



RAILWAY MAAL GODAM SHRAMIK SEWA FOUNDATION

(A Railway Maal Godam Trust A Registered in act 1882,
(Under Ministry Of Railway)

Head Office Plot No - H-121, Block H, Sector-63, Noida-201301

Phone: 9458576402, Toll free no 18002025119 **Website:** www.railwaymaalgodam.org

VACANCY ADVERTISEMENT NO. 001

Applications are invited in **offline mode** for recruitment of following manpower purely on Permanent basis for deployment in the office of RMGSSF (Railway Maal Godam Shramik Sewa Foundation).

S. NO.	Name of Post	NO. OF Post	Qualification & Experience	Salary (Pay roll & Pay Grade) Group
1.	Supervisor	50	Graduate & post graduate (Computer knowledge must)	Group C 30000/- TO 45000/-
2.	Excutive Members	300	12 th & Graduate	Group D 24800/- TO 30000/-
3.	Receptionist	1	Graduate (Computer knowledge must)	Group D 18000/- TO 25000/-
4.	Web Developer	2	Graduate & Photoshop	Group c 25000/- TO 35000/-
5.	Accountant	1	Graduate (Computer knowledge must)	Group C 30000/- 45000/-
6.	Housekeeping (peon) Housekeeping (Cleaning)	1 + 1	8 th pass	15000/- TO 18000/-
7.	MTS (Multi tasking staff)	10	12 th pass Computer Knowledge Must	GROUP D 18000/- TO 25000/-

1. Selection will be made as per the CBT (Computer base test), Interview Grade base and requirement of job.
2. Preference will be given to local candidates and who have work experience in the same/similar department.
3. No TA/DA will be paid for attending the test/ document verification / personal interaction /joining the duty on selection etc.
4. Application must be submitted in **OFFLINE** mode only for the above post.
5. The interested candidates must submit an application along with copies of educational qualifications and experience certificates in a sealed envelope in the prescribed format attached through speed post & address it to "**RAILWAY MAAL GODAM SHRAMIK SEWA FOUNDATION (RMGSSF)**,"

HEAD OFFICE:-

Plot no- H-121,Ground Floor H Block Noida Sector-63,

Gautam Budh Nagar Noida-201301"

6. The candidates are directed to mention the "Advertisement No: 001 and Post Name: Supervisor, Executive Member, Multi Tasking Staff, Receptionist, Peon " In the subject line. The candidates/ applicants must ensure their eligibility (age, qualification, experience etc.) before applying for the post. Rmgssf will not take responsibility for wrong application/ ineligible condition.
7. Candidates will be informed via email / telephone for further process.
8. Candidates must review their application forms carefully before final submission. RMGSSF will not accept any request for changes to be made in the information submitted by the candidates wrongfully.
9. Only shortlisted candidates as per above eligibility criteria will be called for further process. Candidates are directed to mention complete educational qualification and work experience details in offline application form. Mere filling the registration form will not confirm your suitability/selection for the post.
10. Applications which are not in prescribed format shall be summarily rejected.
11. Candidates are requested to take a photocopy of their Application Forms after offline submission and retain with them for future reference.
12. RMGSSF will not be responsible for any writing errors (i.e Email IDs, Mobile Number etc.) in the application forms submitted by applicant.
13. Candidates are requested to attach all the documents in support of their claim regarding educational qualification & experience etc. Incomplete applications shall be summarily rejected.

Disclaimer: Terms and conditions given in the advertisement are guidelines only. In case of any ambiguity, decision of RMGSSF will be final and binding on candidates.

In case of any doubt & queries please contact to: 09458576402/18002025119.

The Last date for receipt of application to RMGSSF is till 10.04.2025(Closing of Office hrs.)

National Secretary

Rohit Chaudhary

Terms & Condition for how to apply

1. Interested Candidates can fill the registration form along with copy of required attachments against advertisement. Documents shall be self-attested photocopies as per following documents:
 1. Educational / Professional Certificates.
 2. 10th/Birth Certificate.
 3. Caste Certificate (if applicable)
 4. Work Experience Certificate (if applicable)
 5. PAN Card copy
 6. Aadhar Card copy
 7. Copy of EPF/ESIC Card (Previous employer-if applicable)
2. If you want to apply for one or more post against the same advertisement, you shall be submitting registration form separately. The registration fees shall be applicable as per number of posts applied.
3. Candidates are required to have a valid e-mail ID at least six months of applied. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new E-mail ID before applying offline.
4. Offline payment for registration (non-refundable) for application. Demand Drafts (Mandatory) will be accepted In favor of **"Railway Maal Godam Shramik Sewa Foundation, Noida"**.

Category-wise registration fees as applicable of candidate are as below:

- General/ OBC/ Ex-Serviceman/ Women - Rs.1000.00 +18% GST.
 - SC/ST/ EWS/PH - Rs.750.00 + 18% GST.
5. Candidates are advised to fill the post judiciously as per the advertisement released by RMGSSF.
 6. All the communications will be made either on registered email or registered mobile number.
 7. In case of submission of any false information or false documents, action, as per rules in addition to complaint with local authorities be made, on the desecration of RMGSSF.
 8. No candidate shall make any communication with our client.
 9. Candidates are requested to enter the details in the offline application format carefully. After submission of the application, no modification will be permitted and fees once paid will not be re-funded.

****Candidates are advised to apply through above mentioned website only, candidates will be solely responsible for submitting their application through any other website. The candidates are requested to check their email & messages regularly. RMGSSF will inform the selected candidates through email & sms. RMGSSF will not be responsible for any delay on candidate's part.*****

Steps to be followed for Recruitment process of Permanent employees for offline /online advertisement of RMGSSF:-

1. Applications will be invited from eligible candidates against the advertisement.
2. Shortlisting shall be done as per advertisement eligibility criteria for the post.
3. The list of shortlisted and rejected candidates will be uploaded on website of RMGSSF.
4. The data of all the candidates is sent to the client for further action.
5. Email/phone calls will be done to the shortlisted candidates for their interview/assessment/skill test. Candidates are advised to keep their email and phone updated.
6. Result will be declared on the website of RMGSSF.
7. Selected candidates shall be intimated by email/phone call for verification of original documents.
8. After verification of original documents as per eligibility criteria, selected candidates will be given engagement letter. Appointment letter for the contractual employees will be offered for a certain period of time as per the requirement of the project.

RMGSSF cautions public against fraudulent job offers!!! Please note the following points regarding it:

1. RMGSSF will not be responsible in any way for any amount paid by the individuals to any individual or group of individuals/agencies purporting to be representing RMGSSF.
2. RMGSSF does not solicit any money whatsoever from any candidate at any stage of the recruitment process, other than the prescribed application fee as advertised in the job notifications.
3. Job openings are hosted on our Official Website www.railwaymaalgodam.org only under head "**Vacancies within Career**" with complete details and selection procedure.
