

18. Candidates should submit only one application for one vacancy and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. RITES will not be responsible for bouncing of any e-mail sent to the candidates. However, candidates can apply for any number of vacancies.
19. The candidates must submit all the details pertaining to his candidature viz. personal details, educational qualification details, experience details, category etc. Suppression, in this regard, if any, detected on a future date shall render the candidature liable for forfeiture.
20. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

Venue & Time

| S. No. | Selection Round | Venue & Date |
|--------|--|--|
| 1 | Written Test | Delhi-NCR |
| 2 | Interview (Subject to performance in Written Test) | Venue for the Interview shall be communicated to shortlisted candidates |

Syllabus for Written Test for Assistant Manager(Finance)

| Area | Topic |
|-----------------------------|---|
| Accountancy | Ind As 7, 16, 19, 23, 24, 37, 110, 115, 116 |
| | Standalone Financial Statement as per Schedule-II of the Companies Act and its analysis |
| | Ratio Analysis |
| | Budgeting |
| | Working Capital - Concept and Estimation |
| | Concepts of Costing – Marginal/Absorption/Standard Costing |
| | Provisions of Companies Act related to Accounts, Audit and Corporate Governance |
| | Joint Venture & Subsidiaries Companies Accounting, CARO Provisions, CSR Provisions |
| | |
| | Comprehension & Basic Grammar |
| English | Synonyms & Antonyms |
| | Error Spotting |
| | Analogy |
| | Active & passive voice |
| | |
| General Awareness | Abbreviations |
| | Infrastructure Sector including Railways & Urban Transport |
| | Capital & Money Market |
| | Current Affairs – Economic and Political |
| | Who's Who |
| | |
| Quantitative Ability | Simplification |
| | Simple and Compound Interest |
| | Percentage |
| | Profit and Loss |
| | Ratio and Proportion |
| | Probability |
| | |
| | |

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|-------------------------------------|--|
| Basic of Computers | MS Office including Advance Excel |
| | ERP |
| Reasoning | Sequence and Series |
| | Direction test |
| | Coding & Decoding |
| | Comparison |
| Taxation | Individual, Corporate and International Taxation |
| | TDS & TCS Provisions, Advance Tax |
| | GST Provisions |
| Banking & Treasury | Companies Bank Accounts |
| | Bank Reconciliation statement |
| | Letter of Credit /Bank Guarantees |
| | Investment of Surplus Funds |
| Procurement & payment | Types of Tenders in PSUs |
| | MSME & GeM procurements |
| | CVC Guidelines applicable on procurement of Goods/Services |
| | GOI Guidelines for approval of Projects & Investment |
| Trades Payable / Receivables | Payment of Engineering/Works Bills |
| | Billing / Un-billing in Engineering Contracts |
| | Collection of amounts from Customers |
| | Ageing of Treads Payable/ Receivables |

General Instructions

1. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
2. The number of vacancies may vary.
3. Departmental candidates of RITES and candidates working in Government Departments/ PSU shall be allowed to join RITES only after being properly relieved from their parent organization.
4. Before applying, the Candidates must satisfy themselves about their eligibility for the post applied for.
5. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature is liable for cancellation. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
6. **Any corrigendum/addendum to this advertisement will be displayed only on the Company's website www.rites.com. Therefore, applicants are advised to keep checking the Company's website for any update.**
7. The period of training/internship shall not be counted towards post qualification experience.
8. Legal jurisdiction will be Delhi in case of any dispute
9. No train/bus fare / TA / DA shall be payable.
10. **Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of application (cut-off date).**