



Regd. Office: World Trade Center, Tower A, 6st to 9th Floor, Nauroji Nagar,
Safdarjung Enclave, New Delhi-110029
Advertisement No. 02 /2026 dated: 06.04.2026

Opening Date: 06.04.2026

Closing Date: 05.05.2026 (Up to 17:00 Hrs)

**NOTIFICATION FOR ENGAGEMENT OF ASSISTANT MANAGER (RAJBHASHA) ON
REGULAR BASIS IN RVNL**

Rail Vikas Nigam Limited (RVNL) is a Navratna Central Public Sector Enterprise under the Ministry of Railways, Government of India. RVNL is engaged in development, implementation and project management of rail infrastructure, metro projects, highways, bridges, tunnels and other major infrastructure projects in India and abroad.

RVNL invites applications from experienced professionals for the following post on regular basis:

1. DETAILS OF POST

S.N.	Name of Post	Grade (IDA)	Pay Scale (IDA)	No. of Posts	Place of Posting
1	Assistant Manager (Rajbhasha)	E-0	₹30,000 - ₹1,20,000 + allowances	01 (UR)	Corporate Office, New Delhi

In addition to Basic Pay & allowances; perks and benefits shall also be admissible as per Company rules.

2. ELIGIBILITY CRITERIA

(A) Educational Qualification

Essential:

- Master's Degree in Hindi from a recognized University with English as a subject at degree level, **OR** Master's Degree in English from a recognized University with Hindi as a subject at degree level,

AND

- Diploma in Translation (minimum one year) from a Government-recognized University/Institute.

(B) Experience (Essential)

- Minimum two years' experience in translation from English to Hindi and vice-versa, preferably in Government / Semi-Government / Railway Organizations / Public Sector Undertakings / Autonomous Bodies.

(C) Desirable

- Knowledge of Official Language Policy of Government of India and its implementation.
- Knowledge of Hindi typing on computer.

(D) Age Limit

Maximum age shall not exceed 30 years as on the closing date of the advertisement.

Age relaxation will be admissible in accordance with the Government of India guidelines issued from time to time for SC/ST/OBC/PwBDs/Ex-Servicemen.

Further, RVNL employees (Regular/Contract/Outsource) who meet the prescribed educational and experience criteria shall be granted age relaxation equivalent to the period of their service, over and above the upper age limit, subject to the condition that they are currently in service.

(E) Crucial Date

Crucial date for determining eligibility with reference to age, qualification & experience will be the closing date of notification.

3. REMUNERATION

The pay and emoluments shall be as per the IDA pay scale of ₹30,000 – ₹1,20,000 and other benefits including perks, HRA/Lease, medical benefits, EPF, gratuity etc., as per extant rules.

4. SELECTION PROCESS

Selection shall be based on **Written Test and/or Personal Interview**, as decided by the Management.

Applications shall be screened by a Scrutiny Committee with reference to the eligibility criteria prescribed in the advertisement. Only shortlisted candidates shall be called for the selection process.

RVNL reserves the right to modify/cancel the selection process.

5. SERVICE CONDITIONS

(A) Probation

Two (02) years.

(B) Notice Period

Three months' notice or salary in lieu thereof.

(C) Service Bond

Grade	Bond Period	Bond Amount
E-0	03 Years	₹4 Lakhs

6. HOW TO APPLY

a) Duly filled in Applications in prescribed format (Annexure-I) along with checklist (Annexure-II) and self-attested copies of documents must be sent through post or submitted by hand at/to: **Dispatch Section, RVNL Corporate Office, World Trade Center, Tower A, 7th Floor, Nauroji Nagar, Safdarjung Enclave, New Delhi – 110029 up to 17:00 hrs of 05.05.2026.**

b) Application must be duly signed with recent passport-size photograph.

c) Incomplete applications shall be summarily rejected.

d) Applications received after due date shall not be entertained.

e) No column should be left blank.

f) Applications through email/online/fax etc. shall not be entertained.

(g) APPLICATION FEE

Candidate is required to make "Application Fee Payment" through Demand Draft as per the table below:

Category	Fee
UR/OBC	₹400/-
SC/ST/EWS	NIL

Demand Draft should be drawn in favour of "RAIL VIKAS NIGAM LIMITED" payable at NEW DELHI. The name of candidate, post applied for, Advertisement No., Aadhar Number and Date of Birth should be clearly written on the back side of demand draft.

Application received without Demand Draft (for UR/OBC) will not be taken into consideration and will be summarily rejected.

7. DOCUMENTS TO BE ENCLOSED

- Application Form duly signed with photograph
- Photo ID & address proof (Aadhar, PAN, Driving License, Passport, Voter ID etc.)
- Proof of date of birth
- Educational qualification certificates (Both, degree & marksheets)
- Experience certificates clearly mentioning the field & duration of experience as per Para 3 (B)
- Proof of present employment and pay scale, if any.
- Last month payslip.
- NOC / Undertaking, as applicable
- Demand Draft.

8. MEDICAL FITNESS

Candidates must be physically & medically fit. Selected candidates shall have to undergo medical examination as per RVNL policy at their own cost before joining.

9. GENERAL INSTRUCTIONS

- a) Mere calling of a candidate for interview does not confer any right to selection or appointment. The candidature shall remain purely provisional at all stages of the recruitment process and shall be subject to verification of original documents and satisfaction of all eligibility conditions as prescribed in the advertisement. No correspondence shall be entertained from candidates found ineligible or not selected.
- b) Candidates working in Government / PSU / Autonomous bodies shall produce No Objection Certificate (NOC) from their employer at the time of interview. In case of non-availability, they will have to submit an undertaking that they will produce proper relieving order at the time of joining in case of selection.
- c) The candidate will give an undertaking at the time of interview to the effect that he/she will be debarred for participation in all type of future assignments in RVNL, if they refuse to join after issuing offer of appointment.
- d) Furnishing of false information or suppression of material facts shall lead to cancellation of candidature at any stage.
- e) Rail Vikas Nigam Ltd. will not be responsible for any inadvertent errors of any sort in this vacancy notice and reserves right to correct such errors.

- f) RVNL reserves the right to restrict the number of candidates, modify the selection process, or cancel/postpone the recruitment process due to administrative or organisational reasons.
- a) Information regarding the interview shall be communicated through e-mail and/or hosted on the RVNL website. Candidates are advised not to wait for individual communication and to regularly visit the RVNL website to keep themselves updated on developments related to the recruitment process.
- b) Before submitting the application, the candidate must ensure that he/she fulfils all eligibility criteria prescribed in this Vacancy Notice. The candidature of the applicant shall be purely provisional, subject to verification of eligibility and other requirements at any stage before or after appointment in RVNL.
- c) The decision of RVNL regarding the mode of selection, number of vacancies, eligibility criteria, shortlisting of candidates, conduct of interview/examination, and all other matters related to the recruitment process shall be final and binding. No correspondence shall be entertained in this regard.
- d) RVNL shall not undertake any correspondence with candidates at any stage of the recruitment process regarding deficiencies in applications or documents. It shall be the sole responsibility of the candidate to ensure that he/she fulfils the eligibility criteria and furnishes accurate, complete, and correct information/documents in the prescribed manner. Candidates found ineligible, not shortlisted, or not selected shall not be individually informed, and no correspondence in this regard shall be entertained.

10. VERIFICATION OF DOCUMENTS

- a) At the time of interview, candidates shall be required to produce one set of original, duly filled-in application forms, along with the checklist and self-attested copies of documents as submitted through e-mail at the time of applying.
- b) Candidates called for interview shall also be required to produce original documents pertaining to educational qualifications, experience, caste/category certificate, disability certificate (where applicable) and any other relevant documents for verification, along with self-attested photocopies thereof at the time of interview.
- c) In case of any doubt regarding the identity of the candidate, or if the candidate fails to produce the requisite documents, or if there is any discrepancy or mismatch in the information furnished, or if the candidate is found ineligible for the post, or if any information or claim made in the application is found to be false or incorrect, the candidate shall not be permitted to appear in the interview, and his/her candidature shall be summarily cancelled.

11. TRAVELLING EXPENSES:

No travelling or other incidental expenses shall be paid to the candidates for appearing in the interview.

- i) Candidates shall make their own arrangements for accommodation. In case the interview is rescheduled or postponed due to administrative reasons or the number of applications/candidates, they are advised to plan their return journey on the day following the interview.
- ii) No correspondence/request shall be entertained regarding change of date, early scheduling, or rescheduling of the interview.
- iii) No reimbursement shall be admissible for tickets (air/rail/bus etc.) already booked by the candidates for attending the interview.

12. MISCONDUCT / FALSE INFORMATION

Furnishing false/tampered documents or any misconduct will invite legal action, disqualification, debarment and/or termination as per rules.

13. JURISDICTION

Any dispute arising out of this notice shall be subject to the jurisdiction of **Courts at New Delhi only**.

14. INFORMATION ON WEBSITE

Any corrigendum, clarification or update shall be hosted only on RVNL website under *Career – Jobs* section. Candidates are advised to regularly visit www.rvnl.org

WARNING: Beware of touts or unscrupulous elements claiming engagement in RVNL through influence or illegal means. RVNL has not authorised any agency or individual for this purpose.

Joint General Manager (HR)



RAIL VIKAS NIGAM LIMITED

Advertisement No.- 02/2026 Dated 06.04.2026

APPLICATION FORM FOR ONE POST OF ASSISTANT MANAGER (RAJBHASHA) ON REGULAR BASIS

(Completed Application Form should be filled in Block Letters using Blue Ball Pen)

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
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(b) Age (As on closing date of notification):

Years Months Days

5) Sex: Male / Female

6) Aadhaar Number:

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

If OBC(NCL)/SC/ST/EWS/PwBD, mention certificate no.-..... Issuance Date:.....

8) PwBD Candidate: Yes/No

9) Religion:

10) Marital Status: 11) Nationality:

12) Personal Marks of Identification (To be filled compulsorily, if no such mark, write "Nil")

(i)

(ii)

13) Address for Communication:

.....

 State..... Pin Code.....

14) Permanent Address:

.....

 State..... Pin Code.....

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

(ii) E-mail Address:

Signature of the Candidate: _____

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

Exam Passed (Chronological Order)	Board/University	Year of Passing	Division/ Class	% of Marks

PS: - Please use separate sheet for more qualification.

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

S.N.	Name of the Organisation (Reverse Chronological Order)	Govt/ PSU/other	Designation	Pay Scale (IDA/ CDA)	Type of Employment (Contract/ Regular/ Other)	From (D/M/Y)	To (D/M/Y)	Nature of Work done (Detailed Description)

PS: - Please use separate sheet for more experience.

- 18) Demand Draft No.-..... Bank Name: Date:

- 19) 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)

- 20) Have you ever been involved in Anti National activities? Yes/No.

- 21) Have you ever been convicted?.....

- 22) If yes, please give details:

- 23) List of Enclosures: Please fill and attach documents as per Annexure II

DECLARATION

I hereby declare that all the information furnished by me in this application is true, correct, and complete to the best of my knowledge and belief. I undertake to produce all necessary documentary proof in support of the same at the time of screening/interaction. In the event that any of the information furnished by me is found to be incorrect or false, or if I fail to produce the requisite documentary proof, my candidature is liable to be summarily cancelled at any stage of the recruitment process.

In the event of my selection, I agree to abide by the rules, regulations, and policies of Rail Vikas Nigam Limited. I further understand that failure to comply with the same may result in cancellation of my candidature/appointment.

I also understand that submission of this application form does not confer any right to be called for screening/interaction.

Place:

Date:

Signature of the Candidate

Check-list for Candidate(s)

Annexure II

S. N	Parameters	Details	
1.	Name		
2.	Post Applied for		
3.	Four Passport size photographs.	Yes/No	
4.	DOB (DD/MM/YYYY)		
5.	Category (UR/SC/ST/OBC(NCL)/EWS/PwBD) In case of OBC/SC/ST/EWS/PwBD, kindly mention Certificate No. and Issuance Date	Certificate No.: Issue Date:	
6.	Age (as on date of notification) (Any age relaxation taken or not)	___Years___Months___Days Yes/ No	
7.	Age Proof Documents (Birth Certificate/ Matriculation Certificate)	Yes/No	
8.	Educational Qualification:	Documen ts (S.No.)	
i)	Self-attested copies of X class certificate and mark-sheet checked and self-attested copies retained.		Yes/No
ii)	Self-attested copies of XII class certificate and mark-sheet checked and self-attested copies retained.		Yes/No
iii)	<u>Educational/ Professional Qualification:</u> Self-attested copies of Graduation or any other Qualification (Mention your Qualification) (Full Time/Part Time/ODL/ Other) (Note: All mandatory educational/professional qualifications should have been obtained from a recognized University/ Deemed University/ Autonomous Institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act or from Government approved/recognized institutions/approve by AICTE)		Yes/ No (Specialization/Br anch) in case of BE/B.Tech: (Passing Year):
iv)	Post-Graduation – attached If yes, then mention as follows: i) Post Graduate Degree Course Specialization/Branch Passing Year ii) Post Graduate Diploma Course Specialization/Branch Passing Year		Yes/No
9.	Photo ID proof (Driving license, Passport, PAN Card, Aadhar card, Voter ID card, Birth Certificate etc) issued by Central/ State Govt. One authenticated self-attested copy.		Yes/No
10.	Address proof (Driving license, Passport, PAN Card, Aadhar card, Voter ID card, etc) issued by Central/ State Govt. One authenticated self-attested copy.		Yes/No

Signature of Candidate with date: _____

11.	Experience Certificate: (Reverse chronological order)-Proof of experience indicating the length and field of service
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	Name of Company	Designation	Term of Employment (Regular/Contract / Pvt./Govt.)	From (D/M/Y)	To (D/M/Y)	Experience Letter Submitted or Not (With S.No.)
i)						Yes/No
ii)						Yes/No
iii)						Yes/No
iv)						Yes/No
v)						Yes/No
vi)						Yes/No
12.	Whether currently employed in Govt./ RVNL/Pvt./ PSU(Regular/Contract/Outsourced)? Current Employer (Name of the Organization)				S.No.	Yes/No
13.	Preferably No Objection Certificate/ Forwarding of application through proper channel of the present organization. (If working in Govt./PSU/RVNL on regular basis)					Yes/No
14.	Copy of Appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity Card/current pay slip issued by the company					Yes/No
15.	Last three months' payslip and 26AS form i.e. Proof of CTC in case of PVT. Company and this will also be applicable for Candidates working on consolidated pay or in IDA/CDA Grade pay on contract basis in PSU/Government organization (Attach Certificate)					Yes/No
16.	Demand Draft attached (with No. & Date)					Yes/No
18.	One copy of updated CV					Yes/No
19.	Whether all documents and application has been signed by the candidate (on each page).					Yes/No

Signature of Candidate with date: _____