

# Rail Land Development Authority

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

**“ RECRUITMENT ON DEPUTATION BASIS ”**  
**Advt. No: RLDA/HR/2011/2 of August 2011.**

Rail Land Development Authority (RLDA) is a statutory Authority, under the Ministry of Railways, set-up by an Amendment to the Railways Act, 1989, for development of vacant Railway Land for commercial use for the purpose of generating revenue by non-tariff measures. RLDA has since been constituted in terms of Extraordinary Gazette Notification dated 31.10.2006, as amended on 5.1.2007. The Rules for functioning of RLDA have also been notified in the Extraordinary Gazette dated 4.1.2007.

Applications are invited from dynamic, experienced and motivated Persons working in Central Govt. /State Government/ Indian Railways / Public sector undertakings for the under mentioned posts on deputation basis:-

Sr. No.	Post	No. of Vacancies	Pay scale	Eligibility Criteria	Desirable
1.	GM/Accounts	01	Rs.37400-67000 with grade pay Rs.10,000 (RP)	SAG/SG Officers with a minimum of 17 years of Group A service in the Accounts Cadre of Indian Railways	Previous experience of Land/Estate Management
2.	GM/Finance	01	Rs.37400-67000 with grade pay Rs.10,000 (RP)	SAG/SG Officers with a minimum of 17 years of Group A service in the Accounts Cadre of Indian Railways.	Previous experience of Land/Estate Management
3.	JGM/Civil	02	Rs. 37400 – 67000 with grade pay Rs. 8700/- (RP)	Working on analogous posts or SG/JAG officer working on regular posts of IRSE cadre of Indian Railways or engineering officers 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.	Manager/HRD	01	Rs.15600-39100/- with grade pay Rs.6600/- (RP).	Working in a grade not lower than Rs.9300-34800 (Revised Pay) with grade pay Rs.4800 Group 'B' gazetted or equivalent in Personnel Department of Indian Railways.	1) Experience of working in organisations/areas connected with Land Management. 2) Knowledge of computer.
5.	Accounts Officer	02	Rs. 9300 – 34800/- with grade pay Rs. 5400/- (RP).	Working on analogous post or an officer of Accounts Department of Indian Railways and working on regular basis in a grade not lower than Rs. 9300 – 34800 with grade pay of Rs. 4800/- (Revised) and passed the Appendix III 'A' Graduate examination.	Experience of working in organization/areas connected with Land Management.
6.	Assistant Manager/ Projects	03	Rs. 9300 – 34800/- with grade pay Rs. 5400/- (RP).	A Central Government / State Govt. / Indian Railways / PSU's / Statutory Authorities employee working in the analogous post or in a grade not lower than Rs. 9300 – 34800 with grade pay Rs. 4600/- (Revised) on regular basis. <u>Essential:</u> Officers should be from Civil Engineering Cadre.	i. Experience of working in organisation / areas connected with Land Management and development especially on Indian Railways. ii. Graduate in Civil Engineering.
7.	Senior Executive Officer (SEO)	01	Rs.9300-34800 with grade pay Rs.4800/- (RP).	<u>Essential:</u> An official from Engineering/Traffic-Commercial/Personnel working in a grade not lower than Rs.9300-34800 with grade pay Rs.4200/- or working for at least 3 years in the grade immediately below.	Experience of working in organization/areas connected with Land Management.
8.	Accounts Assistant	02	Rs. 9300 – 34800/- with grade pay Rs. 4800/- (RP)	Working in Accounts Department of Indian Railways / RBSS's in analogous post (RBSS cadre employee should have worked in Finance / Accounts Directorates in the Railway Board) or working in a grade not lower than revised grade Rs. 9300 – 34800 with grade pay of Rs. 4200/- . <u>Essential:</u> Candidates should have cleared Appendix 2 A Exam according to Indian Railways Establishment Manual.	

9.	Office Assistant  * Office Assistant (HR) **Office Assistant (Protocol)	02	Rs. 9300 – 34800/- with grade pay Rs. 4600/- (RP)	(1) Candidates working in a Central Govt./Indian Railways/ PSU's/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 grade pay of Rs.4200/-(Revised) on regular basis in the clerical cadre. Essential: *(A) Candidate should have good knowledge in establishment matters along with good working knowledge of computer and typing with reasonable speed. **(B) Candidate should have knowledge regarding store, purchase, procurement, maintaining account, arranging travel facilities for the organisation etc.	*Experience of working in Personnel Branch.  **Experience of working in organization/areas connected with Land Management .
10.	Private Secretary	03	Rs. 9300 – 34800/- with grade pay Rs. 4600/- (RP)	Working on analogous post or an employee of Central Government / State Govt. / PSU's / Statutory Authorities / Indian Railways working in stenographic cadre on regular posts and in a grade not lower than Rs. 9300 – 34800 GP Rs. 4200/-.  <u>Essential:</u> Employees should be from stenographic cadre and have proficiency in typing, shorthand and knowledge of computers.	
11.	Personal Assistant	05	Rs. 9300 – 34800/- with grade pay Rs. 4200/- (RP)	Working on analogous post or an employee of Central Government / State Govt. / PSE / Indian Railways working in stenographic cadre on regular posts and in a grade not lower than Rs. 5200 – 20200 GP Rs. 2400/-.  <u>Essential:</u> Employees should be from stenographic cadre and have proficiency in typing, shorthand and knowledge of computers.	
12.	Draughtsman	01	Rs. 9300 – 34800/- with grade pay Rs. 4200/- (RP)	A Central Government / State Govt. / Indian Railways / PSU's / Statutory Authorities employee working on analogous post or an employee working on regular basis in a grade not lower than Rs. 5200 – 20200 GP Rs. 2800/- .  <u>Essential:</u> 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.
13.	UDC	02	Rs. 5200 – 20200/- with grade pay Rs. 2400/- (RP)	A Cental Govt. / State Govt. / Indian Railways / PSU's / Statutory Authorities employee working on analogous post or an employee working on regular basis in a grade not lower than Rs. 5200 – 20200/- GP Rs. 1900/- with two years service in clerical cadre.  <u>Essential:</u> Employees should have proficiency in typing and knowledge of computers.	
14.	LDC	01	Rs.5200-20200 with grade pay of Rs.1900/- (RP)	A Central Government/Indian Railways/State Government/PSU's/Statutory Authorities employee working on analogous post or an employee working for 3 years on regular basis in a grade not lower than Rs.5200-20200 GP 1800/-  <u>Essential:</u> Employees should have proficiency in typing @35 w.p.m 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)  
9. Name of Organisation presently working with complete address  
10. Date of initial Appointment (Govt.), 11. Substantive Post/Grade/Pay (IDA/CDA),  
12. 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. All vacancies are in Delhi.
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 latest by 3<sup>rd</sup> October 2011.
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 if 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.