

Regd. Office: 1st Floor, August Kranti Bhawan, Bhikaji Cama Place,
 R.K. Puram, New Delhi-110066

Advertisement No. 16/2025 Dated 28.07.2025

Opening Date: 28/07/2025

Closing Date: 27/08/2025 (Time upto 17:00 Hrs)

NOTICE FOR ENGAGEMENT OF EXPERIENCED ONE POST IN CS DEPARTMENT, RAIL VIKAS NIGAM LIMITED FOR CORPORATE OFFICE (NDLS) ON REGULAR BASIS

Rail Vikas Nigam Limited (RVNL) is a Navratna CPSE under the Ministry of Railways (Govt. of India) engaged in the construction of Metro/Railway Construction/Major Bridge Construction/Tunnelling/Highways Including Major Infrastructure Design Management, Project Management and Construction Supervision in India and Overseas.

We are looking for dynamic professionals from open market on regular basis for the following post(s), for which applications are invited from Indian citizens:

1. DETAILS OF POST, DEPARTMENT, GRADE PAY/MONTHLY REMUNERATION, NUMBER OF VACANCIES:

S. No.	Name and Level of the post(s)	Department	Grade Pay/ Monthly Remuneration #	Number of the post(s)	Place of Posting
1	Assistant Manager (E-0)	CS	Rs.30000-120000/- (IDA) + Applicable Allowances + PRP (IDA)	01 (UR)	Corporate Office (NDLS). However the officer can be posted anywhere in India.

The Corporation offers attractive pay, perks and allowances attached to the post/grade as per company policy

2. ESSENTIAL QUALIFICATIONS, ELIGIBILITY CRITERIA, EXPERIENCE, LOCATION: The applicant should satisfy eligibility criteria regarding educational/ professional qualifications, length of experience, required Experience, Age Limit, etc. as given in Annexure-I.

Notes: i) All mandatory educational/professional qualifications should have been obtained from a recognized university/deemed university/autonomous institutes in corporate by an Act of Parliament or State Legislature in India or UGC Act or from Government approved/recognized institutions/approved by AICTE. Only Full time course will be considered while determining eligibility.

ii) Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.

iii) **Crucial date for determining eligibility with reference to length of post-qualification experience and others will be 01/07/2025.**

iv) Applicants should possess the requisite length of post-qualification experience and should meet other eligibility criteria as on **01/07/2025**.

v) Number of vacancies indicated in the notice is provisional and may undergo any change (increase / decrease) or even become NIL in totals at any stage of the recruitment process or even after the recruitment process is complete, in administrative/ business interest of Rail Vikas Nigam Ltd.

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vi) Age relaxation will be given as per Govt. of India guidelines issued from time to time in regards to SC/ST/OBC/PwBDs/Ex-Servicemen.

3. **Remuneration:** The Grade Pay and Monthly Remuneration is indicated in **Annexure-I**. Statutory deductions on account of EPF (Employees' share), Income Tax, Professional Tax, etc. shall be made from the Monthly Remuneration.

4. **Scheme of Selection:** i) Selection process involve Written Test and/or Interview which will be held at the Corporate Office of RVNL based on the applications received against the Advertisement.

ii) No request for postponement of written test/skill test/interview will be entertained, if called for the same.

5. **Resignation:** Three-month advance notice shall be required before seeking resignation from RVNL. This notice shall not absolve the executive of the liabilities of service agreement mentioned in para 6 below or vice-versa

6. **Service Agreement:** Substantial investment is made by RVNL on its selection process which includes recruitment, training, on-the job training / guidance for specifically handling the job responsibilities and thereafter. Any discontinuation of the employment before expiry of bond period would unfairly prejudice the interest of the company.

The candidate will have to execute a BOND for an amount as per the grade applying for the post as follows; will be paid to RVNL for serving in the organization for a period of minimum three years.

Category	Bond Period	Bond Amount (in Rs.)
E-0	03 Years	4 Lakhs + GST

7. **HOW TO APPLY:**

(i) Duly filled in Applications as per Annexure-II and Annexure-III is should to be sent to the **Dispatch Section, Ground Floor, August Kranti Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066** or dropped personally in RVNL Corporate Office, Dispatch Section on any working day, upto 17.00 hrs. of the closing date i.e. 27/08/2025.

(ii) RVNL will not be held responsible if candidates are not able to submit their application by the last date for whatever reason.

(iii) The particulars furnished by the applicant in the application form will be treated as final. No column of the application form should be left blank; otherwise, application form may be rejected. A check list has been attached in Annexure-III. The candidate should fill this checklist along with Application Form (Annexure-II)

(iv) Application duly signed by candidate, with latest passport size photograph affixed (not older than 03 months) & accompanied by copy of above said documents must be sent in a sealed envelope super scribing. The envelope containing the application should be super scribed as 'Application for the post of (name of the post) and Advt. No.- ____ Note: Any application received without copy of complete documents/signature/photograph/Demand Draft (If applicable) will be rejected.

Applications received after stipulated date and time shall be summarily rejected. Applicants should clearly note that RVNL will in no case be responsible for non-receipt of their application or any postal delay in receipt thereof on any account whatsoever. The applications received through any other mode, like email, e-office, fax, on-line, through any job-portal etc. will not be entertained.

(v) Candidates for the above specified post are required to make 'Application Fee Payment' through Demand Draft as per the table below:

UR/OBC	Rs. 400/-
SC/ST/EWS	NIL

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Demand Draft should be drawn in favour of "RAIL VIKAS NIGAM LIMITED" payable at NEW DELHI. The name of candidate, post applied for, advertisement no., Aadhar Number and date of birth should be clearly written on the back side of demand draft.

(vi) Application received without Demand Draft will not be taken into consideration and will be rejected.

8. Other Instructions:

a) **Intimation for Written Test and/or Interview:** Information for Written Test and/or Interview shall be intimated through e-mail/RVNL website. However, candidates should not wait for e-mail and they should keep checking RVNL website for keeping them abreast of the development involving recruitment process.

b) Before submitting the application, candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this vacancy notice. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in RVNL.

c) The decision of RVNL about the mode of selection, number of vacancies, eligibility conditions, short-listing of candidates for written test and/or interview, etc. shall be final and binding. No correspondence will be pertained in this regard.

d) The process of examination/recruitment does not involve any correspondence by RVNL with candidate at any stage regarding deficiency in application/documents, 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. Applicant would be required to furnish requisite documents so as to substantiate his/her eligibility for the post. No correspondence will be entertained from the candidates found in eligible or not shortlisted and thus not called for written test and/or interview or for their non-selection.

9. Verification of documents: The candidate called for Written Test and /or Interview shall be required to produce original documents relating to educational qualifications, experience, caste certificates, disability certificate (if applicable) etc. for verification and also to submit self-attested photocopies thereof at the time of written test and/or interview. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found in eligible for the post applied for or any other claim made in this application if found to be in correct, he/she will not be allowed to appear in the interview and his/her candidature will be treated as cancelled.

10. Travelling expenses: No travelling expenses will be paid to the candidates for appearing in written test and/or interview.

i) Candidates will have to make their own arrangements for accommodation, if the written test and/or interview is rescheduled/postponed based on the number of applications received or candidates appearing for interview. As such candidate should plan their return journey on the subsequent day of the written test/Interview.

ii) No correspondence will be entertained regarding change/early scheduling of written test and/or interview.

iii) No reimbursement of tickets (flight/train/Volvo/bus etc.) already booked for written test and/or interview will be made.

11. Canvassing in any form will disqualify a candidate. Any dispute with regards to the recruitment against this vacancy notice will be done in Delhi High Court, New Delhi only.

12. ACTION AGAINST MISCONDUCT:

a) Candidates are advised in their own interest that they should not furnish any documents/information

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that are false, tampered, fabricated or should not suppress any material information while filling up the "Application Form".

b) At any stage of Recruitment process or later, if a candidate is or has been found guilty of any misconduct such as:

- Using unfair means during the Written test/Interview/DV/Medical.
- Impersonating or procuring impersonation by any person.
- Resorting to any irregular means in connection with his/her candidature during selection process.
- Using undue influence for his/her candidature by any means.
- Submitting of false certificates/ documents /information or suppressing any information at any stage.
- Giving wrong information regarding his/her Community/Category (SC/ST/OBC-NCL/EWS/PwBD/Ex-Servicemen).
- Misbehaving, intimidating or threatening in any manner to the Supervisor, Scrutiny Member, Security Guard, RVNL's representatives or any other staff of RVNL etc.
- Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
- Damaging venue related infrastructure/ equipment(s).
- Possession of fire alarms/ weapons during the interview/test
- Assault, use of force, causing bodily harm in any manner to the interview/test functionaries.

Such candidate will be liable to legal/criminal prosecution, as well as the following actions:

- Disqualification from the Recruitment Process and /or.
- Debarment of either permanently or for a specified period from any Exam/Recruitment conducted by RVNL and /or,
- Discharge/removal/dismissal from service, if the act of misconduct comes to notice after appointment to the service of RVNL.

13. **Documents required at the time of Written Test and/or Interview:** The candidate should note that the application:

- a. Matriculation Certificate (for age proof).
- b. Certificates and Mark-sheets in support of the required educational/professional qualifications. In case of Degree/ Diploma in Management qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.
- c. Certificates in proof of experience, clearly indicating the length and field of experience.
Note: Internship/Apprenticeship/Training Period/Summer Training/Teaching/Academic / freelancing experience shall not be considered as qualifying experience.
- d. Caste certificate (In case applicant belongs to SC/ST/OBC (non-creamy layer)/EWS)/PwBD. If the candidate belongs to **OBC**, a caste certificate issued by a **Competent Authority as applicable for appointment to the services in Govt. of India** in proper format will be accepted. Candidate having OBC Certificate issued for appointment to the services in State Govt. will not be eligible. Please note that OBC certificate issued in **current financial year only will be accepted as a current proof of your not belonging to "creamy layer" in the OBC category**. In case of **EWS candidate**, an Income and Asset certificate issued by the competent Authority of current financial year only will be accepted as a proof to avail the benefit of reservation under EWS category.
- e. In case of PwBD candidates, PwBD Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable)
- f. If a candidate is eligible for relaxation of age on two or more grounds mentioned in annexure-II, he /she would be accorded only the highest of the age relaxation for which he/she is eligible.
- g. In case Caste/Category certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at

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the time of written test/Interview/Document Verification/Joining(if selected), if called for.

- h. Candidates are advised to read all the instructions contained in this vacancy notice very carefully before applying and to satisfy themselves that they fulfil all the eligibility conditions including age, educational /professional qualifications, nature and length of experience and medical standards for the post to be applied by them.
- i. Applicants shall not be allowed to change their categories (e.g. OBC-NCL/SC/ST/EWS/PwBDs) after they have submitted their applications.
- j. Photo I.D. proof and address proof (Passport/Aadhaar Card/Driving License/PAN card/ Voter ID Card) issued by Central/State Govt.
- k. Candidates currently serving in **Govt/Quasi Govt. offices/Public Sector Undertakings shall have to submit "No Objection Certificate"** from their employer at the time of Interview.
- l. **Candidate currently serving in Govt/Quasi Govt. offices/Public Sector Undertakings shall also have to submit Photo Copies of last 05 years APARs along with application.**
- m. Copy of the appointment letter in support of appointment to the post in the organization in which currently working along with **valid Identity card/current pay slip issued by the company.**
- n. **Last three months' payslip and 26AS form i.e proof of CTC in case of Pvt. Candidate.**

14. **Medical Standards:** Applicant should be physically and medically fit. In case of selection, Candidate will have to undergo medical examination as per the Corporation's policy.

15. **Probation:** Two years from the date of joining RVNL. The period of probation shall be regulated as per extant rules/instructions issued from time to time.

16. **Information under RTI Act:** Any Application under RTI act seeking any information will not be entertained till the completion of the entire recruitment process.

17. Rail Vikas Nigam Ltd. will not be responsible for any inadvertent errors of any sort in this vacancy notice and reserves right to correct such errors.

18. **Information on website only:** i) Any corrigendum to this notice/further information/details regarding applications or applicants/any other information regarding intimation for written test/interview/ Document verification/results shall be posted only on the official website of RVNL. No publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the '**Career -- Jobs**' section in RVNL's website(www.rvnl.org).

ii) In case of any query, candidates may write to rvnl.recruitment@rvnl.org, mentioning "**POST NAME- _____ (Advt. No. - __/2025**" in the Subject Line mentioning his/her personal details i.e Name, e-mail id, Contact details etc.. RVNL will not be responsible for non-delivery of e- mail/ delivery of e-mail to junk or spam folder.

WARNING: Beware of touts / job racketeers trying to deceive by false promises of securing job in RVNL either through influence or by use of unfair and unethical means. RVNL 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 Rail Vikas Nigam Limited(www.rvnl.org) and beware of fake websites and social media contents put up by the unscrupulous elements.

Handwritten signature

S.N	Name and Grade of the Post	Age*	Qualifications (Essential /Professional)	Experience Required (Desired/Preferable) And Eligibility Criteria (Govt org./PSU/Pvt.)
1	Assistant Manager (E-0)	32 years	Commerce Graduate from Recognised University and CS(Inter) with CA(Inter).	The candidate should have undergone Management Training as prescribed by Institute of Company Secretaries of India (ICSI) in a Listed CPSE and atleast 05 years of Experience in Company Secretary Department of Listed PSU. <u>Eligibility Criteria (Govt org./PSU/Pvt.)</u> <u>Official working in Govt. Org.:</u> i. Post in analogous Grade (CDA) OR ii. Posts in Level-5/Level-4 (CDA) <u>Official working in CPSE.:</u> i. Post in analogous Grade (IDA) OR ii. Posts carrying grade IDA (Rs. 27000-100000/-) with four years <u>Officials working in PVT.:</u> Minimum CTC required of Rs. 05 Lakhs per annum

***Age Relaxation:** RVNL Regular/Contract/Outsource employees fulfilling educational and experience criteria shall be given age relaxation for the period of their service over and above the upper age limit subject to the condition that the employees should be currently working.

Corrigendum if any to the above notification will be published on RVNL website only.

(A Government of India Undertaking)

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RAIL VIKAS NIGAM LIMITED

Advertisement No.-16/2025 Dated 28/7/2025

**APPLICATION FORM FOR ENGAGEMENT OF ONE POST IN CS DEPARTMENT FOR CORPORATE
OFFICE(NDLS) FROM OPEN MARKET OF RAIL VIKAS NIGAM LTD.,**

(Completed Application Form should be filled in Block Letters using Blue Ball Pen)

To,

Affix your recent
passport size
Photograph with
crossed signature
on it
(Not older than 03
months)

- 1) Applied for the Post:
- 2) Name of the Candidate (IN BLOCK LETTERS):

[illegible]

- 3) Father's Name (IN BLOCK LETTERS):

[illegible]

- 4) (a) Date of Birth:

D	D	M	M	Y	Y	Y	Y
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- (b) Age (As on 27.08.2025):

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Years Months Days

- 5) Sex: Male ☐ Female ☒

- 6) Aadhaar Number:

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- 7) Community (UR/OBC-NCL (Non-Creamy Layer/SC/ST/EWS):

If OBC(NCL)/SC/ST/EWS/PwBD, mention certificate no.-..... Issuance Date:.....

- 8) PwBD Candidate: Yes/No

- 9) Religion:

- 10) Marital Status: 11) Nationality:

- 12) Personal Marks of Identification (To be filled compulsorily, if no such mark, write "Nil")

- (i)
(ii)

- 13) Address for Communication:

State _____ Pin Code _____

- 14) Permanent Address:

.....
.....
.....
State..... Pin Code.....

- 15) (i) Landline Telephone No. with STD Code:.....& Mobile No.....
(ii) E-mail Address:

Signature of the Candidate: _____

16) Demand Draft No.-..... Bank Name: Date:

17) Educational Qualification *(Self Attested photocopies of Educational Certificates to be attached):*

Exam Passed (Chronological Order)	Board/University	Year of Passing	Division/ Class	% of Marks

PS:- Please use separate sheet for more qualification.

18) Brief Relevant Professional Experience *(Self Attested photocopies of Certificates to be attached):*

S. No.	Name of the Organisation (Reverse Chronological Order)	Pvt/Govt/ PSU/Semi Govt	Designation	Grade Pay/ CTC	Type of Employment (Contact/ Regular/ Other)	From (D/M/Y)	To (D/M/Y)	Nature of Work done (Detailed Description)

PS:- Please use separate sheet for more experience.

19) Whether employed in any Central Govt./State Govt./PSUs/Semi Govt. (Yes/No):.....
(If yes, then application should be sent through proper channel or with NOC issued by Employer)

20) Have you ever been involved in Anti National activities? Yes/No.

21) Have you ever been convicted?.....

22) If yes, please give details:

23) List of Enclosures: Please fill and attach documents as per Annexure III

DECLARATION

I hereby declare that all the details given by me are correct and necessary documentary proof will be produced at the time of screening/interaction. In case any of the above mentioned details have been found to be incorrect or failure to produce documentary proof in support of the same, my candidature is liable to be summarily cancelled at any time. In the event of my selection, I agree to abide by the rules & regulations of Rail Vikas Nigam Limited and in the event of failure to abide by the same my candidature is liable to be cancelled. I also understand that submitting this Application form does not give me a right to be called for Screening/Interaction.

Place:

Date:

Signature of the Candidate

Check-list for Candidate(s)**Annexure III**

S.No	Parameters	Details	
1.	Name		
2.	Post Applied for		
3.	Four Passport size photographs.	Yes/No	
4.	DOB (DD/MM/YYYY)		
5.	Category (UR/SC/ST/OBC(NCL)/EWS/PwBD) In case of OBC/SC/ST/EWS/PwBD, kindly mention Certificate No. and Issuance Date	Certificate No.: Issue Date:	
6.	Age (as on closing date of notification i.e 27.08.2025) (Any age relaxation taken or not)	____ Years ____ Months ____ Days Yes/ No	
7.	Age Proof Documents (Birth Certificate/ Matriculation Certificate/ Transfer Certificate/ School Leaving Certificate)	Yes/No	
8.	Educational Qualification:	Documents (S.No.)	
i)	Self attested copies of X class certificate and mark-sheet checked and self-attested copies retained.		Yes/No
ii)	Self attested copies of XII class certificate and mark-sheet checked and self-attested copies retained.		Yes/No
iii)	Educational/ Professional Qualification: Self attested copies of B.E/B.Tech/Diploma Certificate/ Graduation or any other Qualification (Mention your Qualification) (Full Time/Part Time/ODL/ Other) (Note: All mandatory educational/professional qualifications should have been 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 Government approved/recognized institutions/approve by AICTE)		Yes/ No (Specialization/Branch) in case of BE/B.Tech: (Passing Year):
iv)	Post Graduation (if any) – attached If yes then mention as follows: i) Post Graduate Degree Course Specialization/Branch Passing Year ii) Post Graduate Diploma Course Specialization/Branch Passing Year		Yes/No
9.	Photo ID proof (Driving license, Passport, PAN Card, Aadhar card, Voter ID card, Birth Certificate etc) issued by Central/ State Govt. One authenticated self-attested copy.		Yes/No
10.	Address proof (Driving license, Passport, PAN Card, Aadhar card, Voter ID card etc) issued by Central/ State Govt. One authenticated self-attested copy.		Yes/No

Signature of Candidate with date: _____

11.	Experience Certificate: (Reverse chronological order)-Proof of experience indicating the length and field of service					
	Name of Company	Designation	Term of Employment (Regular/Contract/Pvt./Govt.)	From (D/M/Y)	To (D/M/Y)	Experience Letter Submitted or Not (With S.No.)
i)						Yes/No
ii)						Yes/No
iii)						Yes/No
iv)						Yes/No
v)						Yes/No
vi)						Yes/No
12.	Whether currently employed in Govt./ RVNL/Pvt./ PSU(Regular/Contract/Outsourced) ? Current Employer (Name of the Organization)				S.No.	Yes/No
13.	Preferably No Objection Certificate / Forwarding of application through proper channel of the present organization. (If working in Govt./PSU/RVNL on regular basis)					Yes/No
14.	Copy of Appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity Card/current pay slip issued by the company					Yes/No
15.	Last three months' payslip and 26AS form i.e Proof of CTC in case of PVT. Company and this will also be applicable for Candidates working on consolidated pay in PSU/Govt. Organization (Attach Certificate)					Yes/No
16.	Photo Copies of APARs for the last five (05) years in case of working in any Govt./PSU/attached or subordinate organization or Public body					Yes/No
17.	Original Demand Draft, with one Xerox copy of DD (Attached) Bank Name: Demand Draft No.- Date:					Yes/No
18.	One copy of updated CV					Yes/No
19.	Whether all documents and application has been signed by the candidate (on each page).					Yes/No

NOTE: Candidates are advised to please write down the serial number of the documents and mention the same against each document as mentioned in Annexure-III.

Signature of Candidate with date: _____

Declaration: I hereby declare that all the details filled by me are correct. If any information is found incorrect than my candidature can be cancelled. I understand that fees once paid will not be refunded under any circumstances.

Signature of Candidate with date: _____