

Rail Land Development Authority

(A Statutory Authority under Ministry of Railways Government of India)

"RECRUITMENT ON DEPUTATION BASIS"

Advt. No: 06/2014 RLDA/HRD Dated 11th December 2014

Rail Land Development Authority (RLDA) is a statutory Authority, under the Ministry of Railways, set-up for development of vacant Railway Land for commercial use for the purpose of generating revenue by non-tariff measures. RLDA provides attractive house lease, medical & other facilities to its officers & staff.

Applications are invited from dynamic, experienced and motivated Persons working in Central Govt. / State Government/ Indian Railways /Central & State Public sector undertakings (PSUs)/ Statutory Authorities for the under mentioned posts **on deputation basis only.** The Normal Tenure of deputation is three years, extendable upto five years:

Sr. No.	Post	No. of Vacancies (Date of occurrence of vacancy)	Pay scale, Grade Pay	Eligibility Criteria	Desirable
1.	General Manager (Accounts)	01 (on 08.07.2015)	Rs. 37400 – 67000 with grade pay Rs. 10000/- (RP)	SAG/SG Officers with a minimum of 17 years of Group 'A' service in the IRAS Cadre of Indian Railways.	Previous experience of Land / Estate Management.
2.	General Manager (RTC)	01 (on 12.03.2015)	Rs. 37400 – 67000 with grade pay Rs. 10000/- (RP)	SAG/SG Officers with a minimum of 17 years of Group 'A' service in the IRTS Cadre of Indian Railways.	Previous experience of Land / Estate Management.
3.	Joint General Manager/Civil (JGM/Civil)	04 (02 – existing, 01 – in March 2015, 01 – in Oct 2015)	Rs. 37400 – 67000 with grade pay Rs. 8700/- (RP)	SG/JAG IRSE officer working on regular posts in Indian Railways or engineering officers working on analogous posts or having corresponding grade and 9 years Group 'A' service on regular posts in Civil Engineering Depts. Of Central Government/ State Govt./Indian Railways / PSUs/Statutory Authorities.	Previous experience of Land / Estate Management.
4.	Joint General Manager/Real Estate & Urban Planning (JGM/REUP)	01 (on 25.05.2015)	Rs. 37400 – 67000 with grade pay Rs. 8700/- (RP)	SG/JAG IRSE officer working on regular posts in Indian Railways or engineering officers working on analogous posts or having corresponding grade and 9 years Group 'A' service on regular posts in Civil Engineering Depts. Of Central Government/ State Govt. / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authorities.	Previous experience of Land / Estate Management.
5.	Joint General Manager/ Finance & Accts (JGM/Finance & Accounts)	02 (existing)	Rs. 37400 – 67000 with grade pay Rs. 8700/- (RP)	SG/JAG IRAS officer working on regular posts in Indian Railways or Accounts Officer working on analogous posts or having corresponding grade or Group 'A' Officer of the Accounts Deptt. having 9 years regular service in Accounts Depts. Of Central Government / State Govt. / Indian Railways / PSUs / Statutory Authorities.	Previous experience of Land / Estate Management.
6.	Joint General Manager/ Information Technology (JGM/IT)	01 (on 11.06.2015)	Rs. 37400 – 67000 with grade pay Rs. 8700/- (RP)	SG/JAG officer of IRSE/IRTS/IRAS/IRSE of Indian Railways or Officers / Managers having corresponding grade and 9 years of service in IT Department of Central Government / State Govt. / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authorities / Autonomous Bodies.	Knowledge of computers and at least one year's experience in ERP/Integrated Information System Implementation and working in EDP center.
7.	Secretary	01 (existing)	Rs. 15600-39100 with grade pay Rs. 7600/- (RP)	Group "A" Officers of Indian Railways with a minimum of 07 years or senior scale / JAG Officer / RBSS Officer with a minimum of 13 years approved cumulative service in Gazetted Cadre.	i) Experience in handling legal / administration / PR matters in any organization. ii) Experience of working in organization / areas connected with Land Management.
8.	Deputy General Manager/Projects (DGM/Projects)	01 (on 25.07.2015)	Rs. 15600-39100 with grade pay Rs. 7600/- (RP)	Working on analogous posts or a Group A or Group B Gazetted Officer working on regular post in the pay scale of Rs. 15600 – 39100 with Grade Pay of Rs. 6600 (RP) from Civil Engineering Cadre of Indian Railways / Central Govt. / State Govt. / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authorities, having a minimum 6 years of service. Essential: Candidate should be a Graduate (B.E./B.Tech) in Civil Engineering.	Experience in dealing with land related issues and Land Management.
9.	Manager/Projects	03 (02 – existing, 01 – on 29.05.2015)	Rs. 15600-39100 with grade pay Rs. 6600/- (RP)	Working on analogous posts or a Group 'B' Gazetted Officer working on regular post in the pay scale of Rs. 9300-34800 with Grade pay of Rs. 4800/- (RP) from Civil Engineering Cadre of Indian railways / Central Govt. / State Govt. / PSUs of Central gov. & State Govt. / PSEs / Statutory Authorities / Corporates / Development Authorities. Essential: Candidate should be a Graduate (B.E. / B.Tech) in Civil Engineering.	(i) Experience of working in organization / areas connected with Land Management. (ii) Experience in Tendering work. (iii) Knowledge of Computer.

Sr. No.	Post	No. of Vacancies (Date of occurrence of vacancy)	Pay scale, Grade Pay	Eligibility Criteria	Desirable
10.	Principal Private Secretary	02 (01 – on 31.08.2015 & 01 – on 04.04.2015)	Rs. 15600-39100 with grade pay Rs. 6600/- (RP)	Working on analogous post or a Group B Gazetted Officer of stenographic cadre working on regular posts in the pay scale of Rs. 9300-34800/- GP Rs. 4,800/- in Central Govt. / State Govt. / Indian Railways / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authorities.	
11.	Office Assistant / Projects	03 (01 – existing, 01 – on 26.12.2014 & 01 – on 26.06.2015)	Rs. 9300 – 34800 with grade pay Rs. 4600/- (RP)	Candidates working in a Central Govt. / State Govt. / Indian Railways / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authority's employee working on regular basis in the analogous post or in the immediate next below pay scale i.e. Rs. 9300-34800 with GP of Rs.4200/- (revised) on regular basis in the clerical cadre. Essential: Candidate should have good knowledge in establishment matters along with good working knowledge of computer and typing with reasonable speed.	i) Experience in Tendering work. ii) Knowledge of Computer.
12.	Office Assistant / HR	01 (in Dec 2015)	Rs. 9300 – 34800 with grade pay Rs. 4600/- (RP)	Candidates working in a Central Govt. / State Govt. / Indian Railways / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authority's employee working on regular basis in the analogous post or in the immediate next below pay scale i.e. Rs. 9300-34800 with GP of Rs.4200/- (revised) on regular basis in the clerical cadre. Essential: Candidate should have good knowledge in establishment matters along with good working knowledge of computer and typing with reasonable speed.	i) Experience in Tendering work. ii) Knowledge of Computer.
13.	Office Assistant / Protocol	01 (in Dec 2015)	Rs. 9300 – 34800 with grade pay Rs. 4600/- (RP)	Candidates working in a Central Govt. / State Govt. / Indian Railways / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authority's employee working on regular basis in the analogous post or in the immediate next below pay scale i.e. Rs. 9300-34800 with GP of Rs.4200/- (revised) on regular basis in the clerical cadre. Essential: Candidate should have knowledge regarding store, purchase, procurement, maintaining account, arranging travel facilities for the organization etc.	i) Experience in Tendering work. ii) Knowledge of Computer.
14.	Accounts Assistant	03 (2 – existing, 1 – on 06.07.2015)	Rs. 9300 – 34800 with grade pay Rs. 4800/- (RP)	Working on analogous post or in a grade not lower than revised grade Rs. 9300-34800 with GP of Rs. 4200/- with four years of regular service in Accounts Department of Indian Railways and have working knowledge of computers.	(i) Candidates who have passed the Appendix 2 Exam according to Indian Railways Establishment Manual. (ii) Experience of working in organizations / areas connected with Land / Estate Management.
15.	Private Secretary	03 (01 – on 28.03.2015, 01 – on 26.04.2015 & 01 – on 16.07.2015)	Rs. 9300 – 34800 with grade pay Rs. 4600/- (RP)	Working on analogous post or an employee of Central Government / State Govt. / Indian Railways / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authorities working in stenographic cadre on regular posts and in a grade not lower than Rs. 9300 – 34800 GP Rs.4200/-. Essential: Employees should be from stenographic cadre and have proficiency in typing, shorthand and knowledge of computers.	
16.	SE (Drawing)	02 (existing)	Rs. 9300 – 34800 with grade pay Rs. 4600/- (RP)	A Central Govt. / State Govt. / Indian Railways / PSUs of Central Govt. & State Govt. / Statutory Authority's employee working in the analogous post or in a grade not lower than Rs.9300-34800 with GP Rs. 4,200 or equivalent on regular basis. Essential: Employees should be drawn from Engineering Cadre. Diploma in Civil Architecture Engg., knowledge of computers and application of Auto Cad.	Experience of working in organizations / areas connected with Land Management.
17.	Personal Assistant	06 (existing)	Rs. 9300 – 34800 with grade pay Rs. 4600/- (RP)	Working on analogous post or an employee of Central Govt. / State Govt. / Indian Railways / PSUs of Central Govt. & State Govt. / PSEs / Statutory Authority working in stenographic cadre on regular posts and in a grade not lower than Rs. 5200-20200 GP Rs. 2400/-. Essential: Employees should be from stenographic cadre and have proficiency in typing, shorthand and knowledge of computers.	

PROFORMA FOR APPLICATION

1. Post applied for, 2. Name (in BLOCK letters), 3. Date of Birth, 4. Correspondence Address with Telephone Number, Email,
5. Qualifications (a) Educational (b) Technical, 6. Experience (Posts held from time to time).

S.No.	Name of the Employer	Period (from - to)	Scale of Pay	Duties Performed

7. Present Grade/Pay (on regular basis) (IDA/CDA), if in IDA scale then the equivalent CDA scale as per eligibility need to be given 8. Date from which in present grade (regular)
8. Name of Organisation presently working with complete address
9. Date of initial Appointment (Govt.), 10. Substantive Post/Grade/Pay (IDA/CDA),
11. Special mention, if any

Signature of the candidate
with complete correspondence address

CERTIFICATE

(To be filled by Cadre Controlling Officer of the organization where the employee is working and empowered to forward the application)

This is to certify that:

1. The service particulars furnished by Mr./Mrs./Ms.. _____ have been verified from his service record and found correct.
2. Attested copies of the ACR's for the preceding 5 years are enclosed.
3. There is no DAR/SPE/VIGILANCE cases pending or contemplated against Shri/Smt. _____ and his/her integrity is hereby certified.
4. If the Employee is selected for appointment on deputation in the Rail Land Development Authority, he/she will be relieved within 15 days of receiving the intimation in this Office.

Date:

Signature of the Competent Authority _____

Name of the Officer _____

Designation of the Officer _____

(Office Seal)

Instructions:

1. Presently, all vacancies are based in Delhi and the number of vacancies may increase or decrease.
2. Willing and eligible candidates may send their application in the prescribed proforma **through proper channel** along with certification of verification and correctness of service particulars, attested copies of up dated ACR's for last five years and SPE/DAR/VIGILANCE clearance to Joint General Manager (HRD), Rail Land Development Authority, Near Safdarjung Railway Station, Moti Bagh-I, New Delhi-110021 **within 45 days of publication in Employment News i.e. by 09.02.2015.**
3. **Applications received other than through proper channel and without verification of service particulars, SPE/DAR/VIGILANCE clearance and enclosure of ACR's will not be considered.**
4. **Employees those who are applying for the post against this advertisement will not be allowed to withdraw their candidature.**
5. **On joining RLDA the salary of selected candidates will be fixed as per CDA scale (para 5 of DOPT OM mentioned in point 8 below will be applicable to those coming from IDA scale to CDA scale) only.**
6. **If at any point of time during deputation the information given by the candidates is found to be wrong/incorrect then the employee will be repatriated immediately. Further communication in this regard from the parent organisation or employee concerned will not be entertained.**
7. Employee may also sent an advance copy of application to the Authority by post to the above mentioned address for information. However, employee may ensure the timely forwarding of his/her application from the employer and his/her eligibility for candidature will not be considered based on his/her advance copy of application.
8. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The appointment on deputation shall be governed by the terms and conditions laid down in Department of Personnel & Training O.M.No.6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.