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**Dedicated Freight Corridor Corporation of India Limited**  
( ऋ ) (A Govt. of India Enterprises)  
5<sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001  
**Advertisement No. 11/2018**

**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 one of the biggest project in infrastructure sector, set-up to 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 Ludhiana-Delhi-Kolkata (Eastern DFC) and Mumbai-Delhi (Western DFC). At present the company has its Corporate Office at New Delhi and Field Units at Ambala, Meerut, Tundla(Agra), Allahabad(East & West), Mughalsarai, Kolkata, Mumbai(North & South), Ahmedabad, Vadodara, Ajmer, Jaipur and NOIDA.

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

**1. IMPORTANT DATES:**

<b>Opening Date</b> for Online Registration of Applications	<b>01-08-2018</b>
<b>Last date</b> for closing of Online Registration of Application	<b>31-08-2018</b>
<b>Tentative Dates for Computer Based Test (CBT)</b>	<b>01<sup>st</sup> Oct to 05<sup>th</sup> Oct.2018</b>

**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 THEIR APPLICATION WELL WITHIN THE TIME. DFCCIL SHALL NOT BE HELD RESPONSIBLE, IF THE CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATION DUE TO LAST MINUTE RUSH.**
- 2. MINIMUM EDUCATIONAL QUALIFICATION AND MODE OF SELECTION : The candidate should possess the following qualifications for on-line registration of application:**

**2.1 Post: Executive – Scale Rs. 12600-32500 (Pre-revised IDA Pay Scale) (E-0)**

Sl. No.	Post & Scale	Post Code	Minimum Educational Qualification (Also see note below the table)	Age limit	Selection Process
1	<b>Executive (Civil)</b> IDA Pre-revised Pay Scale: (E-0/Rs. 12600-32500) Total Posts – 82* (UR-46, SC-08, ST-05, OBC-23) * 6(Six) posts out of these are reserved for PH candidates having disability in One Arm only and 10 (Ten) posts for Ex-serviceman  <b>Medical Standard :A3 (Aye-3)</b>	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 institute recognized either by Central/State Govt. or AICTE or Technical Boards/Universities established by Central/State Govt.  Candidates appearing or awaiting results on the closing date of application are NOT eligible to apply.	18 – 30 years	Computer Based Test (CBT)

2	<p><b>Executive/Electrical</b> IDA Pre-revised Pay Scale: (E-0/Rs. 12600-32500) Total Posts – 39* (UR-18, SC-07, ST-03, OBC-11) * 01(One) post out of these are reserved for PH candidates having disability in One Arm only and 05(Five) posts for Ex-serviceman</p> <p><b>Medical Standard : A3</b> (Aye-3)</p>	32	<p>Diploma # (3 years) in Electrical / Electronics / Power Supply/ Instrumentation and Control/ Industrial Electronics/Electronic Instrumentation/Applied Electronics/ Digital Electronics/Power Electronics with not less than 60% marks in aggregate from Institute recognized either by Central/State Govt. or AICTE or Technical Boards/Universities established by Central/State Govt.</p> <p>Candidates appearing or awaiting results on the closing date of application are NOT eligible to apply.</p>	18 – 30 years	Computer Based Test (CBT)
3	<p><b>Executive/Signal and Telecommunication</b> IDA Pre-revised Pay Scale: (E-0/Rs. 12600-32500) Total Posts – 97* (UR-48, SC-16, ST-08, OBC-25) * 05(Five) post out of these is reserved for PH candidates having disability in One Arm only and 14(Fourteen) posts for Ex-serviceman</p> <p><b>Medical Standard : A3</b> (Aye-3)</p>	33	<p>Diploma # (3 years) in Electrical/ Electronics/ Microprocessor/TV Engineering/Fiber Optic Communication/ Telecommunication/ Communication/ Sound &amp; TV Engineering/ Industrial Control/ Electronic Instrumentation/ Industrial Electronics/ Applied Electronics/ Digital Electronics/ Power Electronics/ Information Science &amp; Technology/ Computer Application/Computer Engineering/Computer Science/ Computer Technology with not less than 60% marks in aggregate from institute recognized either by Central/State Govt. or AICTE or Technical Boards/ Universities established by Central/State Govt.</p> <p>Candidates appearing or awaiting results on the closing date of application are NOT eligible to apply.</p>	18 – 30 years	Computer Based Test (CBT)
4	<p><b>Executive/Operating (Station Master &amp; Controller)</b> IDA Pre-revised Pay Scale: (E-0/Rs. 12600-32500) Total Posts – 109* (UR-53, SC-18, ST-09, OBC-29) *15(Fifteen) posts out of these are reserved for Ex-serviceman</p> <p><b>Medical Standard : A2</b> (Aye-2)</p>	34	<p>Graduation # with not less than 60% marks in aggregate from a recognized university/ Institute.</p> <p>Candidates appearing/or awaiting results on the closing date of application are NOT eligible to apply.</p>	18 – 30 years	Computer Based Test (CBT) followed by Psycho Test

#### # Note

- i. The candidate should possess full time Degree approved by UGC/AICTE; from a University incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956.
- ii. The institute awarding degree/diploma must be recognized either by Central/State Govt. or AICTE or Technical Boards/Universities established by Central/State Govt.
- iii. The Degree holders with minimum 60% marks (in specified discipline as mentioned above) are also eligible for the post of Executive.
- iv. For the post of Executive (S&T), BCA and MCA would be considered as higher degrees to Diploma in “Information Science & Technology/ Computer Application/Computer Engineering/ Computer Science/Computer Technology”.

**2.2 Post: Junior Executives – Scale Rs. 10000-25000 (Pre-revised IDA Pay Scale) (N-5) (Technicians)**

<b>Sl. No</b>	<b>Post &amp; Scale</b>	<b>Post Code</b>	<b>Minimum Educational Qualification (Also see note below the table)</b>	<b>Age Limit</b>	<b>Process of Recruitment</b>
5	<p><b>Junior Executive (Grade-III) /Civil (Artisan)</b> IDA Pre-revised Pay Scale: (N-5/Rs.10000–25000) Total Posts – 239* (UR-120, SC-36, ST-18, OBC-65) * 11(Eleven) posts out of these is reserved for PH candidates having disability in One Arm only and 34(Thirty Four) posts out of these are reserved for Ex-serviceman</p> <p><b>Medical Standard : B1 (Bee-1)</b></p>	41	<p>Matriculation with not less than 60% marks in aggregate plus <b>minimum 02(two) year duration Course</b> 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.</p> <p>Candidates appearing or awaiting results of 10<sup>th</sup>/ITI on the closing date of application are NOT eligible to apply.</p>	18 – 30 years	Computer Based Test (CBT)
6	<p><b>Junior Executive (Grade-III) /Electrical</b> IDA Pre-revised Pay Scale: (N-5/Rs.10000–25000) Total Posts – 68* (UR-34, SC-10, ST-05 OBC-19) * 04(Four) posts out of these is reserved for PH candidates having disability in One Arm only and 09(Nine) posts out of these are reserved for Ex-serviceman</p> <p><b>Medical Standard : B1 (Bee-1)</b></p>	42	<p>Matriculation with minimum 60% marks in aggregate plus <b>minimum 02(two) year duration Course</b> Completed Act Apprenticeship/ITI approved by SCVT/NCVT in the trade of Electrical/Electrician/Wireman/Electronics with not less than 60% marks in aggregate.</p> <p>Candidates appearing or awaiting results of 10<sup>th</sup>/ITI on the closing date of application are NOT eligible to apply.</p>	18 – 30 years	Computer Based Test (CBT)
7	<p><b>Junior Executive (Grade-III)/Signal and Telecommunication</b> IDA Pre-revised Pay Scale: (N-5/Rs.10000–25000) Total Posts – 42* (UR-22, SC-06, ST-03, OBC-11) * 02(Two) posts out of these is reserved for PH candidates having disability in one arm only and 06(Six) posts out of these are reserved for Ex-serviceman</p> <p><b>Medical Standard : B1 (Bee-1)</b></p>	43	<p>Matriculation with not less than 60% marks in aggregate plus <b>minimum 02(two) year duration Course</b> Completed Act Apprenticeship/ITI approved by SCVT/ NCVT in the trade of Electronics/ Communication/ Information Technology/ TV &amp; Radio/ Electronic Instrumentation/ Industrial Electronics/ Applied Electronics/ Digital Electronics/ Power Electronics/ Computer/ Computer Networking/ Data Networking with not less than 60% marks in aggregate.</p> <p>Candidates appearing or awaiting results of 10<sup>th</sup>/ITI on the closing date of application are NOT eligible to apply.</p>	18 – 30 years	Computer Based Test (CBT)

**2.3 Post - Multi-Tasking Staff (MTS)— Scale Rs. 6000-12000 (Pre-revised IDA Pay Scale) (N-1)**

Sl. No.	Post & Scale	Post Code	Minimum Educational Qualification (Also see note below the table)	Age limit	Selection Process
8	<p><b>Multi-Tasking Staff (Grade-IV)/Civil (Trackman)</b> IDA Pre-revised Pay Scale: (N-1/Rs. 6000-12000) Total Posts – 451* (UR-227, SC-68, ST-34, OBC-122) * 65(Sixty Five) posts out of these are reserved for Ex-serviceman</p> <p><b>Medical Standard : B1 (Bee-1)</b></p>	51			
9	<p><b>Multi-Tasking Staff (Grade-IV)/Electrical (Helper)</b> IDA Pre-revised Pay Scale: (N-1/Rs. 6000-12000) Total Posts – 37* (UR- 19, SC-05, ST-03, OBC-10) * 02(Two) post out of these is reserved for PH candidates having disability in HH and OL only and 05(Five) posts out of these are reserved for Ex-serviceman</p> <p><b>Medical Standard : B1 (Bee-1)</b></p>	52	Matriculation plus <b>minimum one year duration Course</b> completed Act Apprenticeship/ITI approved by NCVT/SCVT with not less than 60% mark in aggregate in ITI.	18 – 33 years	Computer Based Test (CBT) followed by PET (Physical Efficiency Test)
10	<p><b>Multi-Tasking Staff (Grade-IV)/S&amp;T (Helper)</b> IDA Pre-revised Pay Scale: (N-1/Rs. 6000-12000) Total Posts – 06* (UR-04, SC-01, OBC-01) * 01(One) post out of these is reserved for PH candidates having disability in HH and OL only and 01(One) post out of these are reserved for Ex-serviceman</p> <p><b>Medical Standard : B1 (Bee-1)</b></p>	53	Candidates appearing/or awaiting results of ITI/NAC on the closing date of application are NOT eligible to apply.		
11	<p><b>Multi-Tasking Staff (Grade-IV)/Operating (Pointsman/Gateman)</b> IDA Pre-revised Pay Scale: (N-1/Rs. 6000-12000) Total Posts – 402* (UR-201, SC-62, ST-32, OBC-107) * 56(Fifty Six) posts out of these are reserved for Ex-serviceman</p> <p><b>Medical Standard : A2 (Aye-2)</b></p>	54			

**3 NOTE:**

- i) **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.**
- 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) Any Indian National fulfilling eligibility criteria can apply for the above posts.
- iv) The reservation for SC/ST/OBC (non-creamy layer) and Ex-Servicemen candidates will be applicable as per the Corporation norms.

**4 Important instructions regarding qualification etc.:**

- i) The applicant should possess the minimum qualification as on the closing date of application i.e. 31<sup>st</sup> August, 2018 & therefore candidates awaiting result will be considered as possessing incomplete qualification and their application will not be accepted. The level of educational qualifications prescribed for the posts is minimum. Candidate must possess above qualifications as on 31.08.2018. The candidates shall be required to produce Marks Sheets & Provisional Certificate/Certificate, as applicable at the time of verification of documents.
- ii) 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.
- iii) Round off % age will not be acceptable under any circumstances for consideration for appointment.
- iv) 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.
- v) **The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.**
- vi) 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", "B" or "C", since the examination for all the posts in a Cluster will be organized at the same time/day.

<b>CLUSTER - A</b>	<b>CLUSTER - B</b>	<b>CLUSTER - C</b>
1. Executive/Civil 2. Executive/Electrical 3. Executive/Signal & Telecommunication 4. Executive/Operating (Station Master & Controller)	1. Jr. Executive /Civil 2. Jr. Executive/Electrical 3. Jr. Executive/S&T	1. Multi-Tasking Staff/Civil (Trackman) 2. Multi-Tasking Staff/Electrical (Helper) 3. Multi-Tasking Staff/S&T (Helper) 4. Multi-Tasking Staff/Operating (Pointsman/ Gateman)

The candidate cannot apply for 2 or more posts within the same cluster (Cadre) i.e. 2 posts in Executive Cadre or 2 posts in Jr. Executive Cadre or 02 posts in Multi-Tasking Staff and in this case he/she will be doing so at his/her own risk. 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.

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

- 5 **Age Limit:** 18-30 years for all posts except Multi-Tasking Staff for whom age limit is 18 – 33 years (as on **01<sup>st</sup> July, 2018**). 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) **For PH Candidates, disability should be more than 40% for the categories where ever PH reserved posts are indicated in the above tables under para-2.1 to para-2.3. A person, who wants to avail the benefit of relaxation will have to submit a Disability Certificate issued by a Competent Authority, as prescribed in "Persons with Disabilities (Equal Opportunities, Protection of rights and Full Participation) Amendment Rules, 2009".**
- 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. The age relaxation for the candidates applying under Ex-Serviceman category is applicable for the post of Executive, Junior Executives and Multi skilling Staff.
- v) Persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-servicemen are eligible to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to Ex-servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union.  
Accordingly, such serving Defence personnel to be released within one year of the **last date of Registration of Application (on or before 31. 08.2019)** can also apply, both for vacancies earmarked for Ex-servicemen and for post not reserved for them. However, they should possess the prescribed Educational Qualification as on the closing date of Employment Notification.
- vi) Ex-Servicemen candidate who have already secured Civil employment under Central Government in Group 'C' & 'D' (including PSUs, Autonomous Bodies/Statutory Bodies, Nationalized Banks etc.) will be permitted only the benefit of age relaxation as per prescribed for Ex-servicemen for securing another Civil employment in a higher grade or cadre in Group 'C/D' under Central Government. Such candidates will not be considered against the vacancies reserved for Ex-servicemen in the Central Government jobs.
- vii) If an Ex-serviceman applies for various vacancies before joining any Civil employment, he/she can avail the benefit of reservation of Ex-serviceman for any subsequent employment, subject to the condition that an Ex-serviceman as soon as he joins any Civil employment, should give self-declaration/undertaking to the concerned employer about the details of application against this Employment Notification. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during Document Verification failing which their candidature shall stand cancelled. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-servicemen.
- viii) 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.
  - ix) 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.
  - x) Candidates working in Govt./PSUs/autonomous bodies shall be required to produce original "No Objection Certificate" at the time of document verification/ interview.

6 **EXAMINATION CITIES:**

The Computer Based Test (CBT) may be held at Patna, Ahmedabad, Guwahati, Varanasi, Bhubaneswar, Chennai, Delhi, Jaipur, Lucknow, Mumbai, Kolkata, Bengaluru, Hyderabad, Nagpur, Bhopal and Chandigarh/Mohali 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 Patna, Ahmedabad, Guwahati, Varanasi, Bhubaneswar, Chennai, Delhi, Jaipur, Lucknow, Mumbai, Kolkata, Bengaluru, Hyderabad, Nagpur, Bhopal and Chandigarh/Mohali for Computer Based Test (CBT) in the online application format.

7. **SCHEME OF EXAMINATION:**

- i) The **Computer Based Test (ON-LINE MODE)** will be conducted in two/three sessions on a single day of 2 hours duration. The examination paper will contain questions as under:

- a) **For Executives** will contain total 120 objective type questions containing 96 questions related to post/ discipline for which the candidate has applied, 12 questions on General Knowledge and 12 questions on reasoning.
- b) **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 120 questions.
- c) **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 120 question.

ii) There shall be negative marking in Computer Based Test and marks shall be deducted for each wrong answer @  $\frac{1}{4}$  (0.25) mark for each wrong answer.

iii) **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 **Psycho Test and document verification.**

iv) **For Junior Executive (Technicians) level posts:**

- a. Single stage Computer Based Test for the posts of Jr. Executives (Technicians) followed by verification of original documents.
- b. 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.

v) **For MTS (Multi-tasking Staff) 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 PET and verification of the original documents according to merit of the Computer Based Test, 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).**
- e) **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
i. Should be able to lift and carry 35 kg. weight for distance of 100 metres in 2 minutes in one chance without putting the weight down; and	i. Should be able to lift and carry 20 kg. weight for distance of 100 metres in 2 minutes in one chance without putting the weight down; and
ii. Should be able to run for a distance of 1000 meters in 4 minutes 15 second in one chance.	ii. Should be able to run for a distance of 1000 meters in 5 minutes 40 second in one chance.

vi) 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. 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.

vii) The candidates who qualify the minimum marks will be considered as standby candidates as per merit, availability of vacancies and reservation rules and they will be considered for empanelment only if there is shortfall in empanelment from the main list. Decision of DFCCIL would be final in this regard.

viii) During document verification, the candidates will have to produce their original certificates alongwith one set of photocopies duly attested. 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.

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

**Fee Payable (non-refundable) for each post is to be deposited ONLINE** by the candidates, as under:

S. No.	Post/Category	Application Fees*
1	Executive (UR/OBC)	Rs.900.00
2	Jr. Executive(UR/OBC)	Rs.700.00
3	MTS/Unskilled(UR/OBC)	Rs.500.00

\***Bank charges**, as applicable, will also be borne by the candidates (if any).

**No application fee is required for SC/ST/PH/Ex-Servicemen candidates.** DFCCIL will accept fee through ONLINE mode 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 Jr. Executive cadres and 01 post in Multi-Tasking Staff cadre etc.), he/she shall have to deposit fee separately for each post as applicable.

**9. IMPORTANT INSTRUCTIONS REGARDING EXAMINATION:**

- (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. For details please refer Para 4(vi).
- (iii) The candidates under SC/ST/PH/Ex-Servicemen categories are not required to deposit fee. However they have to indicate their SC/ST/PH/Ex-Servicemen category in the application form and upload the certificate.
- (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) Candidates applying for MTS Posts will have to submit single application form 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.**

**10. MEDICAL STANDARDS**

**Medical standards:** as prescribed in Indian Railway Medical Manual Vol.-I, which can be accessed at [www.indianrailways.gov.in](http://www.indianrailways.gov.in).

**11. PERKS/ALLOWANCES / PLACE OF POSTING/SERVICE AGREEMENT-CUM-BOND:**

- 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) Place of Posting: Anywhere on DFCCIL's projects/establishments/offices.
- iii) Career prospects: The selected candidates will have promising opportunities for promotion to higher grades, as per promotion policy of the Company.



- iv) **Candidate will have to execute the Service Bond, wherever applicable as per the norms of DFCCIL, at the time of joining.**

**12. 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](http://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 and Mobile number. It should be kept active during the currency of this recruitment process. Registration number, password, admit card for Computer Based Test, 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 separate 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. For details please refer Para 4(vi).
- v. The Computer Based Test for the posts of Executive in the Cluster "A", Jr. Executive in the Cluster "B" & MTS in Cluster "C" shall be conducted in three different sessions. Therefore, the candidates are advised to make note of this fact and apply for these posts accordingly.
- vi. The candidates should ensure the completion of both the Step 1 and Step 2 of the registration process and ONLINE depositing of examination fee (if applicable) by the stipulated date and time given in para 1 of this advertisement.
- vii. 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:**

**STEP- I**

- A. Candidates are now ready to apply on-line by revisiting the DFCCIL website: [www.dfccil.gov.in](http://www.dfccil.gov.in) and going to the tab "CAREER" on DFCCIL website: [www.dfccil.gov.in](http://www.dfccil.gov.in).
- B. 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.**
- C. 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. On completion of Step-I, Candidates will get Important Instructions to read in brief and will have to accept the terms & conditions by clicking 'I Agree' Check-box given below and press the 'START' Button.
- D. Applicants need to sign-up by filling up post opted, Name, valid Mobile Number and valid E-mail ID. (Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved category. If vacancy is not available under Original category, then such candidates can apply and mark as 'General/UR' in Applied Category Box).
- E. After submitting the above details, candidates will receive Application Sequence Number, User ID & Password on their registered mobile no and Email ID, hence candidates are advised to verify the correctness of the mobile no & email id before proceeding.

**FORGET PASSWORD:** By filling the necessary details as required by the System, he/she may access the same by clicking "FORGOT PASSWORD"

## **STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE (If Applicable)**

- A. Candidate should now re-login with User ID & Password received on registered e-mail Id/Mobile Number.
- B. The candidate should now fill-up all the desired/required information in the On-line Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links. The detailed guidelines for scanning and uploading have been provided given below in **Annexure-I**. The candidate can see application under option **PREVIEW** before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Email-Id and Mobile Number cannot be changed.
- C. The candidates are required to click on **“Make Online Payment”** (Those who are exempted for fee, they are not required to proceed further) tab after submission of online application and deposit the fee. The Transaction Number/UTR Number given by the Bank is to be retained for future reference. Candidates to note that in addition to the application fee, **the Bank charges would be extra and as applicable**.

### **Process Flow for deposit of Examination Fee through Payment Gateway of SB Collect:**

#### **“Make Online Payment” tab active/shown after 24 hours of submitted/completed application form.**

- Click on **“Make Online Payment”**, upon clicking the link, the candidate will be navigated to the State Bank Collect page displaying their logo and available categories of payments in drop boxes.
  - **On the next screen,**
    - i. Candidate has to enter the DFCCIL application number.
    - ii. Date of Birth
  - **On the next screen** (Following data will appear automatically from Database),
    - i. Application Sequence Number
    - ii. Name of Applicant
    - iii. Mobile Number
    - iv. Post Applied
    - v. Social Category
    - vi. E-mail ID
  - registration. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. Candidate is required to download the On-line Application Form generated by the System with Application sequence number, which may be retained for future reference.
  - **Payment confirmation will be done on application portal after 24 hours of successful submission of Fee.**
  - In case of non-confirmation of payment of Examination Fees, candidate should fill the **Grievance Redressal Form** as given at the end of this Notification and submit the same by email mentioned therein.
- D. After the registration is confirmed by the system after completion of Step-2, a system-generated e-mail will be sent to candidate's registered e-mail ID. The mail will contain a copy of information filled in by the candidate. The candidate should keep a copy of this information sheet after signing the same for his future guidance. This should NOT be sent to DFCCIL.
  - E. Admit card for written test, containing the details of the centre/venue for the examination etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards. The candidates can also download their admit cards from the DFCCIL website using their registration number and the password. Candidates will not be allowed to enter the examination hall without valid admit card. Similarly, the call letters for attending Psycho Test (for Executive/Operating) and PET(for MTS) and letter for document verification for all posts 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 written examination 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.
13. **Identity verification:** The candidates called for written examination 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.
14. **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.
15. **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.
16. **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. The non-creamy Layer Certificate would be applicable to OBC Candidates who are covered under Income/Wealth Test criterion. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment.
- To illustrate, the validity of non-creamy layer certificate issued during any month of the financial year 2018-19 covering 3 preceding financial years viz. 2015-16, 2016-17 and 2017-18 be accepted by the concerned authorities for any appointments or recruitments which would be valid during the period April 2018 to March 2019.**
17. Canvassing in any form will disqualify a candidate.
18. 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 written test or document verification or for non-selection.
19. **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:
- Using unfair means during the examination; or
  - Impersonating or procuring impersonation by any person; or
  - Misbehaving in the examination; or
  - Resorting to any irregular means in connection with his/her candidature during selection process; or
  - 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) Being in possession of calculator, mobile phone, pager, bluetooth, headphone, earplug, laptop, iPad and other computing /communication devices;
  - i) 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.
20. 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.
21. 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.
22. 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](http://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.
23. The legal jurisdiction will be Delhi in case of any cause.
24. The application format is available on DFCCIL official website [www.dfccil.gov.in](http://www.dfccil.gov.in).
25. Only queries related to ONLINE APPLICATION SOFTWARE shall be replied at: [dfccilhelpdesk2018@gmail.com](mailto:dfccilhelpdesk2018@gmail.com)
26. The details of application forms will be preserved upto the period of 06 months only from the date of declaration of final results and thereafter it shall be destroyed.
27. No travelling allowance is payable to candidates who are called for written examination, Psycho Test, PET and Document Verification.
28. 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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**Instructions regarding scanning of PHOTGRAPH, SIGNATURE and CERTIFICATES, Scanned image of candidates photograph, signature and Certificates, shall be as per the specifications given below:**

- a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The photograph/signature/certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
- d) Candidates should upload the scanned (digital) image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that only **jpg or jpeg** formats are acceptable:

**i) Photograph:**

1. Photograph must be a recent passport size color photograph (not older than 03 weeks).
2. Make sure that the picture is in color, taken against a light-colored, preferably white, background. Look straight at the camera with a relaxed face.
3. Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-80kb in jpg/jpeg format only.
4. If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

**ii) Signature image:**

1. The applicant has to sign on white paper with Black ink pen.
2. The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
3. Please scan the signature area only and not the entire page.
4. Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 10kb-30k in jpg/jpeg format only.

**iii) Category/Educational Qualification & other relevant Certificates:**

1. Please scan the relevant certificates (issued by competent authority) and should be clearly visible.
2. Size of file should be between 50kb-1000kb in jpg/jpeg format only.

## **Grievance Redressal form**

In case, the candidate has deposited the fee ONLINE 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 to **[dfccilhelpdesk2018@gmail.com](mailto:dfccilhelpdesk2018@gmail.com)**:

<b>Sl. No.</b>	<b>Particular</b>	<b>Detail</b>
(i)	Name of the candidate	
(ii)	Application Sequence Number/ Registration / ID Ref. No.	
(iii)	Date of deposit of fee	
(iv)	Transaction ID	
v)	Amount including bank charges (Rs.)	
vi)	Mobile No.	
vii)	e-mail ID	

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