



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.
भारत सरकार (रेल मंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India Limited
A Govt. of India (Ministry of Railways) Enterprise

Dated: 27.12.2023

Circular No. 43/2023

Sub: Record retention Schedule for records related to DFCCIL's Open Market Recruitment.

Record retention schedule for Recruitment Section, Corporate Office is as under:

SN	Recruitment Activity	Types of file	Record retention Timeline
1	Document Verification (Candidate's Folder)	Not Recommended	01 year after cancellation of candidature.
		Provisionally Recommended but not submitted the desired document	
2	Medical (Candidate's Folder)	Unfit and not appealed for Re-medical	
		Appeal & found unfit on Re-medical	
		Not reported for Medical /Re-medical	
3	Joining (Candidate's Folder)	Not reported for joining.	
4	Conduct of CBT/CBAT	DFCCIL's observers report along with candidates undertakings, if any of the exam center where CBA/CBAT is conducted (available with DFCCIL)	03 months after closure of panel.
		Recruitment Agency observers report along with Candidates undertakings, if any of the exam center where CBT/CBAT is conducted (available with DFCCIL).	
		Attendance Sheet (Cases with Recruitment Agency).	
5	Fare Reimbursement	Fare Reimbursement claim forms of SC/ST candidates at the time of DV.	03 months from the date of DV/Exam as the case may be.
6	Question Paper & Answer Keys	Post - wise	03 years

This has approval of Competent Authority.


(R S Rawat)
AGM/HR

Copy for kind information and necessary action to:-

1. Secy to MD, DFCCIL – for kind information of MD.
2. Director/Infra, Director/Finance, Director/OP&BD, Director/PP and CVO.
3. All EDs – Corporate Office
4. All GGMs and GMs and CGMs.
5. All CO and HR officials.

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