

रेल विकास निगम लिमिटेड/RAIL VIKAS NIGAM LIMITED  
निगम कार्यालय/Corporate Office

ISSUED ON 14.10.2020

GENERAL MANAGERS  
ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS  
ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN  
ALL RAILWAY PSUs

No. RVNL/2020/INDENT/10/1

VACANCY NOTICE NO. 2020/RVNL/23 -HR

ORGANIZATION : RAIL VIKAS NIGAM LTD. (RVNL)

TITLE & NO. OF POSTS : ADDITIONAL GENERAL MANAGER/JOINT GENERAL MANAGER (HR) – 1 POST

LOCATION : CORPORATE OFFICE, NEW DELHI

DURATION : FIVE YEARS SUBJECT TO GOVT'S APPROVAL FOR EXEMPTION TO RVNL FROM THE RULE OF IMMEDIATE ABSORPTION BEYOND 31.12.2021

SERVICE/DEPARTMENT : IRPS/PERSONNEL DEPTT.

TERMS OF APPOINTMENT : DEPUTATION/ABSORPTION

AGE : FOR DEPUTATION - BELOW 56 YEARS  
FOR ABSORPTION – NOT ABOVE 57 YEARS NOTE:- (COMPETENT AUTHORITY MAY RELAX THE AGE CRITERIA IN CASE OF SPECIALLY MERITORIOUS CANDIDATE)

SCALE OF PAY : IDA SCALE ON ABSORPTION/PARENT PAY PLUS DEPUTATION ALLOWANCE ON DEPUTATION

EXPERIENCE : PREFERENCE WILL BE GIVEN TO THE CANDIDATES HAVING EXPERIENCE IN HRMS/ERP

MINIMUM ELIGIBILITY FOR DEPUTATION : **For AGM {LEVEL 13-A (CDA)/Rs. 100000-260000/-(IDA)}**: OFFICERS OF PERSONNEL DEPTT. HOLDING SUBSTANTIVELY

- (i) posts in analogous grade (CDA/IDA) **OR**
- (ii) posts in Level-13(CDA) & having 12-14 years' service in Group 'A' **OR**
- (iii) posts carrying grade Rs. 90000-240000/- (IDA) for four years.

**For JGM {LEVEL-13(CDA)/Rs. 90000-240000/-(IDA)}**: OFFICERS OF PERSONNEL DEPTT. HOLDING SUBSTANTIVELY

- (i) posts in analogous grade (CDA/IDA) **OR**
- (ii) posts in Level-12(CDA) & having 8-12 years' service in Group 'A' **OR**
- (iii) posts carrying grade Rs. 80000-220000/-(IDA) for four years

MINIMUM ELIGIBILITY : **For Additional General Manager**  
FOR ABSORPTION

**(A) For Serving/Retired Railway Officials including those working on deputation in RVNL or in any other PSUs**

- i) The candidate should be from Personnel department or HR department
- ii) Candidate working in the relevant discipline in the substantive Grade PB-4 scale 37400-67000 with GP Rs.8700/- (6<sup>th</sup> CPC)/Level-13 of 7<sup>th</sup> CPC

**(B) For Officials working in any other PSUs**

- i) E-7 in the scale of Rs. 100000-260000/- (Revised) of IDA pattern (For officers of CPSEs) **OR**;
- ii) E-6 in the scale of Rs. 90000-240000/- (Revised) of IDA with at least 4 years of service in the grade of E-6 (For officers of CPSEs). **OR**;
- iii) Corresponding equivalent grades of the above mentioned two types

**For Joint General Manager**

**(A) For Serving/Retired Railway Officials including those working on deputation in RVNL or in any other PSUs**

- i) The candidate should be from Personnel department or HR department
- ii) Candidate working in the relevant discipline in the substantive Grade PB-4 scale 37400-67000 with GP Rs. 7600/- (6<sup>th</sup> CPC)/Level-12 of 7<sup>th</sup> CPC with at least 8 years of Gr. A service.

**(B) For Officials working in any other PSUs**

- i) E-6 in the scale of Rs. Rs. 90000-240000/- (Revised)of IDA pattern (For officers of CPSEs) **OR**;
- ii) E-5 in the scale of Rs. 80000-220000/- (Revised) of IDA with at least 4 years of service in the grade of E-5 (For officers of CPSEs). **OR**;
- iii) Corresponding equivalent grades of the above mentioned two types

NOTE : CUT OFF DATE FOR AGE AND ELIGIBILITY WOULD BE RECKONED AS ON CLOSING DATE OF VACANCY NOTICE

WEB ADDRESS : [www.rvnl.org](http://www.rvnl.org) – Career - Jobs

CLOSING DATE : 30 DAYS FROM DATE OF ISSUE

---

**CANDIDATES MAY APPLY THROUGH PROPER CHANNEL FOR SELECTION ON DEPUTATION BASIS TO THE ABOVE-MENTIONED VACANCIES IN THE PRESCRIBED PROFORMA (FOR DEPUTATION OR ABSORPTION) AVAILABLE AT THE WEB ADDRESS INDICATED ABOVE. ZONAL RAILWAYS/PSUs ETC. MAY FORWARD THE APPLICATIONS OF ELIGIBLE CANDIDATES ALONGWITH VIGILANCE/DAR CLEARANCE AND APARs TO CORPORATE OFFICE/RVNL, NEW DELHI. A SCANNED COPY OF THE DULY FILLED IN AND SIGNED PROFORMA IN PDF FORMAT MAY ALSO BE SENT BY CANDIDATE THROUGH E-MAIL TO [shailendra.modi@rvnl.org](mailto:shailendra.modi@rvnl.org).**

---

**SR.DGM/HR  
RVNL/CORPORATE OFFICE**

**PRESCRIBED PROFORMA**  
**FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS**

|  |   |  |
|--|---|--|
| <b>Important</b><br><i>(please don't leave blanks)</i> | <b>Vacancy Notice No.</b><br><i>(appears on the top right side of notice)</i> |  |
|  | <b>File No.</b><br><i>(appears on the left side of vacancy notice)</i>        |  |
|  | <b>Post against which application has been submitted</b>                      |  |
|  | <b>Choice of Station</b><br><i>(wherever applicable)</i>                      |  |

**Personal Data**

|     |   |   |  |
|-----|---|---|--|
| 1.  | Name  | : |  |
| 2.  | Gender  | : |  |
| 3.  | Service   | : |  |
| 4.  | Department  | : |  |
| 5.  | Category  | : |  |
| 6.  | Date of Birth   | : |  |
| 7.  | DITS<br><i>(Date of entry into Time Scale)</i>                    | : |  |
| 8.  | Date of entry in Gr.B<br><i>(wherever applicable)</i>             | : |  |
| 9.  | Present Pay Level in Pay Matrix (7 <sup>th</sup> CPC) & Basic Pay | : |  |
| 10. | Present Designation & Railway/PSU                                 | : |  |
| 11. | Contact Details   |   |  |
|     | (a) Email ID  | : |  |
|     | (b) Telephone (O)   | : |  |
|     | (c) Telephone (R)   | : |  |
|     | (d) Mobile Number   | : |  |

**12. Educational Qualifications:-**

| S.No. | Qualification/Degree | Year/ Division | Institution/University, Place/ Country |
|-------|----------------------|----------------|--|
|       |                      |                |  |
|       |                      |                |  |
|       |                      |                |  |

**13. Experience Details:-**

| S.No. | Designation & Railway with Place of posting | Grade (i.e. Gr.B/SS, JAG/SG/SAG) (Pay level in case of Non-gazetted staff) | From | To |
|-------|---|--|------|----|
|       |   |  |      |    |
|       |   |  |      |    |
|       |   |  |      |    |
|       |   |  |      |    |

**14. Details of previous deputation/foreign assignment (if any):-**

| S.No. | Organisation | Designation | From | To |
|-------|--------------|-------------|------|----|
|       |              |             |      |    |
|       |              |             |      |    |
|       |              |             |      |    |
|       |              |             |      |    |

|     |   |   |  |
|-----|---|---|--|
| 15. | Whether debarred from deputation? If yes, please furnish details.   | : |  |
| 16. | Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable | : |  |

**17. APAR Ratings for last 5 years:- (required)**

| Year | Rating |
|------|--------|
|      |        |
|      |        |
|      |        |
|      |        |
|      |        |

**18. Awards, if any:-**

| S.No. | Name of award | Brief Details |
|-------|---------------|---------------|
|       |               |               |
|       |               |               |

**19. Punishments, if any in career:-**

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:

**FORMAT OF APPLICATION FOR IMMEDIATE PERMANENT ABSORPTION BASIS IN RVNL FOR THE POST OF ADDITIONAL GENERAL MANAGER / JOINT GENERAL MANAGER (HR)**

Affix here  
passport  
size photograph

|       |  |  |
|-------|--|--|
| 1     | Name   |  |
| 2     | Father's Name  |  |
| 3     | Date of Birth  |  |
| 4     | Sex  |  |
| 5     | Status (Married/Single)  |  |
| 6     | Whether SC/ST/OBC/Minority<br>(Copy of caste certificate be enclosed)  |  |
| 7 (i) | Address with contact number  |  |
| (ii)  | Mobile No  |  |
| (iii) | e- mail address  |  |
| 8     | Details of Dependents<br>(Name, Age & Relationship)  |  |
| 9     | Hobbies/Extra Curricular Activities  |  |
| 10    | Present Organization in which you are<br>working, its address and Phone<br>Numbers                           |  |
| 11    | Present Position<br><br>Date of Appointment on the<br>Present Position<br><br>Present Pay scale / Emoluments |  |

|    |  |  |
|----|--|--|
| 12 | Date of Appointment in Railways<br>Grade/Pay/Scale at the time of Appointment in Rlys<br>Last position held in Rlys<br>Last Grade/Pay/Scale in Rlys<br>Date of Retirement/Resignation<br>Total Length of service in Rlys<br>Pension Details, if any<br>(Copy of P.P.O. to be attached) |  |
| 13 | Type of Separation from Railways<br>(Tick the relevant type)   | 1. Voluntary Retirement<br>2. Resignation<br>3. Others (specify) |

14 Educational/Technical Qualification

| Name of Examination | Name of Board/University | Year of Passing | Subjects | % of Marks | Class/Division |
|---------------------|--------------------------|-----------------|----------|------------|----------------|
|                     |                          |                 |          |            |                |
|                     |                          |                 |          |            |                |
|                     |                          |                 |          |            |                |
|                     |                          |                 |          |            |                |
|                     |                          |                 |          |            |                |

15 Professional Experience

(a) Railway Service

| SN | Name of Organisation & Address with Place of Posting | Design. | Scale of Pay/ | From | To | Nature of Work |
|----|--|---------|---------------|------|----|----------------|
|    |  |         |               |      |    |                |

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

(b) Other than Railway Service

| SN | Name of Organisation & Address with Place of Posting               | Design | Scale of Pay /Emoluments | From        | To | Nature of Work |
|----|--|--------|--------------------------|-------------|----|----------------|
|    |  |        |                          |             |    |                |
| 16 | Details of Punishment if any in the last 10 years                  |        |                          |             |    |                |
| 17 | Details of Awards, if any  |        |                          |             |    |                |
| 18 | Have you ever been involved in any anti-national activities (Tick) |        |                          | (Yes / No ) |    |                |
| 19 | Have you ever been convicted, If yes, details                      |        |                          |             |    |                |
| 20 | Any criminal case lodged against you, If yes, details              |        |                          |             |    |                |

21. APAR Ratings for last 5 years:-**(required)**

| Year | Rating |
|------|--------|
|      |        |
|      |        |
|      |        |
|      |        |
|      |        |

22. Declaration

I hereby solemnly affirm that the statement made and information furnished by me in the above proforma is true and correct.

I have not concealed any information.

However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.

I agree to abide by the Rules and Regulations of RVNL.

I also hereby certify that neither I have been compulsorily retired from Railway Service as punishment/penalty under RS (D&A) Rules, 1968 nor prematurely retired under Rule 1802, 1803 & 1804 of IREC-Vol-II. My service certificate is enclosed (only in case of ex-Railway servants).

Place \_\_\_\_\_

Signature of Candidate

Date \_\_\_\_\_



**UNDERTAKING**

In the event of my selection as ..... in RVNL, I will tender my resignation in my Parent Organization. i.e.....  
.....

Name \_\_\_\_\_

Designation \_\_\_\_\_

Railway \_\_\_\_\_ Station \_\_\_\_\_

Date \_\_\_\_\_

**AFFIDAVIT**

I.....S/o..... while working as ....., do hereby solemnly affirm and declare that I am free from D&AR/SPE/Vigilance angle and no proceedings have been contemplated or pending against me in the said organization.

In case any information comes to my notice, I will inform RVNL of the same immediately.

I, further, understand that if any adverse information comes to the notice of RVNL which was not disclosed by me, in addition to termination of Service, other actions as deemed fit would be taken by RVNL.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name\_\_\_\_\_

Design \_\_\_\_\_

Organization\_\_\_\_\_

**VERIFICATION**

I declare that the information furnished by me in the Application Form is true to the best of my knowledge and belief and that nothing has been concealed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Design \_\_\_\_\_

Organization \_\_\_\_\_

**(Certificate to Be Furnished by the Employer/Head of Office/ Forwarding Authority)**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_

His/her integrity is certified.

His/her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of JAG, are enclosed.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

\_\_\_\_\_

Telephone No, \_\_\_\_\_

Office Seal \_\_\_\_\_

List of enclosure:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_