

INDIAN RAILWAYS

MINISTRY OF RAILWAYS
RAIL LAND DEVELOPMENT AUTHORITY

Requirement of Personnel in RLDA" ADVT. NO: RLDA/HR/2010/1

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. of India / Indian Railways / Public sector enterprises for the under mentioned posts on deputation basis:-

Sr. No.	Post	No. of Vacancies	Pay scale	Eligibility Criteria	Desirable
1.	JGM/Civil	04	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 of Group 'A' service on regular posts in Civil Engineering Depts. Of Central Government / Indian Railways / PSE	Previous experience of Land / Estate Management
2.	JGM/Law	01	Rs. 37400 – 67000/- with grade pay Rs. 8700/- (RP)	Education Qualification: Employees should be Professional Law Graduate. Essential: Working on analogous posts or SG/JAG officer working on regular posts & having corresponding grade / 9 years of Group 'A' service with work experience in Legal matters of Central Government / Indian Railways / PSE.	Previous experience of dealing with legal matters pertaining to Land / Estate Management
3.	Manager/ Projects	01	Rs. 15600-39100 with grade pay Rs. 6600/- (RP)	Working on analogous posts or a Group 'B' Gazetted Officer working on regular posts in the pay scale of Rs. 9300 – 34800/- with grade pay of Rs. 4800/- (revised pay) or Rs. 7500 – 12000/- (pre-revised) from Civil Engineering Cadre of Indian Railways / Railway PSUs. Qualification: Candidate should be a Graduate (B.E / B.Tech) in Civil Engineering.	Experience of working in organization / areas connected with Land Management.
4.	Manager/ Vigilance	01	Rs. 15600-39100 with grade pay Rs. 6600/- (RP)	Working on analogous posts or a Group 'B' Gazetted Officer working on regular posts in the substantive grade Rs. 9300 – 34800 (RP) with grade pay of Rs. 4800 / 5400 or Rs. 15600 – 39100 with grade pay of Rs. 5400/- from Technical Department of Indian Railways having minimum 3 years of working experience in field and also in office. Candidates should also have sufficient working knowledge of computer.	One year experience of working in Vigilance Department. Experience of working in Land Management / Contracts.

5.	Principal Private Secretary I	01	Rs. 15600-39100 with grade pay Rs. 6600/- (RP)	<p>Working on analogous posts or a Group 'B' Gazetted Officer of stenographic cadre working on regular posts in the pay scale of Rs. 9300 – 34800/- with grade pay of Rs. 4800/- (revised pay) or Rs. 7500 – 12000/- (pre-revised) or equivalent in Central Government/IR/PSE.</p> <p>Essential: Officers should be drawn from amongst Private Secretaries / Personal Assistants working in Central Government/Indian Railways/PSE'.</p>	
6.	Principal Private Secretary II	02	Rs. 9300-34800 with grade pay of Rs. 5400/- (RP)	<p>Working on analogous posts or an employee of Central Government/PSE's/Indian Railways working in stenographic cadre and in a grade not lower than Rs. 9300 – 34800/- with grade pay of Rs. 4600/- (revised pay) or Rs. 6500 – 10500/- (pre-revised) on regular basis.</p> <p>Essential: Officers should be drawn from amongst Private Secretaries / Personal Assistant.</p>	
7.	Assistant Manager/ Projects	03 01 (Bangalore Posting)	Rs. 9300-34800 with grade pay of Rs. 5400/- (RP)	<p>A Central Govt. / Indian Railways/ PSE employee working in the analogous post or in a grade not lower than Rs. 9300 – 34800 with grade pay Rs. 4600/- (Revised) or Rs. 6500 – 10500/- (pre-revised) on regular basis.</p> <p>Essential: Officers should be from Civil Engineering Cadre.</p>	<p>i. Experience of working in organization / areas connected with Land Management and development especially on Indian Railways.</p> <p>ii. Graduate in Civil Engineering.</p>
8.	Assistant Manager/IT	01	Rs. 9300-34800 with grade pay of Rs. 5400/- (RP)	<p>Working on analogous post on a regular basis and in a grade not lower than Rs. 9300 – 34800 with grade pay Rs. 4600/- (Revised) or Rs. 6500 – 10500/- (pre-revised)</p> <p>Qualification: Ist Class MCA/B.Tech (Computer Science)/BE (IT) with three years of experience in programming in Indian Railways / Central Govt. / PSE. OR Masters Degree in Economics / Commerce / Statistics / Mathematics with one year PGDCA (full time course from AICTE / UGC recognized institution) with three years of experience in programming in Indian Railways / Central Govt. / PSE.</p>	<p>i. Maintenance / Development of Payroll / HRMS modules of ERP Packages.</p> <p>ii. Experience in preparing technical specification for IT related infrastructure.</p> <p>iii. Installation monitoring and use of network management system.</p>
9.	Accounts Assistant	01	Rs. 9300-34800 with grade pay of Rs. 4800 (RP)	<p>Working in Accounts Department of Indian Railways / RBSS's in analogous post (RBSS cadre employees should have worked in Finance / Accounts Directorates in the Railway Board) or:</p> <ul style="list-style-type: none"> Working in a grade not lower than revised grade Rs. 9300 – 34800 with grade pay of Rs. 4200/- or 	<p>Experience of working in organizations/areas connected with Land Management.</p>

				Rs. 5500 - 9000/- (AA) (pre-revised); Essential: Should have cleared Appendix 2 A Exam according to Indian Railways Establishment Manual.	
10.	Office Assitstant / Vigilance	01	9300-34800 with grade pay of Rs. 4600/- (RP)	(1) Candidates working in Indian Railways/Railway Public Sector Undertakings in the same pay scale or in the immediate next below pay scale i.e. 9300 - 34800 with grade pay Rs. 4200/- (Revised) or Rs. 5500 - 9000/-. (2) Candidate should have working knowledge of computer and know typing also with reasonable speed. (3) Candidate should have worked either in Engineering/Accounts Departments or any Technical Wing of Vigilance Department.	Experience of working in organizations/areas connected with Land Management / Contracts on Indian Railways. Candidates should have flair for vigilance work i.e. vigilance investigations and other associated works.
11.	Office Assitstant	01	9300-34800 with grade pay of Rs. 4600/- (RP)	A Central Govt. / Indian Railways/ PSE employee working in the analogous post or in the immediate next below revised pay scale i.e. Rs. 9300 - 34800 with grade pay of Rs. 4200/- (RP) on regular basis in the clerical cadre. Essential: Canddiates should have good knowledge in establishment matters along with good working knowledge of computer and typing with reasonable speed.	Experience of working in organizations/areas connected with Land Management
12.	Private Secretary	01	Rs. 9300-34800 with grade pay of Rs. 4600 (RP)	Working on analogous post or an employee of Central Government / PSE/Indian Railways working in stenographic cadre on regular posts and in a grade not lower than Rs. 9300 - 34800/- GP Rs. 4200/- or Rs. 5500 - 9000/-. Essential: Employees should be from stenographic cadre and have proficiency in typing, shorthand and knowledge of computers.	
13.	Personal Assistant	03	Rs. 9300-34800 with grade pay of Rs. 4200 (RP)	Working on analogous post or an employee of Central Government / PSE/Indian Railways working in stenographic cadre on regular posts and in a grade not lower than Rs. 5200 - 20200/- GP Rs. 2400/- or Rs. 4000 - 6000/-. Essential: Employees should be from stenographic cadre and have proficiency in typing, shorthand and knowledge of computers.	
14.	Draughtsman	01	Rs. 9300-34800 with grade pay of Rs. 4200 (RP)	A Central Govt. / Indian Railways/ PSE employee working on analogous post or an employee working on regular basis in a grade not lower than Rs. 5200 - 20200/- GP Rs. 2800/- or Rs. 4500 - 7000/-. 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 organization / areas connected with Land Management.

15.	UDC	01	Rs. 5200 – 20200 with grade pay of Rs. 2400/- (RP)	A Central Govt. / Indian Railways/ PSE employee working on analogous post or an employee working on regular posts in a grade not lower than Rs. 5200 – 20200/- (RP) with GP Rs. 1900/- or Rs. 3050-4590 (pre-revised) with two years service in clerical cadre. Essential: Employees should have proficiency in typing and knowledge of computers.
16.	LDC	02	Rs. 5200 – 20200 with grade pay of Rs. 1900/- (RP)	A Central Govt. / Indian Railways/ PSE employee working on analogous post or an employee working for 3 years on regular basis in a grade not lower than Rs. 4400 - 7440/- GP Rs. 1800/-. Essential: Employees should have proficiency in typing @ 35 w.p.m and knowledge of computers.

PROFORMA FOR APPLICATION

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

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

6. Present Grade/Pay (on regular basis) (IDA/CDA), 7. Date from which in present grade (regular)
8. Name of Organization 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 organisation where the employee is working and empowered to forward the application)

This is to certify that:

- The service particulars furnished by Shri/Smt. _____ have been verified from his service record and found correct.
- Attested copies of the ACR's for the preceding 5 years are enclosed.
- There is no DAR/SPE/VIGILANCE cases pending or contemplated against Shri/Smt. _____ and his/her integrity is hereby certified.
- 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:

Authority _____

Signature of the Competent

Name of the
Officer _____

Designation of the
Officer _____

(Office Seal)

Instructions:

1. All vacancies (except one post of Assistant Manager/Projects) 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 15th May, 2010.
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. 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.
6. 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.2/29/91-Estt(Pay-II) dated 05.01.1994 as amended from time to time.



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