

Engagement of Apprentices

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RITES Ltd. (A Govt. of India Enterprise) Schedule 'A' Mini Ratna Central Public Sector Undertaking under Ministry of Railways, is a premier multi-disciplinary consultancy organization in the field of transport, infrastructure and other related technologies.

RITES Limited proposes to engage Apprentices for one year Apprenticeship Training Program for the Financial Year 2022-23 for Degree (Engineering, Non-Engineering), Diploma and ITI Pass-out candidates. During the period of Apprenticeship, the candidates will be governed by the provisions of the Apprentices Act, 1961 (as amended from time to time) and commensurate policies/rules of the Organization.

Applications are invited from the candidates with details as mentioned below:

Apprenticeship Category	Stipend (per month in Rs.)	Essential Qualification*	No. of Vacancies**
Graduate Apprentice	14,000/-	Engineering Degree (B.E/B.Tech)	57
		Non-Engineering Graduate (BA/BBA/B. Com)	15
Diploma Apprentice	12,000/-	Engineering Diploma	10
Trade Apprentice (ITI Pass)	10,000/-	ITI Pass-out	9
Total Vacancies			91

***For more details about the relevant disciplines of essential qualification, please refer Annexure I**

****Tentative Place of posting and required Qualification, discipline wise number of vacancies and category wise vacancy division are detailed at Annexure I. However, candidates may be posted at any other location based on the requirements of the Organization. RITES reserves the right to increase or decrease the above vacancies as per requirement.**

1. Educational Qualification:

Candidates should possess four years' full-time degree in Engineering (three years Graduation in case of Non-Engineering Graduates viz., BA/BBA/B Com) or three years full-time Engineering Diploma or ITI Pass (Full Time) from

NCVT/SCVT in the trades mentioned at Annexure-I, recognized by UGC & AICTE, State Govt/ GOI.

2. Eligibility Criteria:

- a) The qualification prescribed in Annexure I shall be from a recognized University/institute in relevant discipline with a minimum of 60% marks in aggregate for General & EWS candidates and 50% marks in aggregate in case of OBC (NCL)/SC/ST/PWD candidates against reserved positions.

Note: Wherever the essential qualification specifies marks secured in Honour subject, the same will be considered for eligibility, else the aggregate of marks of all subjects will be considered for eligibility.

- b) Candidates from all over India are encouraged to apply for the above vacancies. However, preference shall be given to the candidates for posting under offices project sites in respective regions nearby the residential location of the selected candidates.
- c) **Reservation:** Reservation of seats for SC/ST/OBC (NCL)/EWS and PWDs shall be as per the provisions of the Apprenticeship Rules, 1992. RITES Limited, being a Central Public Sector Undertaking, is governed by Central Government guidelines as far as reservation is concerned and accordingly reservation for various categories has been applied.
- d) Candidates should be eligible with respect to educational qualification as on closing date of advertisement i.e. 31.07.2022. Candidates awaiting results in the Essential Qualification as mentioned in Annexure I are not eligible, hence need not apply.
- e) Engineering degree/ Engineering diploma Candidates passed out prior to 01-07-2020 are not eligible for apprenticeship training (Final qualifying semester result date). In case of ITI and Non-Engineering candidates, there is no restriction in the year of passing.
- f) The candidates must not have undergone Apprenticeship Training earlier and/or must not be pursuing Apprenticeship Training as per the Apprentices Act, 1961 as amended from time to time.
- g) Candidate, who has undergone training or has job experience for a period of one year or more after attainment of essential qualification (as mentioned in Annexure I), shall NOT be eligible for being engaged as Apprentice.
- h) The selection and deployment of Apprentice Trainees will be subject to detailed provisions of the Apprentices Act, 1961. The contracts with candidates thus selected, will be registered under the Board of Apprenticeship Training (BOAT)/ National Apprenticeship Promotion Scheme (NAPS) Portal. Therefore, candidates who have already been registered and got training under these schemes shall not be entertained and need not apply.

3. How to apply:

- a) Engineering Degree/Diploma candidates must be registered on the National Apprenticeship Training Scheme (NATS) web portal i.e. www.mhrdnats.gov.in and ITI Pass or Graduate BA, BBA/B Com pass candidates must be registered on National Apprenticeship Promotion Scheme (NAPS) portal i.e. www.apprenticeshipindia.gov.in.
- b) Once registered on the NATS/NAPS apprenticeship portal as mentioned above, the interested candidates need to log onto NATS/NAPS portal as applicable using their User ID/Email ID and Password and need to apply against the apprenticeship openings of RITES Ltd. as displayed in the NATS/NAPS portal. The procedure to apply against the openings is mentioned below.
 - Once logged in, on the home page, candidates have to click on "ESTABLISHMENT REQUEST" and select the option "Find Establishment" from the drop down menu.
 - Click on "Find Establishment", the page appears with two "Search criteria", i.e. Option to search by 1) Preferences and 2) Establishment Name.
 - Among the search criterion option select Establishment name, candidates need to type "RITES LIMITED" and click on option "Search".
 - Once candidates click on search, apprentice vacancies at RITES Ltd. appears. Candidates need to click on Establishment name "RITES LIMITED" and select "Apply" button.
 - Once candidate clicks "Apply" button, a message appears as given below "Successfully applied for the training program".
- c. Before applying, the candidates must ensure that all their profile details (Caste, Educational background, Personal credentials etc.) along with aggregate percentage (refer calculation of percentage in eligibility requirements, clause 2 (a) above) are appearing correctly in their application. Candidates are required to contact their NATS/NAPS office in case of any corrections.
- d. The candidates can confirm if they have applied for the establishment by checking under the tab "Establishment Requests".
- e. No other means/mode of application shall be accepted other than what is mentioned in this detailed advertisement. Candidates must ensure that they complete all the steps as mentioned at para 3 (b) above.

3. Selection Process:

- a. Selection shall be based upon interview and panel shall be drawn on the basis of marks secured in the interview. Candidates fulfilling eligibility criteria mentioned at Para 2 (a) above will be called for interview at the relevant address which will be communicated to the candidates in the subsequent stages of the selection process. Management reserves the right to restrict the number of candidates to be called for Interview which will be tentatively scheduled in the month of August 2022.

- b. Candidates need to carry the following documents at the time of interview, if called:
- i. Duly filled in Application form (Typed/Written by hand in Capital Letters Only) attached as **Annexure II** with photograph pasted thereon (Original copy of the same is required at the time of selection, if called)
 - ii. Essential qualification certificates as per the disciplines mentioned at **Annexure I** (Marksheets of all semesters/years and passing certificate/Degree/Diploma/ITI) are required at the time of selection, if called.
- Note: If there is a CGPA system/pattern, then the candidate must bring copy of conversion formula issued by their Institution or University, to convert CGPA into percentage.**
- iii. DOB proof i.e. Matriculation Certificate/ Aadhar card/Driving License etc. in which DOB is mentioned clearly.
 - iv. ID Proof (Aadhar Card/Driving License/Voter ID Card etc.)
 - v. Caste certificate as per the prescribed GOI format in case candidate belongs to SC/ST/OBC (NCL)/EWS/PWD category. **Latest caste certificate as per GOI (Central) format in case candidate belongs to OBC (NCL) Category. Latest EWS certificate is required in case candidate belongs to EWS category.**
- c. **There is no written test in the selection process. The merit will be drawn purely on the basis of marks secured in the interview process (100% weightage for interview).** A minimum of 60% marks in interview for UR/EWS (50% for SC/ST/OBC (NCL)/PWD) would be required to enable the candidate to be considered for placement on panel. The eligible candidates shall be shortlisted on the basis of discipline (Trade/Branch/Stream) wise merit list formed on the basis of marks secured in the interview process, provided they satisfy the eligibility criteria in the required Essential Qualification mentioned at Para 2 (a) above i.e. 60% or more marks for UR & EWS category and 50% or more marks for reserved category (SC/ST/ OBC (NCL)/PWD) in essential academic qualifications as mentioned at Annexure I).
- d. In case same marks are secured by more than one candidate in the interview process, the merit list will be drawn on the basis of their age (Date of Birth) i.e. higher the age, higher is the position in the merit.
 - e. The shortlisted candidates shall be informed through e-mail along with uploading of list on RITES website.
 - f. The candidates shortlisted on the basis of the information provided in the Application Form shall have to produce all original testimonials/certificates at the time of document verification before joining, if selected. In case any information/claim made by the applicant in his/her application is found to be false, the candidature of such applicant shall be summarily cancelled.

5. General Instructions:

i. RITES shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period.

ii. **Duration of the Apprenticeship Training:** The apprenticeship training is only for the duration of one year and shall not be extended.

iii. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before applying.

iv. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website www.rites.com only. Candidates are thus advised to periodically visit our website for all future correspondence and latest information.

v. The decision of RITES' Management shall be final and binding on all candidates on all matters related to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process either in part or full, etc. No correspondence shall be entertained in this regard. Filling up of the seats is solely at the discretion of the RITES' management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability/insufficient number of candidates. RITES' Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection process for apprentice positions at any stage, without issuing any further notice or assigning any reason therefor.

vi. Mere selection in empanelment shall not confer any right of engagement to the applicants.

vii. Candidates applying within the last date mentioned above shall only be considered for further selection process.

viii. **No physical/hard copy of the documents to be submitted at this point of time.**

6. Communication with RITES:

Any communication with RITES should invariably contain the following particulars:

- i. Notification No.
- ii. BOAT NATS/ NAPS Apprentice REGISTRATION NO.
- ii. FULL NAME OF CANDIDATE IN BLOCK LETTERS
- iv. Valid email address as given in the application form (Annexure II)

Communication not containing above particulars shall NOT BE ATTENDED TO.

Queries if any should be sent to ritesapprenticequery@gmail.com

Annexure I

S No.	SBU/Division	Essential Qualification	Number of Vacancies	Tentative Place of Posting*
1	QA	BE/B.Tech. Degree in Mechanical Eng.	1	NRIO, Delhi
		BE/B.Tech. Degree in Mechanical Eng.	5	ERIO, Kolkata
		Diploma in Mechanical Eng.	4	ERIO, Kolkata
		BE/B.Tech. Degree in M&C/Chemical Eng.	2	ERIO, Kolkata
		BE/B.Tech. Degree in Mechanical Eng.	6	WRIO, Mumbai
		BE/B.Tech. Degree in Electrical Eng.	2	WRIO, Mumbai
		BE/B.Tech. Degree in Chemical Eng.	2	WRIO, Mumbai
		BE/B.Tech. Degree in Mech./Metallurgy Eng.	8	CRIO, Bhilai/Raipur
2	TS (Workshop)	BE/B.Tech. Degree in Civil Eng.	1	Lumding, Assam
		BE/B.Tech. Degree in Civil Eng.	1	Jodhpur, Rajasthan
3	RES	BE/B.Tech. Degree in Electrical Eng.	2	Bhilai, Kalinganagar,
		Diploma in Mechanical Eng.	2	Bongaigaon, Rihand
		Diploma in Electrical Eng.	2	Bokaro, Dhamra, Paradip,
		Diploma in Civil Eng.	1	Mumbai Port, MgPT,
		Diploma in Electronics & Tele. Eng./Electronics & Comm. Eng./Electronics & Electrical Eng./Electronics & Instru. Eng.	1	Rihand, Kahalgaoon, Burnpur, VPT, Kahrgone, Mumbai
		ITI NCVT/SCVT Trade Certificate in Motor Mechanic/Diesel Mechanic/Welder/Fitter/Turner/Mechanic Repair and Maintenance of two Wheeler-Heavy Machine/Plumber	5	Dhamra, Rourkela, Kalinga Nagar, VPT Port, KBUNL/Kanti, BSP-Bhilai, Mumbai Port, SAIL-RND/Bolani, Adani/ Dahej, MgPT/Mormugaon/Goa, IRCON-
		ITI NCVT/SCVT Trade Certificate in Electrician	4	Ancheli, Gopalpur Port, Talcher, Farakka, Shakti Nagar, Rihand, Bongaigaon, Sipat, Meja, Bokaro, BRBCL/Nabi Nagar, NPGCL/Nabi Nagar, Korba, Khargone, RCFL, Mumbai
4	HR	HR Graduate (BA/B Com)	5	Across various locations of RITES
5	Others including Finance	Finance Graduate (B Com, BBA (Fin.))	10	
6	RP	BE/B.Tech. Degree in Electrical Eng.	2	Electrical SBU, Gurgaon
		BE/ B. Tech. Degree in Electronics Eng./Electronics & Tele. Eng./Electronics & Comm. Eng./Electronics & Electrical Eng./Electronics & Instru. Eng./Comp. Science/IT/Computer Eng.	10	Goody-Dharmavaram, Anuppur-Pendra, Kusmunda, Chandrapur, Lara, Ghatampur, Nagpur, Birsinghpur
		BE/B.Tech. Degree in Civil Eng.	1	North, Delhi
		BE/B.Tech. Degree in Civil Eng.	1	Bangalore
		BE/B.Tech. Degree in Civil Eng.	2	Secunderabad

	BE/B.Tech.Degree in Civil Eng.	1	Nagpur
	BE/B.Tech.Degree in Civil Eng.	1	Kolkata
	BE/B.Tech. Degree in Electrical Eng.	1	Kolkata
	BE/B.Tech. Degree in Civil Eng.	2	Ranchi
	BE/B.Tech. Degree in Civil Eng.	2	Lucknow
	BE/B.Tech. Degree in Civil Eng.	2	Raigarh
	BE/B.Tech.Degree in Civil Eng.	2	Bhubaneswar
Total		91	

*The place of posting indicated above are tentative and might vary based on the actual requirements of the SBU/Division

Category wise requirements are tabulated below:

S No	Type of Apprentice	SC	ST	OBC(NCL)	EWS	UR	Total	PWD*s
1	Graduate Engineering	8	4	15	5	25	57	2
2	Diploma Engineering	1	-	2	1	6	10	1
3	ITI Trade Apprentice	1	-	2	-	6	9	-
4	Non-Engineering Graduate	2	1	3	1	8	15	1

*The reservation for persons with disabilities is on horizontal basis. PWD candidates will have to submit a proper Disability Certificate issued by a Competent Authority.

PWD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD .PWD candidates will have to meet the Physical Requirements and Functional Classifications which have been identified for the post as under:

For HR discipline (B Com, BA):

S. No.	Categories for which identified	Functional Classification	Physical Requirements
1	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, RW, H
	Hearing Impairment	HH	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H (Acceptable with Hearing Aids)
	Visual Impairment	LV	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

Functional Classification & Physical Requirement:

Code	Functional Classification	Code	Physical Requirements
OH	Orthopaedically Handicapped	S	Sitting
VH	Visually Handicapped	ST	Standing
HH	Hard of Hearing	W	Walking
OL	One leg	SE	Seeing
OA	One arm	H	Hearing/ Speaking
BA	Both Arms	RW	Reading and Writing
BH	Both Hands	C	Communication
MW	Muscular Weakness	MF	Manipulation by fingers
OAL	One arm one leg	PP	Pulling & Pushing
BLA	Both Legs and Arms	L	Lifting

BLOA	Both Legs one Arm	KC	Kneeling & Crouching
LV	Low Vision	BN	Bending
B	Blind	M	Movement
PD	Partially Deaf	JU	Jumping
FD	Fully Deaf	CL	Climbing
BL	Both legs		
D	Dwarfism		
CP	Cerebral Palsy		
LC	Leprosy Cured		
AAV	Acid Attack Victims		
MD	Multiple Disabilities		

The above lists is subject to revision, if any.

For Finance discipline (BBA (Fin.), B Com):

Categories for which identified	Functional Classification	Physical Requirements
Locomotor disability	OA, OL, OAL, BL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, R, W & RW, H
Visual Impairment	LV	
Hearing Impairment	HH	

Functional Classification:

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected
OAL	One arm one leg affected
BL	Both legs affected
HI/ HH	Hearing Impaired
LV	Low Vision

Physical Requirements:

Code	Physical Requirements
S	Work performed by sitting (on bench or chair)
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 by fingers
C	Work performed by communication
W	Work performed by walking
H	Hearing/ Speaking

For Engineering (Degree & Diploma) Candidates:

S. No.	Vacancy for which identified	Categories for which identified	Functional Classification	Physical Requirements
1	Civil Discipline	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H
		Hearing Impairment	HH	

2	Electrical Discipline	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims
		Hearing Impairment	HH
3	Mechanical Discipline	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims

Functional Classification:

Code	Functions
OH	Orthopaedically Handicapped
VH	Visually Handicapped
HH	Hard of Hearing
OL	One leg
OA	One arm
BA	Both Arms
BH	Both Hands
MW	Muscular Weakness
OAL	One arm one leg
BLA	Both Legs and Arms
BLOA	Both Legs one Arm
LV	Low Vision
B	Blind
PD	Partially Deaf
FD	Fully Deaf
BL	Both legs
D	Dwarfism
CP	Cerebral Palsy
LC	Leprosy Cured
AAV	Acid Attack Victims
MD	Multiple Disabilities

Physical Requirements:

Code	Physical Requirements
S	Sitting
ST	Standing
W	Walking
SE	Seeing
H	Hearing/ Speaking
RW	Reading and Writing
C	Communication
MF	Manipulation by fingers
PP	Pulling & Pushing
L	Lifting
KC	Kneeling & Crouching
BN	Bending
M	Movement
JU	Jumping
CL	Climbing

The above lists is subject to revision, if any.

For Electronics Eng./Electronics & Tele. Eng./Electronics & Comm. Eng./Electronics & Electrical Eng./Electronics & Instru. Eng./Comp. Science/IT/Computer Eng.:

S. No.	Categories for which identified	Functional Classification	Physical Requirements
1	Locomotor disability	OA/ OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H

Functional Classification & Physical Requirement:

Code	Functional Classification	Code	Physical Requirements
OH	Orthopaedically Handicapped	S	Sitting
VH	Visually Handicapped	ST	Standing
HH	Hard of Hearing	W	Walking
OL	One leg	SE	Seeing
OA	One arm	H	Hearing/ Speaking
BA	Both Arms	RW	Reading and Writing
BH	Both Hands	C	Communication
MW	Muscular Weakness	MF	Manipulation by fingers
OAL	One arm one leg	PP	Pulling & Pushing
BLA	Both Legs and Arms	L	Lifting
BLOA	Both Legs one Arm	KC	Kneeling & Crouching

LV	Low Vision	BN	Bending
B	Blind	M	Movement
PD	Partially Deaf	JU	Jumping
FD	Fully Deaf	CL	Climbing
BL	Both legs		
D	Dwarfism		
CP	Cerebral Palsy		
LC	Leprosy Cured		
AAV	Acid Attack Victims		
MD	Multiple Disabilities		

The above lists is subject to revision, if any.

13) Qualification Details

Essential Educational Qualification (Degree/Diploma/ITI with Discipline/Branch/Trade)	Board/University	Maximum Marks	Minimum Marks	Aggregate % of Marks in the Essential Qualification (In case of CGPA, kindly convert the CGPA to % and attach the relevant document related to conversion along with this application form)

Declaration:

I, Mr./Ms _____ S/o _____ declare and affirm that the above details are true and correct to the best of my knowledge. If any of the details are found incorrect at any point of time, my candidature is liable to be rejected.

Place: _____

Signature

Date: _____

Name