completion of period of training & subject to passing of examination, you will be absorbed as Assistant Manager on probation as per company rules in IDA pay-scale of **Rs.20,600 - 46,500/-** in the company.
 - c) You will be required to be in employment with the Company during the training period & for a **minimum period of three years after successful completion of the training period**. In case of your leaving the services within this period, you shall be **liable to pay to the Company a sum of money as mentioned in the Service Agreement enclosed herewith**. You are requested to get the Service Agreement printed on Non-Judicial Stamp paper of Rs.100/-, get it signed and submit to this office. In addition, you are also required to submit a "Surety Bond" on non-judicial stamp papers of Rs. 100/- each as per the Performa attached duly attested by "Notary Public".

2. You will be required to submit the following documents by 21.08.2015:
 - a) Duly signed copy of Annexure – I
 - b) Service Agreement
 - c) Surety Bond
 - d) Address Proof of Surety
 - e) IT Return / Form 16 / Salary Slip of Surety
 - f) Departmental ID card of Surety

3. Further you will be required to submit the following documents at the time of joining:
 - a) MEDICAL CERTIFICATE certifying your physical fitness (*Annexure-II*) for the job for which you have been selected.
 - b) DECLARATION that you are not a partner or relative of Director of this Company (*Annexure -III*)
 - c) DECLARATION about your marital status (*Annexure - IV*)
 - d) ATTESTATION FORMS (all 3 sets to be submitted in original duly completed along with four recent passport size photographs (front pose) (*Annexure-V*).
 - e) Undertaking regarding involvement in any Police Case (*Annexure VI*)

4. You will have to meet the following requirements:-

Qualification Certificates	<ol style="list-style-type: none"> (a) Produce original certificates/ mark sheets/ provisional Certificates from competent authority of passing Degree in Engineering in relevant discipline with 60% / 50% marks, in aggregate as the case may be. (b) Submit copy of Secondary Exam. / SSLC / High School Certificate showing date of birth
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- (c) Produce Certificate from competent authority that you belong to SC/ST/OBC community if you belong to any such community.

All original certificates should also be accompanied by one set of self-attested copies.

5. Your appointment may be terminated without notice during training period / extended training period. Your services are liable to be terminated at any time without notice or without assigning any reason, in the event of any misconduct on your part, medical unfitness, adverse report on antecedents or where declaration made/documents furnished by you are found to be false/incorrect.
6. During the period of probation, your services may be discharged without notice or without assigning any reason at the sole discretion of the management. The period of probation will be 2 years which may be extended or curtailed by the Competent Authority.
7. During and on completion of the training period or/and probation period, if your services are found unfit then you may be discharged from service without notice.
8. Your appointment is provisional and is subject to the educational certificates and caste/tribe certificate being verified through proper channels and if the verification reveals that the claim to belong to SC/ST/OBC, as the case may be, is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate. Please ignore this paragraph if you do not belong to SC/ST/OBC community.
9. **No application would be forwarded for jobs outside until you complete the bond period.**

Training

10. Though you shall be on training for a period of one year, however the organization may, by order for reason recorded in writing, extend or curtail the period of Training.
11. Any decision for extension of training period shall be taken, before expiry of the initial training period.
12. Your absorption in the company after the training period is subject to your qualifying a screening test comprising of evaluation of your performance and personal interview. In case of failure, your training period shall be extended by one year after which you will be given another opportunity to appear in the screening test. Failure in the second test shall render your services to be discontinued.
13. If during the period of training, or upon expiry of training period, the organization is of the opinion that a candidate is not fit for permanent appointment; the organization may discharge him by passing such orders.
14. You will be permitted to avail of Casual Leave and holidays as applicable to the regular employees of the Company. You will also be entitled to 30 days Earned Leave on completion of one year Training period.
15. You will be entitled to Medical reimbursement for indoor treatment on the terms and conditions as available to regular employees of the Company.

16. You will not be entitled to any other benefits or privileges available to regular employees of the Company during the Training period.

Resignation

17. (i) You will be required to deposit six months' salary if you wish to resign from service during training period or within a period of 3 year after the training period in addition to depositing bond money of Rs. 1, 00, 000/- (Rupees One Lakh only) for General/OBC (NCL) (Rs. 50, 000/- in case of SC/ST/PWD).

(ii) In case you wish to resign, you will be required to give advance written notice of three months, in addition to getting yourself absolved from the bond liabilities.

(iii) The Management reserves the right not to accept your resignation in case any disciplinary proceedings are pending or contemplated against you.

18. In the event of your being required to go outside your place of posting on company's work, during training period you would be paid travelling allowance and daily allowance as applicable to regular employees.

19. You shall be responsible for carrying out the job and work as assigned to you with diligence and shall not absent yourself from duty without prior permission. Unauthorized absence from duty will entail termination of your services.

20. You will be responsible for the safe custody of the property of the Company which is entrusted to you and in case of any damage or loss thereof, the Company shall have the right to deduct the value thereof from your wages besides taking any other action as may be deemed fit and proper.

You may please note the following:

21. You will be on full time training / employment of RITES and cannot engage in or associate with any trade, business, employment or other activity either full time or part time without express sanction of the Company. Of course, this does not debar you from undertaking honorary work of social or charitable nature or occasional work of literary, artistic or scientific character if it does not affect the work assigned to you by the Company.

22. You will be required to work anywhere in India or abroad as may be required by the Company,

23. You will not divulge to any person not authorized by RITES any sensitive matter concerning its business, which may have come to your notice while in the employment of the Company.

24. Your appointment will also be governed by Company rules as contained in RITES HRM Manual and subsequent amendments made from time to time.

Encl: As above

(P.K. Arora)
AGM (P/Rectt.)
for and on behalf of RITES LIMITED

The above terms and conditions are acceptable to me.

Signature
Date: ___/___/____

rites limited

(A GOVERNMENT OF INDIA ENTERPRISE)

No.1, RITES BHAVAN, SECTOR – 29, GURGAON – 122001 (HR), INDIA

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

1. Name in block letters _____
2. Date of Birth & Age _____
3. Place of birth _____
4.
 - a. Have you ever had smallpox, Intermittent or any other fever, Enlargement or suppression of glands. Spitting of blood, Asthma, Heart disease, Lung disease, Fainting attacks, rheumatism, Appendicitis?

OR

- b. Any other disease or accident requiring confinement to bed and medical or surgical treatment?

 - c. Are you suffering from Diabetes Mellitus? _____
(Enclose latest Lab. Report – Blood Sugar both PP and Fasting)
5. When were you last vaccinated? _____
6. Have you suffered from any form of nervousness due to over-work or any other cause?

7. Furnish the following particulars concerning you family:

Father's age if living & state of health	
Father's age at death & cause of death	

Mother's age if living & state of health	
Mother's age at death & cause of death	

No. of brothers living, their ages & state of health	
No. of brothers dead their ages at and cause of death	

No. of sisters living, their ages & state of health	
No. of sisters dead, their ages at and cause of death	

8. Have you ever been medically examined? _____
If yes, what was the result of medical Examination?

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

Signature of the candidate

Place: _____

Date _____

BITES LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

No.1, BITES BHAVAN, SECTOR – 29, GURGAON – 122001 (HR), INDIA

REPORT ON THE MEDICAL CHECK UP OF SHRI/MS. _____

1. Physical examination:

General development : Good / Fair / Poor _____

Nutrition : Thin / Average / Obese _____

Height (Without shoes) : _____

Weight : _____

Best weight : _____ When _____

Any recent change in weight : _____

Temperature : _____

2. Girth of Chest:

(a) After full inspiration _____

(b) After full expiration _____

3. Skin: Any Obvious disease _____

4. Eyes:

(a) Any disease : _____

(b) Night blindness : _____

(c) Defect in colour vision : _____

(d) Field of vision : _____

(e) Visual acuity : _____

Acuity of vision	Naked eye	With glasses	Strength of glasses		
			Sph.	Cyl.	Axis
Distant Vision:					
R.E.					
L.E.					
Near Vision:					
R.E.					
L.E.					

5. Ears Inspection : Hearing in: Right Ear _____, Left Ear _____

6. Glands : _____ Thyroid _____

7. Condition of teeth : _____

8. Respiration System : Does physical examination reveal anything abnormal in the respiration organs?

If Yes. Explain fully _____

9. Circulatory System:

(a) Heart:

Any organic lesions? _____ Rate: _____ Standing: _____

After hopping 25 times : _____

Two minutes after hopping : _____

(b) Blood Pressure: Systolic _____ Diastolic _____

10. Abdomen: Girth _____ Tenderness _____ Hernia _____

(a) Palpable: Liver _____ Spleen _____
Kidneys _____ Tumors _____

(b) Hemorrhoids _____ Fistula _____

11. Nervous System: Indications of nervous or mental disabilities: _____

12. Loco-Motor System: Any abnormality? _____

13. Genito – Urinary system: Any evidence of Hydrocele, Varicocele etc.

Urine Analysis:

a) Physical appearance	:	_____
b) Sp. Gr	:	_____
c) Albumin	:	_____
d) Sugar	:	_____
e) Casts	:	_____
f) Cells	:	_____

14. Report of X-ray examination of Chest _____

15. Is there anything in the health of the candidate likely to render him unfit for efficient discharge of his duties in the service for which he is a candidate?

16. For which services has the candidate been examined and found in all respects qualified for the efficient and continuous discharge of his duties and for which of them is he considered unfit?

17. Is the candidate fit for Field Service? _____

RESULTS OF MEDICAL EXAMINATION:

(i) Fit : _____

(ii) Unfit on account of : _____

(iii) Temporarily unfit on account of : _____

Signature with seal

Place _____

Date _____

**THIS MEDICAL CHECK UP SHOULD BE FROM CENTRAL / STATE GOVT. HOSPITAL OR A RITES
NOMINATED/AUTHORISED HOSPITAL.**

DECLARATION REQUIRED UNDER COMPANIES ACT 1956

I, Shri/Smt/Km _____ ,

S/o/ W/o /D/o Shri _____

declare that I am not a partner or relative of any Director of this Company within the meaning of Section 314 of the Companies Act, 1956.

(List of Directors is available in this for perusal)

SIGNATURE

DECLARATION FORM

I, Shri / Smt. / Km. _____ declare as
under:-

- i) That I am unmarried / a widow / a widower.
- ii) That I am married and have only one living wife
- iii) That I am married and my husband has no other living wife, to the best of my knowledge.
- iv) That I am married and have more than one wife living (Application for grant of exemption is enclosed)

I solemnly affirm that the above declaration is true and I understand that in the event of my declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

SIGNATURE

(NAME IN BLOCK LETTERS)

(*) Strike out the clauses not applicable

**Annexure-V has to be filled in triplicate i.e. 3 copies of
Annexure – V have to be filled up in Original**

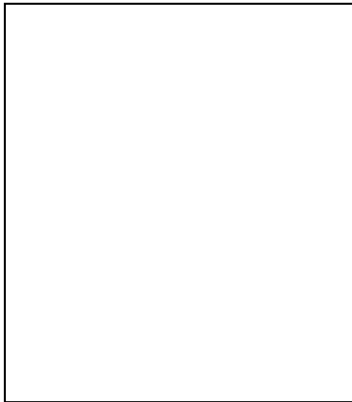
**REFERRED TO: DISTRICT MAGISTRATE/
DY.COMMISSIONER/COMMISSIONER OF POLICE**

ATTESTATION FORM

Affix signed passport size (8 cm) copy

of recent photograph here:

WARNING



1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment in the Government/ PSU.
2. If detained, convicted, debarred etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the RITES Limited, 1, RITES Bhavan, Sector – 29, Gurgaon (Haryana) or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to the notice at any time during the service of a person, his/her service would be liable to be terminated.

1. Name in Full (IN BLOCK LETTERS with aliases, if any). Please indicate if you have added or dropped at any stage any part of your name or surname

SURNAME:

FIRST NAME:

2. Present address in full (i.e. village, Thana & District OR House No., Lane Street/Road & Town. & Pin Code number etc)

3.

a. Home Address in full (i.e. village, Thana & District OR House No., Lane/ Street/ Road, Town, District, Pin Code number etc)

b. If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.

4.

a. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential Address in full (i.e. village Thana and District OR House No. Lane/Street Road Town & State)	Name of the District Headquarters of the place mentioned in the preceding Col.

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b. Family particulars

	Name in full (with aliases, if any)	Nationality (by birth and/or by domicile	Place of birth	Occupation if employed. Give designation & official Address	Present Postal Address (if dead give last Address)	Permanent Home Address
Father						
Mother						

Wife / Husband						
Brother(s)						
Sister(s)						

5. Information to be furnished with regard to son(s) and/or daughter(s) in case they are Studying / living in a foreign country

Name	Nationality (by birth and/or by Domicile)	Place of birth	Country in which studying/ living with full address	Date from which studying/ living in the country mentioned in previous column

6. Nationality : _____

7. _____

a. Date of Birth : _____

b. Present Age : _____

c. Age at Matriculation : _____

8. _____

a. Place of birth : _____

b. District and State
in which situated : _____

c. District and State to
which you belong : _____

d. District and State to which
your Father originally belongs : _____

9. _____

a. Your Religion : _____

b. Are you a member of
SC/ST/OBC/PWD/EXSM : _____

Answer only in YES or NO
If YES, state the name thereof : _____

10. Educational Qualifications showing places of education with years in Schools and Colleges since 15 years of age

Name of School/ College with full address	Date of entering	Date of leaving	Examination passed

11.

- a. Are you holding or have at any time held any appointment under the Central or State Government or Semi-Government or a Quasi-Government body or an autonomous body or a Public Undertaking or a private firm or institution? If so, give full particulars with dates of employment upto date.

Period		Designation, emoluments & nature of Employment	Full Name & Address of Employer	Reasons for leaving previous service
From	To			

- b. If the previous employment was under the Govt. of India/or State Govt./ or an Undertaking owned or controlled by the Govt. of India or a State Govt./or an autonomous body/University/local body, and if you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or at a subsequent date before your services actually terminated?

12.

a.

a)	Have you ever been arrested?	YES/NO
b)	Have you ever been prosecuted?	YES/NO
c)	Have you ever been kept under detention?	YES/NO
d)	Have you ever been found drunk?	YES/NO
e)	Have you ever been fined by Court of Law?	YES/NO
f)	Have you ever been convicted by Court of Law for any offence?	YES/NO
g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution?	YES/NO
h)	Have you ever been debarred/ disqualified by any Public Service Commission from appearing at its examination/ selection?	YES/NO
i)	Is any case pending against you in any Court of Law at the time of filling up this attestation form?	YES/NO

j)	Is any case pending against you in any University or any other educational authority/institution at the time filling up this Attestation Form?	YES/NO
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NOTE:

1. Please see the `WARNING` at the top of this Attestation Form.
 2. Specific answers to each of the questions should be given by striking out `Yes` or `No` as the case may be.
- b. If the answer to any of the above mentioned questions is `Yes`, give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this Form.

13. Name, address and contact number of the two responsible persons of your locality or two references to whom you are known

a. _____

b. _____

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

Signature of Candidate

Date _____

Place _____

IDENTITY CERTIFICATE

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

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

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

Place _____

Dated _____

Signature _____

Designation & Status and Addressed to

(With Official seal)

TO BE FILLED BY THE OFFICE

- (i) Name, designation & full address
of the appointing authority

RITES LIMITED

(A Government of India Enterprise)

1, RITES Bhavan, Sector – 29, Gurgaon

- (ii) Post for which the candidate is
being considered

UNDERTAKING

(By the candidate pending receipt of police verification)

1. Name : _____

2. Father's name : _____

3. Particular of post : _____
Vacancy Code No. _____

4. Address : _____

I am free from any police case and in case any case is found as a result of police verification, my services may be terminated without any notice and I shall have no claim to the appointment.

Signature _____

Name of candidate _____

(Note: The Undertaking is to be given on Non-judicial stamp paper of Rs.10/- duly attested by Notary Public.)