RECRUITMENT NOTICE

Dedicated Freight Corridor Corporation of India (DFCCIL), is a schedule 'A' Public Sector Undertaking under the administrative control of Government of India (Ministry of Railways). It is the most ambitious and biggest ever project in infrastructure sector, set-up to give economy a boost and build high capacity and high speed rail freight corridors along the golden quadrilateral and its diagonals. The first Phase comprises of construction of two dedicated freight corridors spanning the Mumbai-Delhi (Western DFC) and Ludhiana-Delhi-Kolkata (Eastern DFC). At present the company has its Corporate Office at New Delhi and Field Units at Mumbai, Surat, Vadodara, Ahmedabad, Ajmer, Jaipur, NOIDA, Ambala, Allahabad(East), Allahabad(West), Mughalsarai, Meerut, Tundla(Agra) and Kolkata. The Durgawati-Sasaram Section is expected to be operationalized shortly in Eastern Corridor.

DFCCIL **INVITES** applications for recruitment **through ON-LINE MODE** to the posts of Assistant Manager, Executives, Jr. Executives (Skilled Staff/Technicians) and Multi Tasking Staff (MTS) in various disciplines, as per the details given below:

1. **IMPORTANT DATES:**

Opening Date for On-Line Registration of Applications	**30-01-2016**
Last Date for Completion of Step-1 of On-Line Registration	**19-03-2016**
Last date for depositing examination fee at State Bank of India	**22-03-2016** **(Closing hours of Business)**
Last date for completion of Step-2 of on-line registration and closing of registration	**28-03-2016**
* Revised Date for Computer Based Test (CBT)	**17-04-2016**

Note :
i) FOR MORE DETAILS, PLEASE REFER TO INSTRUCTIONS UNDER "HOW TO APPLY" IN THIS ADVERTISEMENT WHILE FILLING UP ON-LINE REGISTRATION FORM AND ALSO THE DETAILED INSTRUCTIONS GIVEN IN THE MAIN INSTRUCTION PAGE OF THE ON-LINE APPLICATION. THE APPLICATION FORM FOR ALL THE POSTS SHALL BE FILLED IN BY THE CANDIDATES IN ENGLISH LANGUAGE ONLY.
(ii) CANDIDATES IN THEIR OWN INTEREST ARE ADVISED, NOT TO WAIT TILL THE LAST DATE & TIME AND REGISTER WELL WITHIN THE TIME THEIR APPLICATION. DFCCIL SHALL NOT BE HELD RESPONSIBLE, IF THE CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATION DUE TO LAST MINUTE RUSH.
(iii) * IN CASE, CHANGE IN DATE OF COMPUTER BASED TEST, THE SAME SHALL BE INFORMED ACCORDINGLY.

2. **MINIMUM QUALIFICATION AND MODE OF SELECTION :** The candidate should possess the following qualifications for on-line registration of application:

3. **Post: Assistant Manager – Scale Rs. 24900-50500(IDA) (E-3)**

Sl. No.	Post & Scale	Post Code	Minimum Educational Qualification and Post Qualification Experience (Also see note below the table)	Age limit	Process of Recruitment
1	**Assistant Manager (Sig. & Tele.)** Scale(E3) Rs. 24900-50500(IDA) Total Posts – 4* (UR-03, OBC-01)	12	i) Minimum Educational Qualification: Degree in Electrical / Electronics / Microprocessor / TV Engineering / Fiber Optic Communication / Telecommunication / Communication / Sound & TV Engineering / Industrial	18 – 30 years	Computer Based Test (CBT) followed by Interview

Sl. No.	Post & Scale	Post Code	Minimum Educational Qualification	Age Limit	Process of Recruitment
	*01(One) post out of these is reserved for Ex-serviceman		Control / Electronic Instrumentation / Industrial Electronics / Applied Electronics / Digital Electronics / Power Electronics / Information Science / Information Technology / Computer Application / Computer Engineering / Computer Science / Computer Technology from a recognized institute with not less than 60% marks in aggregate. ii) Post qualification experience: Minimum 3(three) years experience in Electronics and Communication engineering works.		
2	**Assistant Manager (Electrical)** Scale(E3) Rs. 24900-50500(IDA) Total Posts – 05* (UR-03, SC-01, OBC-01) * 2(Two) posts out of these are reserved for PH candidates having disability in one arm only and 01(One) post for Ex-serviceman	13	i) Minimum Educational Qualification: Degree in Electrical / Electronics and Telecommunications / Electronics / Electrical Power Systems / Electronics and Communications / Electronics and Video Engineering / Instrumentation & Control / Industrial Electronics / Mechanical / Production / Production Technology / Industrial Engineering from a recognized institute with not less than 60% marks in aggregate. ii) Post qualification experience: Minimum 3 (three) years experience in Electrical /OHE/ Power distribution works.	18 – 30 years	Computer Based Test (CBT) followed by Interview
3	**Assistant Manager (HR)** Scale(E3) Rs. 24900-50500(IDA) Total Posts –02 (UR-01,OBC-01)	15	i) Minimum Educational Qualification: 2 years Full time MBA/PGDBA/PGDBM in Personnel Management/HR or MBA/PGDBA/PGDBM with specialization in Personnel Management/HR with not less than 60% marks in aggregate, from an Institute approved by AICTE. ii) Post qualification experience: Minimum 3 (three) years experience in Executive capacity in Personnel Management, Labour Law, Industrial Relation in Govt. or PSU or reputed private organization.	18 – 30 years	Computer Based Test (CBT) followed by Interview
4	**Assistant Manager (Optg.)** Scale(E3) Rs. 24900-50500(IDA) Total Posts – 01 (UR-01)	16	i) Minimum Educational Qualification: MBA in Marketing/Business Operation/Customer Relation/ Finance from a recognized institute with not less than 60% marks in aggregate. ii) Post qualification experience: Minimum 3 (three) years experience in Transport	18 – 30 years	Computer Based Test (CBT) followed by Interview

4. **Post: Executive – Scale Rs. 12600-32500 (IDA) (E-0)**

Sl. No.	Post & Scale	Post Code	Minimum Educational Qualification (Also see note below the table)	Age Limit	Process of Recruitment
5	**Executive (Civil)** IDA Pay Scale: (E-0/Rs. 12600-32500) Total Posts – 67* (UR-35, SC-08, ST-03, OBC-21) * 2(Two) posts out of these are reserved for PH candidates having disability in one arm only and 10(Ten) posts for Ex-serviceman	31	Diploma (3 years) in Civil Engg./Civil Engg. (Transportation)/ Civil Engg. (Construction Technology)/ Civil Engg. (Public Health)/ Civil Engg. (Water Resource) with not less than 60% marks in aggregate from a recognized institute. Candidates appearing/or awaiting results on the closing date of application are NOT eligible to apply.	18 – 30 years	Computer Based Test (CBT)
6	**Executive (Electrical)** IDA Pay Scale:	32	Diploma (3 years) in Electrical / Electronics & Telecommunications / Electronics / Electrical Power Systems	18 – 30 years	Computer Based Test (CBT)

Sl. No.	Post & Scale	Post Code	Minimum Educational Qualification	Age limit	Process of Recruitment
	(E-0/Rs. 12600-32500) Total Posts – 18* (UR-09, SC-03, ST-01, OBC-05) * 2(two) posts out of these are reserved for PH candidates having disability in one arm only and 03(Three) posts for Ex-serviceman		/ Electronics & Communication / Electronics & Video Engineering / Instrumentation & Control / Industrial Electronics / Mechanical / Production / Production Technology / Industrial Engineering with not less than 60% marks in aggregate from a recognized institute. Candidates appearing/or awaiting results on the closing date of application are NOT eligible to apply.		
7	**Executive (Signal and Telecommunication)** IDA Pay Scale: (E-0/Rs. 12600-32500) Total Posts – 26* (UR-13, SC-04, ST-02, OBC-07) * 01(One) post out of these is reserved for PH candidates having disability in one arm only and 04(Four) posts for Ex-serviceman	33	Diploma (3 years) in Electrical / Electronics / Microprocessor / TV Engineering / Fiber Optic Communication / Telecommunication / Communication / Sound & TV Engineering / Industrial control / Electronic Instrumentation / Industrial Electronics / Applied Electronics / Digital Electronics / Power Electronics / Information Science & Technology / Computer Application / Computer Engineering / Computer Science / Computer Technology with not less than 60% marks in aggregate from a recognized institute. Candidates appearing/or awaiting results on the closing date of application are NOT eligible to apply.	18 – 30 years	Computer Based Test (CBT)
8	**Executive (Optg.) i.e. Station Master & Controller** IDA Pay Scale: (E-0/Rs. 12600-32500) Total Posts – 14* (UR-09, SC-01, ST-01, OBC-03) * 2(Two) posts out of these are reserved for Ex-serviceman	34	Graduation with not less than 60% marks in aggregate from a recognized University/ Institute. Candidates appearing/or awaiting results on the closing date of application are NOT eligible to apply.	18 – 30 years	Computer Based Test (CBT) followed with Psycho Test

5. **Post - Junior Executives – Scale Rs. 10000-25000 (IDA)(N-5) (Skilled Staff/Technicians)**

Sl. No.	Post & Scale	Post Code	Minimum Educational Qualification (Also see note below the table)	Age limit	Process of Recruitment
9	**Jr.Executive (Gr.III) /Civil (Artisan)** IDA Pay Scales: (N-5/Rs.10000–25000) Total Posts – 18* (UR-11, SC-02, ST-01, OBC-04) * 03(Three) posts out of these are reserved for Ex-serviceman	41	Matriculation with not less than 60% marks in aggregate plus Course Completed Act Apprenticeship/ITI approved by SCVT/NCVT in the trade of Welder / Blacksmith / Fitter/ Mechanic Motor Vehicle/ Motor Driver-cum-Mechanic with not less than 60% marks in aggregate. Candidates appearing/or awaiting results of 10th/ITI on the closing date of application are NOT eligible to apply.	18 – 30 years	Computer Based Test (CBT)
10	**Jr.Executive (Gr.III) /Electrical** IDA Pay Scales: (N-5/Rs.10000–25000) Total Posts – 10* (UR-07, SC-01, OBC-02)	42	Matriculation with not less than 60% marks in aggregate plus Course Completed Act Apprenticeship /ITI approved by SCVT/NCVT in the trade of Electrician/ Electrical/ Wireman/ Electronics with not less than 60% marks in aggregate. Candidates appearing / or awaiting results of	18 – 30 years	Computer Based Test (CBT)

| | *01(One) post out of these is reserved for Ex-serviceman | | 10th/ITI on the closing date of application are NOT eligible to apply. | | |

6. **Post –Multi-Tasking Staff (MTS) – Scale Rs. 6000-12000 (IDA) (N-1)**

Sl. No.	Post & Scale	Post Code	Minimum Educational Qualification (Also see note below the table)	Age limit	Process of Recruitment
11	**Multi Tasking Staff (Gr.-IV) (Civil)/Trackman** IDA Pay Scales: (N-1/Rs. 6000-12000) Total Posts – 18* (UR-11, SC-02, ST-01, OBC-04) * 03(Three) posts out of these are reserved for Ex-serviceman	51			
12	**Multi Tasking Staff (Gr.-IV) (Operating)** IDA Pay Scales: (N-1/Rs. 6000-12000) Total Posts – 87* (UR-45, SC-13, ST-06, OBC-23) * 13(Thirteen) posts out of these are reserved for Ex-serviceman	52	ITI or National Apprenticeship Certificate (NAC) granted by NCVT with not less than 60% mark in aggregate in ITI or NAC as the case may be. Candidates appearing/or awaiting results of ITI/NAC on the closing date of application are NOT eligible to apply.	18 – 33 years	Computer Based Test (CBT) followed by PET (Physical Efficiency Test)
13	**Multi Tasking Staff (Gr.-IV) (Electrical)** IDA Pay Scales: (N-1/Rs. 6000-12000) Total Posts – 07* (UR- 05, SC-01, OBC-01) * 01(One) post out of these is reserved for Ex-serviceman	53			
14	**Multi Tasking Staff (Gr.-IV) (S&T)** IDA Pay Scales: (N-1/Rs. 6000-12000) Total Posts – 05* (UR-04, OBC-01) * 01(One) post out of these is reserved for Ex-serviceman	54			

NOTE:

i) The candidates having AMIE (with minimum 60% aggregate marks/percentage secure out of total marks) are also eligible to apply for the post of Assistant Manager and Executive.

ii) The Degree holders with minimum 60% marks (in specified discipline) are also eligible for the post of Executive. However, if any applicant has done diploma and thereafter degree and have secured less than 60% marks in diploma, he/she should be treated as ineligible, irrespective of marks obtained/scored in Degree.

iii) The number of vacancies is tentative and may increase or decrease. The number of vacancies may be re-distributed depending as per the rule of the Corporation.

iv) Any Indian National fulfilling eligibility criteria can apply for the above posts.

v) Existing Departmental candidates of DFCCIL (i.e. presently serving DFCCIL employees) who fulfill the eligibility criteria can apply directly and will not require separate permission to apply.

vi) The reservation for SC/ST/OBC (non-creamy layer) and Ex-Servicemen candidates will be applicable as per the Corporation norms.

Important instructions:

i) The technical institute awarding degree/diploma/certificate must be recognized either by Central/State Govt. or AICTE or Technical Boards/Universities established by Central/State Govts.

ii) If any University awards grades instead of marks, applicants should clearly mention the numerical equivalent of the grades in terms of aggregate marks and then write percentage scored out of aggregate marks.

iii) Experience wherever required is post qualification, full time and in the relevant field (Experience below 06 months in any organisation will not be considered). The experience as a permanent employee will only be considered.

iv) The applicant should posses the minimum qualification as on the closing date of application i.e. 19th February,2016 & therefore appearing cases, incomplete qualification (or less experience, if applicable) will not be accepted. The level of educational qualifications prescribed for the posts is minimum. Candidate must possess above qualifications/work experience as on 19.02.2016. The candidates shall be required to produce Marks Sheets & Provisional Certificate/Degree Certificate/experience certificates, as applicable at the time of verification of documents.

v) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA in the application. Candidates will have to produce the certificate/document issued by the university evidencing conversion formula of university, when called for document verification.

vi) Round off %age will not be acceptable under any circumstances for consideration for appointment.

vii) Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/additional optional subjects, if any. This will be applicable for those Universities also where class/Grade is decided on the basis of Honours marks only.

viii) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

7. **Age Limit:** 18-30 years for all posts except Multi Tasking Staff for whom age limit is 18 – 33 years (as on 01st January, 2016). The upper age-limit is relaxable as per Govt. of India orders issued from time to time.

Age Relaxation : The upper age-limit is relaxable as under subject to submission of requisite certificate:
a) By five years for SC/ST,
b) By three years for OBC candidates,
c) By ten years for PH applicants (total 15 years for SC/ST and 13 years for OBC),
d) For Ex-servicemen, upto the extent of service rendered in defence plus three years provided they have put in more than six months service after attestation, as per Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979 and Govt. of India orders issued from time-to-time.
e) By five years for the candidates who had ordinarily been domiciled in the state of J&K during the period 01.01.80 to 31.12.1989 provided certificate for the same issued by BDO/SDO, to be produced at the time of document verification/interview.

Note:

i) Candidate should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent Certificate only available on the date of closing of application will be accepted by the DFCCIL for determining the age and no subsequent request for its change will be entertained.

ii) Candidates are warned that they may be permanently debarred from the examination conducted by the Corporation in case they fraudulently claim SC, ST, OBC, PH, Ex-Servicemen status.

iii) PH disability should be in one arm only and more than 40%. Other types of disabilities are not acceptable for these posts.

iv) Ex-servicemen candidates may produce self attested Photostat copy of the defence service certificate issued by the Competent Authority at the time of document verification/interview.

v) OBC candidates included in the central list having certificate for the current financial year in the format prescribed by Central Govt. will be given the benefit of OBC reservation.

vi) Candidature will be cancelled at any stage of recruitment process or after recruitment/joining, in case any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in this advertisement.

vii) Candidates working in Govt./PSUs/autonomous bodies shall be required to produce original "No Objection Certificate" at the time of document verification/ interview.

8. **SELECTION PROCEDURE:**

A Candidate can apply for more than one post. However at the time of the filling of the application, the candidate must ensure that he is applying for single post in Cluster "A" and single post in Cluster "B", since the examination for all the posts in Cluster "A" and for all the posts in Cluster "B" posts may be organized at the same day.

CLUSTER – A	CLUSTER – B	CLUSTER – C	CLUSTER – D
1. Assistant Manager (Signal & Telecommunication) 2. Assistant Manager (Electrical) 3. Assistant Manager (HR) 4. Assistant Manager (Operating).	1. Executive (Civil) 2. Executive (Electrical) 3. Executive (Signal & Telecommunication) 4. Executive (Operating) i.e Station Master & Controller	1.Jr.Executive /Civil 2.Jr.Executive/Electrical	1.Multi-Tasking Staff/ Trackman 2.Multi-Tasking Staff/ Operating 3.Multi-Tasking Staff/ Electrical **4.** Multi Tasking Staff/ S&T

The candidate cannot apply for 2 or more posts within the same cluster (Cadre) i.e. 2 posts in Assistant Manager Cadre or 2 posts in Executive Cadre. Simultaneously, the candidate submitting more than one application for the same post will be summarily rejected.

Candidates applying for MTS Posts will have to submit single application form for all of the posts, duly indicating the order of preference for the categories. It is compulsory for the candidate to give the priority of categories. Once the choice is made, it shall be final and cannot be changed.

The candidates found provisionally eligible shall be issued admit cards for appearing in Computer Based Test, at their own expenses.

9. EXAMINATION CENTRES:

The Computer Based Test (CBT) may be held at Chennai, Delhi, Jaipur, Lucknow, Mumbai, Kolkata, Bengaluru, Hyderabad, Nagpur and Bhopal depending upon the response received for each centre. If the number of candidates applying for a particular post are less, then the examination for such post may be conducted at DELHI only. Applicants should clearly indicate their order of preference for 2 "Examination Centres", out of Chennai, Delhi, Jaipur, Lucknow, Mumbai, Kolkata, Bengaluru, Hyderabad, Nagpur and Bhopal for Computer Based Test (CBT) in the online application format.

10. SCHEME OF EXAMINATION:

i) The **Computer Based Test (ON-LINE MODE)** will be conducted in two sessions of 2 hours duration. The examination paper **for Assistant Manager/Executives** will contain total 100 objective type questions containing 80 questions related to post / discipline for which the candidate has applied, 10 questions on General Knowledge and 10 questions on reasoning. **For Junior Executives** - The standard of questions for the online examination will be generally in conformity with the educational standards and/or minimum technical qualifications prescribed for the posts. The question papers will be of Objective type with Multiple Choice and are likely to include the question pertaining to General Knowledge/Awareness, Arithmetic, General Intelligence and reasoning, General Science and Technical ability. The question paper will have 100 questions. **For MTS** – The question papers will be Objective Multiple Choice Type. The standard of questions for the online examination will be generally in conformity with the educational standards prescribed for the posts. The Questions will be objective in nature with aim to assess General Knowledge/Awareness, Mathematics and reasoning etc. The question paper will have 100 question.

ii) There shall be negative marking in Computer Based Test and marks shall be deducted for each wrong answer @ ¼ (0.25) mark for each wrong answer.

iii) **For Assistant Manager level posts:**
   a. Two stage selection process, i.e. Computer Based Test followed by Interview.
   b. Candidates upto maximum 2 ½ times the number of vacancies will be called for interview based on the performance of the candidate in the Computer Based Test.
   c. The weightage for Computer Based Test and Interview shall be 85:15.
   d. Verification of documents will be done at the time of interview.

iv) **For Executive level posts:**
   a. The selection will be made as per merit on the basis of performance in the Computer Based Test. Shortlisted candidates will be called for verification of the original documents according to merit, availability of vacancies and reservation rules.
   b. **Executive (Optg.)** Computer Based Test followed by document verification **and Psycho Test**.

v) **For Junior Executive (Skilled Staff/Technicians) level posts:**
   a. The selection will be made as per merit on the basis of performance in the Computer Based Test. Shortlisted candidates will be called for verification of the original documents according to merit, availability of vacancies and reservation rules.

vi) **For Multi-tasking Staff (MTS) level posts:**
   a. The selection will be made as per merit on the basis of performance in the Computer Based Test. Shortlisted candidates will be called for verification of the original documents according to merit of the Computer Based Test and qualifying PET, availability of vacancies and reservation rules.
   b. Only those candidates who qualify in the Computer Based Test will be called for **PET (Physical Efficiency Test).**
   c. **Physical Efficiency Test (PET): Passing the PET is mandatory and the same will be qualifying in nature.** The criterion for the PET is as under :

Male candidates	Female candidates
Should be able to run for a distance of 1000 meters in 4 minutes 15 second in one chance.	Should be able to run for a distance of 400 meters in 3 minutes 10 second in one chance.

vii) Employed persons working in Government/Semi-Government/Public Sector Undertaking are required to produce **"No Objection Certificate"** from the present employer at time of document verification/interview at DFCCIL, New Delhi. As such, candidates working in Govt./PSU/Autonomous bodies should seek prior approval from their Competent Authority before applying for online registration form. In the absence of No Objection Certificate, the candidature of such candidates will be forfeited/will not be allowed to appear in the interview.

viii) The candidates who qualify the minimum marks will be called as standby candidates and they will be considered for empanelment only if there is shortfall in empanelment from the main list.

ix) During document verification, the candidates will have to produce their original certificates alongwith one set of photocopies duly attested by a Gazatted Officer and original Fee Challan *[Loss of Original Fee Challan shall be the sole responsibility of the candidates]*. No additional time will be given and the candidature of candidates for not producing their original certificates/testimonials on the date of verification is liable to be forfeited.

Note:
   i. The Question Paper will be set in English & Hindi only.
   ii. Candidates coming late will not be allowed. The candidates will be required to report at the examination centre at least 30 minutes before the commencement of the computer based test (CBT).
   iii. Time Schedule may change depending upon the number of applications received for a particular post.
   iv. Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, I-pad and other computing /communication devices will not be permitted inside the examination centre.
   v. Appointment of successful candidates will be subject to verification of various original documents relating to age, Qualifications, Caste, Experience & Medical fitness certificate issued by the Medical Authorities as prescribed under the rules of DFCCIL.
   vi. In case of tie of marks obtained by more than one Candidates, the resolution will be done in following order
       a) The candidate with earlier/older Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher
       b) In case of tie as mentioned at (a) above, the candidate with higher percentage pass marks in qualifying examination, as per eligibility criteria, will be placed higher.
   vii. It is compulsory for candidates to carry a photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices, Aadhaar card. Candidates should carry both, the printed copy of E-Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venues, in case any of these are not available.

11. **APPLICATION FEE AND MODE OF REMITTANCE:**

   I) **Fee Payable (non-refundable)** for **each post is to be deposited** by the candidates through System Generated Challan at any branch of State Bank of India only**,** as under:

S.No.	Post/Category	Application Fees*
1	AM (UR/OBC)	Rs.1000.00
2	Executive (UR/OBC)	Rs.900.00
3	Jr. Executive(UR/OBC)	Rs.700.00
4	Multi Tasking Staff (MTS)(UR/OBC)	Rs.500.00

   *Bank charges, as applicable, will also be borne by the candidates.

   No application fee is required for SC/ST/PH/Ex-Servicemen candidates. DFCCIL will accept fee through System Generated Challan of SBI only. Fee submitted by any other mode will not be accepted. In case applicant is applying for more than 1 post (i.e. 01 post in AM cadres and 01 post in

Executive cadre etc), he/she shall have to generate separate challan forms and deposit fee separately for each post as applicable.

II) APPLICATION FEE & MODE OF REMITTANCE

a) The candidates have to visit any branch of the **State Bank of India** for depositing the fee through pre-printed challan only. Transaction charges of the bank shall be borne by the candidates.
b) Candidates are advised to retain the "ORIGINAL" (candidate's copy) Challan and keep it safely as it will be required to be produced at the time document verification.

12. IMPORTANT INSTRUCTIONS:

(i) Candidates are required to apply through ON-LINE only. No documents/certificates and application forms are required to be sent to DFCCIL by post;
(ii) Candidates desirous of applying for more than one post are required to apply on-line for each post separately; further they should have separate e-mail ID for each separate post they are applying for.
(iii) The candidates under SC/ST/PH/Ex-Serviceman categories are not required to deposit fee. However they have to indicate their SC/ST/PH/Ex-Serviceman category in the application form.
(iv) Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future (even if the recruitment process is cancelled).
(v) Canvassing in any form will lead to disqualification of candidature.
(vi) In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
(vii) Candidate will have to executive the Service Bond, wherever applicable as per the norms of DFCCIL, at the time of joining.
(viii) Candidates applying for MTS Posts will have to submit single application from for all the posts, duly indicating the order of preference for the different posts. Once the choice is made, it shall be final and cannot be changed. DFCCIL, however, reserve the right for inter-cadre adjustments on administrative ground based on the policy of the company prevalent at that time.

13. MEDICAL STANDARDS

Medical standards: Medical standards: as prescribed in Indian Railway Medical Manual Vol.-I, which can be accessed at www.indianrailways.gov.in.

14. PERKS/ALLOWANCES / PLACE OF POSTING:

i) Perks & Allowances: HRA/Leased Accommodation, Liberal Company Medical Facility, LTC, Basket of Allowances with cafeteria approach and other fringe benefits. Superannuation Benefits Schemes are also in the offing.
ii) Career prospects: The selected candidates will have promising opportunities for promotion to higher grades, as per promotion policy of the Company.
iii) Place of Posting: Anywhere on DFCCIL's projects/establishments/offices.

15. HOW TO APPLY:
Candidates are advised to read following instructions carefully before applying on-line and also all the instructions given on main instruction page of on-line applications:

i. Candidates are required to apply On-line through DFCCIL website **www.dfccil.gov.in** in English only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 02 (two) steps for successful registration of the application.
ii. Candidates should have a valid personal e-mail ID. It should be kept active during the currency of this recruitment process. Registration number, password, admit card for computer based test (CBT), call letter for document verification or any other important communication will be sent on the same registered e-mail ID of candidate (also check email in spam/junk box). The candidates are, therefore, requested to check regularly their e-mail for any communication from DFCCIL. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. **Please note that the Admit Card for computer based test (CBT) will not be sent by post.**
iii. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted (Step 1), no change / edit will be allowed, thereafter.
iv. If a candidate intends to apply for more than one post, he will have to submit individual on-line application for each post alongwith prescribed application fees (as applicable)**.** In such a case he/she should have separate valid email ID for applying for each post.
v. The candidates should ensure the completion of both the Step 1 and Step 2 of the registration process and depositing of examination fee (if applicable) in any branch of State Bank of India by the stipulated date and time given in para 1 of this advertisement.
vi. Before starting to fill up the on-line application, the candidates should keep at hand the following details/documents/ information:-

a. His/her educational qualification details with percentage of marks, etc., as per eligibility criteria.
b. His/her personal details.
c. His/her caste/Category certificate (for SC/ST/OBC/PH candidates)
d. His/Her discharge Certificate (retirement) in case of Ex-Serviceman Candidate
e. His/her scanned photograph and signature (as per dimensions given below).
f. Any other details/documents required relating to eligibility Criteria.

PLEASE REFER DETAILED INSTRUCTION SHEET WHILE FILING UP THE ONLINE REGISTRATION FORM

SIGN UP:

A) Candidates are now ready to apply on-line by visiting the DFCCIL website and going to the tab "**CAREER**" on DFCCIL website : **www.dfccil.gov.in**

B) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.

STEP- 1

a) The candidate should now fill up all the desired information in the on-line form about himself/herself correctly and register. Candidates should take utmost care to furnish the correct details while filling in on-line application. **Any mistake committed by the candidate shall be his/her sole responsibility**. The changes /Modifications (if any) can be carried out by the candidate in the preview of the application (Step 1). Once the application is submitted (Step 1) No Change /edit will be allowed thereafter.

b) On completion of Step-I, candidate will be able to download bank challan and a message will be received in candidate's registered email ID conveying his login ID and password. The candidate should take a print of the bank challan. This completes the Step-1 of on-line registration process. The candidate applying under SC/ST/PH/Ex-Serviceman categories are exempted from payment of fee (are not required to generate Bank Challan) as such they shall move to Step-II of registration process directly.

c) The candidate should present the bank challan printed after Step I & deposit the requisite fee and bank charges by presenting the bank challan printed under Step-1 to any branch of State Bank of India on all bank working days (after minimum 24 hrs of Step 1 completion). The Bank will return to the candidate one copy of bank challan after accepting the examination fee as a token of receipt. The copy of challan will also contain a transaction / journal number.

d) Candidates are advised to keep with them the copy of the bank challan as a token of remittance of fee for future reference.

e) On successful registration of on-line application Step - 1, candidates are advised not to attempt for registration for the same post again since multiple registration numbers and passwords may create problem for candidates in future. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.

STEP- 2

a) The candidates (SC/ST/PH/Ex-Serviceman) are exempted to deposit fees, and they shall have direct access to Step-II immediately after Completion of Step-I).

b) The candidates who have deposited application fee, may check and confirm their payment status **after minimum 48 hrs** of the deposit of the application fees (*from the closing hour of Bank Business*). In case, the candidate deposited the fee at SBI and he is not able to confirm on DFCCIL website after 48 hrs. of the deposit of the fee, then he should fill in the details in the "**Grievance Redressal Form**", given at the end of this advertisement and send the same by email alongwith the scanned copy of the paid challan to *dfccilhelpdesk@gmail.com.* Only on confirmation of payment of fees, the candidate will be able to access Step -2 of application for uploading of photograph & signature.

c) After depositing the examination fee in State Bank of India, candidate should keep the following items ready for completion of Step-2 of registration:
   i) Clearly scanned copies of latest photograph and signature of self, as per prescribed dimension. In case the face in the photograph or signature is unclear, the candidate's registration may be rejected.

   ii) Registration number and password conveyed earlier to him through DFCCIL's e-mail under Step-1 of the on-line registration.

   FORGET PASSWORD: If the candidate forgets his password, he may access the same by clicking "FORGOT PASSWORD" and by filling the necessary details as required by the system.

d) Instructions regarding scanning of PHOTGRAPH and SIGNATURE: Scanned image of his/her photograph and signature, should be as per the specifications given below:
   i) Photograph Image:
   - Photograph must be a recent passport size colour picture (not older 06 months).
   - Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
   - Look straight at the camera with a relaxed face.
   - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
   - If you have to use flash, ensure there's no "red-eye".

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
- Size of scanned photograph file should be between 50kb-100kb and Dimensions 200X230 pixels, only.
- Ensure that the size of the scanned image is not more than 100kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

ii) Signature image:
- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on admit card and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination does not match with the signature on the admit card, the applicant will be disqualified.
- Please scan the signature area only and not the entire page.
- Size of signature file should be between 10kb-50kb Dimensions 140x60 pixels (preferred)

iii) Scanning the photograph & signature :
- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color
- File Size should be as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG/JPEG format. An example file name is :Image01.Jpg or image01.jpeg. Image dimension can be checked by listing the folder files or moving the mouse over the file image icon."
- Candidates using MS Window/MS Office can easily obtain photo and signature in JPG/JPEG format not exceeding 100kb & 50kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in JPG/JPEG format by using "Save As" option in the File menu and size can be reduced below 100 kb (photograph) & 50 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the "Image" menu.
- Similar options are available in other photo editor also.
- If the file size and format do not match with the prescribed size and format, an error message will be displayed. In such case, the candidate has to rectify the size and re-load it.
- The candidate should now login to upload his/her photograph and signature, as per the instructions given in the following paragraphs:

iv) Direction regarding uploading the photograph and signature:
- While filling in the online application form, the candidate will be provided with a link to upload his photograph and signature.
- There will be two separate links for uploading photograph and signature
- Click on the respective link to Upload Photograph/Signature
- Browse and select the location where the scanned photograph/signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button. With this command the photograph / signature will get uploaded.

e) The details regarding Admit card for computer based test (CBT) will be sent to the candidates at their registered e-mail ID. The candidates can download their admit cards from the DFCCIL website using their User ID and password. Candidates will not be allowed to enter the examination hall without valid admit card. Similarly the details regarding call letters for interview for the post of Assistant Manager and letter for document verification for the post of Executive will be sent to the candidates at their registered E-mail ID.

f) Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in para 1 of this Advertisement Notice and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the DFCCIL's website on account of heavy load on internet/website jam/disconnection.

g) DFCCIL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the DFCCIL.

h) Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.

i) Candidates serving in Govt/Quasi Govt. offices/ Public Sector Undertakings/etc. are required to submit "No Objection Certificate" from their employer at the time of document verifications.

j) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the computer based test (CBT) or allowed to join the DFCCIL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in DFCCIL on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. **His/her**

candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in DFCCIL.

k) The decision of the DFCCIL about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.

16. **Identity verification:** The candidates called for computer based test (CBT) shall be advised to produce certain documents for verification in original and also to submit the attested photocopies thereof at the time of document verification. Such documents shall be listed in the call letter. If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents, he will not be allowed to appear for document verification and his candidature will be treated as cancelled.

17. **Background check:** In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of the Corporation.

18. **SC/ST certificate:** Reservation of vacancies for SC/ST will be as per Government of India directives. Candidates belonging to SC/ST category shall have to submit the attested copy of Caste certificate issued by the Competent Authority at the time of document verification.

19. **OBC Certificate:** OBC candidates included in the Central List having certificate for the current financial year in the format prescribed by Central Government will be given benefit of OBC Reservation. The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid caste certificate at the time of document verification in support of their belonging to OBC community as per rule of Govt. of India as issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to "Creamy Layer" of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. A declaration shall also be submitted by the candidate before his appointment that he does not belong to the Creamy Layer of OBC.

20 Canvassing in any form will disqualify a candidate.

21. The process of examination/ recruitment does not involve any correspondence by the DFCCIL with candidate at any stage regarding deficiency in application / documents / payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself to furnish correct, complete and desired information/ documents etc. No correspondence will be entertained from the candidates found ineligible and not called for computer based test (CBT) or document verification or for non-selection.

22. **ACTION AGAINST MISCONDUCT:**

(i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.

(ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:

   a) Using unfair means during the examination; or
   b) Impersonating or procuring impersonation by any person; or
   c) Misbehaving in the examination hall; or
   d) Resorting to any irregular means in connection with his/her candidature during selection process; or
   e) Using undue influence for his/her candidature by any means; or
   f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
   g) Giving wrong information regarding his/her category (SC/ST/OBC/PH/Ex-Servicemen) while appearing in the examination or thereafter; or
   h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
   i) Being in possession of calculator, mobile phone, pager, bluetooth, headphone, earplug, laptop, ipad and other computing /communication devices;
   j) Possessing any form of textual material / handwritten (or typed) pages etc. in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be :
      i) Disqualified from the examination and /or ;
      ii) Debarred either permanently or for a specified period from any exam/recruitment and /or
      iii) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of DFCCIL.

23. Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, ipad and other computing /communication devices will not be permitted inside the examination centre. Therefore, the

candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe, cannot be assured by DFCCIL/Examination Centre.

24. There shall be complete ban on possessing or using the electronics devices such as Mobile Phone or its accessories, texted/ printed material / calculator in the examination Hall, finding which the candidature of the candidate shall be cancelled, the candidate shall be banned at least for 5 years for applying for any post in DFCCIL and also action may be taken against him under Indian Penal Code.

25. Information on website only: Any further information / corrigendum/ details regarding applications or applicants / any other information regarding schedule of examinations or call letters for document verification/Instruction notices / results /panels shall be posted only on the official website of DFCCIL **www.dfccil.gov.in**. No publication in any media will be made. Thus, the candidates are advised to keep updating themselves by checking the official website of DFCCIL very frequently.

26. The legal jurisdiction will be Delhi in case of any cause.

27. The application format is available on DFCCIL official website *www.dfccil.gov.in.*

28. Only queries related to ONLINE APPLICATION SOFTWARE shall be replied at: *dfccilhelpdesk@gmail.com*

29. No travelling allowance is payable to candidates who are called for computer based test (CBT) and Interview.

30. The decision of DFCCIL in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

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Grievance Redressal form

In case, the candidate has deposited the fee at State Bank of India and he is not able to confirm payment on DFCCIL website **_after 48 hrs._** of the deposit of the fee **_(from the closing hours of Bank Business)_**, then he should fill in the following details and send the same by email alongwith the scanned copy of the paid challan to **_dfccilhelpdesk@gmail.com:_**

Sl. No.	Particular	Detail
(i)	Name of the candidate	
ii)	Post applied	
iii)	Post Code	
(ii)	Registration / ID Ref. No.	
(iii)	Date of deposit of fee	
(iv)	Branch code (where deposited)	
v)	Amount including bank charges (Rs)	
vi)	Mobile No.	
vii)	Registered e-mail ID	

Scanned copy of the paid challan is to be uploaded by candidate on DFCCIL website.

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