RITES LIMITED
(a Govt. of India Enterprise)
RITES Bhawan, Plot no. 1,
Sector-29, Gurgaon-122001

Engagement of Apprentices

No. Pers./26-10/Apprentice/1 - 2021	Date of publication: 22.04.2021
Opening date for submission of online applications: 22.04.2021	Closing date for submission of online application: 12.05.2021 (EOD)

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 is inviting applications for Apprenticeship Training Program for the Financial Year 2021-22 from 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	14000/-	Engineering Degree (B.E/ B.Tech)	76
		Non-Engineering Graduate (BA/BBA/B. Com)	20
Diploma Apprentice	12000/-	Engineering Diploma	15
Trade Apprentice (ITI Pass)	10000/-	ITI Pass-out	35
Total Vacancies			**146**

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

****Tentative Place of posting and required Qualification and number of vacancies 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 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 and merit purpose, else the aggregate of marks of all subjects will be considered for eligibility and merit purpose.

   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) 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. 12.05.2021. Candidates awaiting results in the Essential Qualification as mentioned in Annexure I are not eligible, hence need not apply.

   e) As per the NATS Portal, (MHRD, GOI) Candidates who have passed Engineering degree/ Engineering diploma during 2018 or after are only eligible (For more details please refer Para 2.3.4 of the NATS Process Manual on http://mhrdnats.gov.in/sites/default/files/NATS_process_manual_2.2.pdf). While in case of ITI and Non-Engineering candidates, there is no restriction in the year of passing.

   f) The candidates should not have undergone Apprenticeship Training earlier or should not be pursuing Apprenticeship Training as per the Apprentices Act, 1961 as amended from time to time.

   g) Candidates, who have undergone for training or have job experience for a period of one year or more after the 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 Board of Apprenticeship Training (BOAT)/ National Apprenticeship Promotion Scheme (NAPS) Portal. Therefore, candidates who have already been registered and got training under these schemes will not be entertained and need not apply.

3. **How to apply:**

a) Prior to applying for apprenticeship training vacancies in RITES Limited, Engineering Degree/Diploma candidates who have not registered with BOAT through NATS Portal (www.mhrdnats.gov.in) are required to register themselves and ITI Pass or Graduate BA, BBA/B Com pass candidates are required to register themselves on apprenticeshipindia.org NAPS portal.

b) Once registered on the NATS/NAPS apprenticeship portal as mentioned above, the interested candidates need to submit the details of registration and other relevant details by clicking the link https://forms.gle/vQk548kzhQKyARxZA**.**

c) After filling the online form as per Point No. 3 (b) above, Candidates need to submit the scanned copy of the following documents **in one pdf file** on email ID ritesapprenticerecruitment2021@gmail.com on or before the closing date of vacancy i.e. 12.05.2021.

   i. Duly filled 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 document verification, if called)

   ii. Essential qualification certificates as per Annexure I (Marksheets of all semesters/years and passing certificate/Degree/Diploma/ITI)

   Note: If there is a CGPA system/pattern then the candidate must submit scanned copy of conversion formula issued by their Institution or University, to convert CGPA into percentage.

   iii. DOB proof Matriculation Certificate/ Aadhar card/Driving License etc. in which D0B 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 belong to OBC (NCL) Category. Latest EWS certificate is required in case candidate belongs to EWS category.

d) No other means/mode of application shall be accepted other than what is mentioned in this detailed advertisement. Candidates must ensure that they complete both the steps as mentioned at point no. 3 (b) & 3 (c) above (i.e. submit the details on the link as mentioned at point no. 3(b) and also send the scanned copy of the documents as mentioned at point no 3(c) above). If any of the step is missed, then their application will be summarily rejected.

4. **Selection Process:**

a) 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 essential qualification mentioned in Annexure I, provided they satisfy the eligibility criteria in the required Essential Qualification mentioned at Para 2(a).

b) In case same % is secured by more than one candidate, 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.

c) The shortlisted candidates shall be informed through e-mail along with uploading of list on RITES website.

d) As per the NATS Portal, a candidate can be considered for imparting apprenticeship training within three years from the date of acquisition of the Engineering Degree/Diploma. Following the same, candidates to be considered for apprenticeship training on any particular date must have acquired the Engineering Degree/Diploma within the preceding period of three years. However, this condition of three years' will not be applicable in case of ITI/Non-Engineering candidates.

e) 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. If any candidate submits more than one application, the candidature of such applicant shall be liable to be cancelled.

5. **General Instructions:**

   i. The Organization 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 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 Management will 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. Filing up of the seats is solely at the discretion of the 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. 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 thereafter.

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

vii. The details of the eligible candidates submitted on the email ID as well as on the link mentioned above shall only be taken for further processing and engagement for apprenticeship training in RITES Limited.

viii. Candidates applied against the vacancies till the last date mentioned above will only be considered.

ix**. Candidates have to submit their details on the online form by clicking the link as mentioned at point 3(b) and also send the scanned copy of relevant documents in one pdf file on the email ID as mentioned at point no. 3(c). 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. NAME OF CANDIDATE IN FULL AND IN BLOCK LETTERS.
   iv. Valid email address as given in the application

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 / Electrical Eng.	1	QA, Gurgaon
		BE/B.Tech. Degree in Mechanical Eng.	3	NRIO, Delhi
		Finance Graduate (B Com, BBA (Fin.))	1	
		BE/B.Tech. Degree in Mechanical Eng.	5	ERIO, Kolkata
		Diploma in Mechanical Eng.	4	ERIO, Kolkata
		BE/B.Tech. Degree in Civil Eng.	1	ERIO, Kolkata
		BE/B.Tech. Degree in Electrical /Electronics Eng.	1	ERIO, Kolkata
		BE/B.Tech. Degree in M&C/Chemical Eng.	2	ERIO, Kolkata
		Diploma in M&C/Chemical Eng.	1	ERIO, Kolkata
		BE/B.Tech. Degree in Mechanical Eng.	7	WRIO, Mumbai
		BE/B.Tech. Degree in Electrical Eng.	3	WRIO, Mumbai
		BE/B.Tech. Degree in Chemical Eng.	2	WRIO, Mumbai
		BE/B.Tech. Degree in Mech./Metallurgy Eng.	12	CRIO, Bhilai/Raipur
		HR Graduate (BA/B Com)	1	CRIO, Bhilai
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 Mechanical Eng.	3	Bhilai, Kalinganagar, Bongaigaon, Rihand Bokaro
		BE/B.Tech. Degree in Electrical Eng.	2	
		Diploma in Mechanical Eng.	5	Dhamra, Paradip, Mumbai Port, MgPT, Rihand, Kahalgaon, Burnpur, VPT, Kahrgone, Mumbai
		Diploma in Electrical Eng.	3	
		Diploma in Civil Eng.	1	
		Diploma in Electronics & Tele. Eng./Electronics & Comm. Eng./Electronics & Electrical Eng./Electronics & Instru. Eng.	1	
		ITI NCVT/SCVT Trade Certificate in Motor Mechanic/Diesel Mechanic/Welder/Fitter/Turner/Mechanic Repair and Maintenance of two wheeler-Heavy Machine/Plumber	25	Dhamra, Rourkela, Kalinga Nagar, VPT Port, KBUNL/Kanti, BSP-Bhilai, Mumbai Port, SAIL-RND/Bolani, Adani/ Dahej, MgPT/Mormugaon/Goa, IRCON-Ancheli, Gopalpur Port, Talcher, Farakka, Shakti Nagar, Rihand, Bongaigaon, Sipat, Meja, Bokaro, BRBCL/Nabi Nagar, NPGCL/Nabi Nagar, Korba, Khargone, RCFL, Mumbai
		ITI NCVT/SCVT Trade Certificate in Electrician	10	
4	HR	HR Graduate (BA/B Com)	5	Gurgaon
5	HR	HR Graduate (BA/B Com)	13	Across various locations in various RPO's & RIO's
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	Gooty-Dharmavaram, Anuppur- Pendra, Kusmunda, Chandrapur, Lara, Ghatampur, Nagpur, Birsinghpur

RP		BE/B.Tech. Degree in Civil Eng.	2	North, Delhi
		BE/B.Tech. Degree in Civil Eng.	2	Bangalore
		BE/B.Tech. Degree in Civil Eng.	2	Secunderabad
		BE/B.Tech. Degree in Civil Eng.	2	Nagpur
		BE/B.Tech. Degree in Civil Eng.	2	Kolkata
		BE/ B. Tech. Degree in Electronics Eng./Electronics & Tele. Eng./Electronics & Comm. Eng./Electronics & Electrical Eng./Electronics & Instru. Eng./Comp. Science/IT/Computer Eng.	1	Kolkata (S&T)
		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			**146**	

Category wise requirements are tabulated below:

S No	Type of Apprentice	SC	ST	OBC(NCL)	EWS	UR	Total	PWD
1	Graduate Engineering	11	5	20	7	33	76	4
2	Diploma Engineering	2	1	3	1	8	15	
3	ITI Trade Apprentice	5	2	9	3	16	35	2
4	Non Engineering Graduate	3	1	5	1	10	20	
Total		**21**	**9**	**37**	**12**	**67**	**146**	**6***

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

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	Engineer (Civil)	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	Engineer (Electrical)	Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	
		Hearing Impairment	HH	
3	Engineer (Mechanical)	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

The above lists is subject to revision, if any.

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

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.

- For PWD candidates in ITI trades, the Functional Classification & Physical Requirement will be similar to the Engineering Disciplines as mentioned above in their respective trades.

Engagement of Apprentices

Annexure II
APPLICATION FORM
(Please use Capital Letters while filling the form
Also note that all fields are mandatory)

Please affix here
self-attested
passport size
photograph

1) Name of the Applicant (as per 10th /SSC Certificate)

2) Name of the Applicant's Father (as per 10th /SSC Certificate)

3) Name of the Applicant's Mother (as per 10th /SSC Certificate)

4) Correspondence/Communication Address:

State of Residence:

5) Date of Birth:

6) Gender: Male ☐   Female ☐

7) Category: General ☐   EWS ☐   SC ☐   ST ☐   OBC (NCL) ☐

(In case of EWS/0BC/SC/ST, caste certificate as per the prescribed Central GOI format is required to be submitted along with this application form and other relevant documents as mentioned in the detailed advertisement on the email id ritesapprenticerecruitment@gmail.com)

8) PWD: YES ☐   NO ☐

(If yes, copy of the certificate as per prescribed Central GOI format is required to be submitted along with this application form and other relevant documents as mentioned in the detailed advertisement on above mentioned email id.)

% disability: _____ & Type of Disability: _____ (As mentioned in Annexure I)

9) E mail ID:

10) Mobile No.:

11) Aadhar Card No.   :

12) NATS/NAPS Apprenticeship:

Portal Registration no. (e.g. EWBD123456789/A123456)

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