



Advertisement for one post of Assistant Manager (Admin & Protocol) for Admin Department under Rishikesh Project or anywhere in India in Rail Vikas Nigam Limited 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 intends to engage experienced candidate for one (01) post of **Assistant Manager (Admin & Protocol) for Admin Department**, Rail Vikas Nigam Limited under Rishikesh Project or anywhere in India on regular basis.

The details of essential qualifications, age limit, experience, etc. along with prescribed format for application are available on the website of RVNL (www.rvnl.org>Career--Jobs)). The last date for receipt of duly filled in application is **07.06.2025 by 17.00 hrs.**

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Opening Date: 08.05.2025

Closing Date: 07.06.2025 (Time upto 17:00 Hrs)

NOTICE FOR ENGAGEMENT OF EXPERIENCED ASSISTANT MANAGER (ADMIN & PROTOCOL) FOR ADMIN DEPARTMENT UNDER RISHIKESH PROJECT OR ANYWHERE IN INDIA 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 for the following post, for which applications are invited from Indian citizens:

1. DETAILS OF VACANCY TO BE FILLED IN:

S. No.	Name of the post	Number of the post
1	Assistant Manager (Admin & Protocol)	01 Post

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 Actor from Government approved/ recognized institutions.

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 01.05.2025**

Applicants should possess the requisite length of post-qualification experience and should meet other eligibility criteria as on **01.05.2025**.

3. Remuneration: The Monthly Remuneration attached to the posts is indicated in Annexure-I. Statutory deductions on account of EPF (Employees' share), Income Tax, Professional Tax, etc. shall be made from the gross remuneration.

4. Scheme of Selection: Selection process involves Written Test or Interaction and medical examination, which will be held at the Corporate Office of RVNL.

5. Resignation: Three-month advance notice shall be required before seeking resignation from RVNL. The candidate will have to execute a BOND for an amount of Rs. 4 Lakh + GST paid to RVNL for serving in the organization for a period of minimum three years.

6. HOW TO APPLY:

(i) Duly filled in Applications as per Annexure-II 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. **07.06.2025.**

(ii) **Last date for submission of the Application will be 07.06.2025.**

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

(iv) 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.

7. The responsibility to establish eligibility for the post applied for with reference to all the prescribed eligibility conditions rests with the applicant.

8. Other Instructions:

a) **Intimation for Screening/Interaction:** Information for Screening/Interaction 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) 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 Screening/ Interaction, failing which they shall not be allowed to appear in Screening/Interaction and their candidatures shall be treated as cancelled.

c) Candidates currently serving in Govt/Quasi Govt. offices/Public Sector Undertakings shall have to submit Photo Copies of last 05 years APARs along with application otherwise they will not be shortlisted.

d) 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.

e) The decision of RVNL about the mode of selection, number of vacancies, eligibility conditions, short-listing of candidates for screening/interaction, etc. shall be final and binding. No correspondence will have been pertained in this regard.

9. **Verification of documents:** The candidate called for Screening/Interaction shall be required to produce original documents relating to educational qualifications, experience, caste certificates etc. for verification and also to submit self-attested photocopies thereof at the time of screening/interaction. 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 screening/interaction and his candidature will be treated as cancelled.

10. **Travelling expenses:** No travelling expenses will be paid to the candidates for appearing in screening/interaction.

11. Canvassing in any form will disqualify a candidate.

By a member

12. 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 as to his 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 screening/interaction or for their non-selection.

13. ACTION AGAINST MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any documents/ information that are false, tampered, fabricated, having overwriting, having correction marks and they should not suppress any material information while filling up application.

14. **Documents required at the time of Screening/Interaction:** The candidate should note that the following documents are required to be produced if they are called for screening/interaction apart from sending the requisite documents along with application as indicated at S. No.15 and S. No.16 of the application:

- a) Matriculation Certificate (for age proof).
- b) Certificates and Mark-sheets in support of the required educational/professional qualifications.
- c) Certificates in proof of experience, clearly indicating the length and field of experience.
- d) Caste certificate issued for Govt. of India Job (In case applicant belongs to SC/ST/OBC (non-creamy layer).
- e) Copy of the appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity card.
- f) Last three months' payslip and 26AS form i.e. proof of CTC in case of Pvt. Candidate
- g) Photo I.D. proof and address proof (Passport/Aadhaar Card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- h) 'No Objection Certificate' if the candidate is working in any Govt/PSU/ attached or subordinate organization or any public body substantially funded by the Govt.
- i) Photo copies of APARs for the last five (05) years in case the candidate is working in any Govt./PSU/attached or subordinate organisation or Public body substantially funded by the Govt.

15. **Information on website only:** Any corrigendum to this notice/further information/details regarding applications or applicants/any other information regarding intimation for screening/interaction/notices/results/panels 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.



Name of Organization	Rail Vikas Nigam Ltd.	
Name of the post	Asst. MGR (Admin & Protocol)	UR - 01
Department/Service	Admin Department	
Monthly Remuneration	Assistant MGR (Admin & Protocol) (E-0) Scale of pay: IDA Scale of pay: Rs.30000-120000/- + Applicable Allowances	
Location	Initially for Rishikesh Project but can be placed anywhere in India depending upon the requirement	
Age	Up to 32 years as on closing date of issue of notification	
Terms of Appointment	On Regular Basis	
Essential Qualification	MBA	
Required Experience:	Asst. Manager (Admin & Protocol) (E-0): Post essential qualification experience should be in any of the following areas. <ul style="list-style-type: none"> a) Protocol duty b) Day to day admin relating to Office Administration, HR activities, Housekeeping Securities, Accommodation and Front Desk Management and training to officials. c) Liasoning with various Government Agencies for various project related statutory compliances, Example- Labour Law, forest and land acquisition 	
Eligibility criteria for officials working in RVNL.	RVNL Regular/Contract/Outsource employees fulfilling educational and experience criteria shall be given age relaxation for the period of their service rendered in RVNL over and above the upper age limit subject to the condition that the employees are still working	
Physical & Medical Fitness	Applicant should be physically and medically fit. In case of selection, Candidate will have to undergo medical examination as per the corporation's policy.	
Selection Process	Suitable candidates will be shortlisted based on their eligibility/experience in the relevant field and may be called for interview.	
Compensation Package & Posting	The corporation offers attractive pay, perks and allowances attached to the post / grade as per company policy.	

Age relaxation as per Govt. of India Instruction in regard to SC/ST/OBC will be applicable.

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

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RAIL VIKAS NIGAM LIMITED

Advertisement No. 05/2025 Dated 08.05.2025

APPLICATION FORM FOR ENGAGEMENT OF ONE POST OF ASSISTANT MANAGER (ADMIN & PROTOCOL) FOR ADMIN DEPARTMENT IN RISHIKESH ON REGULAR BASIS FROM OPEN MARKET OF RAIL VIKAS NIGAM LTD.,

To,

Affix your recent
passport size
Photograph

1) Applied for the Post:

2) Name of the Candidate (IN BLOCK LETTERS):

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

4) (a) Date of Birth:

D D M M Y Y Y Y

(b) Present Age (As on 01.05.2025):

□ □ □ □ □ □

5) Sex: Male Female Years Months Days

6) Aadhaar Number:

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

8) Religion:

9) Marital Status: _____ 10) Nationality: _____

10) Nationality:

Personal Marks of Identification (To be filled compulsorily, if no such mark, write “

12) Address for Communication:

.....

Statistical Methods in Medicine and Biostatistics

13) **Barriers and All**

5. Permanent Address:

Digitized by srujanika@gmail.com

14) (i) Landline Telephone No. with STD Code:.....& Mobile No.

(ii) E-mail Address:

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

Exam Passed	Board/University	Year of Passing	Division /Class	% of Marks

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

S. No.	Name of the Organisation	Pvt/Govt/PSU/Semi Govt	Designation	Grade Pay/CTC	From (D/M/Y)	To (D/M/Y)	Detailed Nature of Work done

PS:- Please use separate sheet for more experience.

17) 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)

18) Have you ever been involved in Anti National activities?.....

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

20) If yes, please give details:

21) List of Enclosures:

Sl.No.	Details of Enclosures

DECLARTION

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