



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इंडिया लि.

**Dedicated Freight Corridor Corporation of India Limited**

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

HQ-HR0COPO(HRP)/27/2020-HR-COORD AND POLICY /5499

Dated: 17.03.2021

**CIRCULAR NO 05 /2021**

**Sub: Amendment in Permanent/Immediate Absorption Policy**

BoD in its 76<sup>th</sup> meeting (Item No 76.3.4) held on 24.02.2021 has approved the amendment in Permanent/Immediate Absorption Policy as mentioned below -

**1. Eligibility conditions:**

- Absorption of employees working in Railways, other Govt. departments, Central PSUs and those already on deputation with DFCCIL shall be considered.
- The Permanent Absorption (i.e. deputation followed by absorption) as well as Immediate Absorption (i.e. direct absorption) shall be made in IDA pay scale structure, as per extant policy of Company.
- The eligibility criteria for both permanent and immediate absorption to various levels shall be as under: -

**1.1 Permanent Absorption**

Employees on deputation in DFCCIL shall be eligible to apply for permanent absorption in the same grade in which they are working.

**1.2 Immediate Absorption**

Post	Grade	IDA Scale/ comparable CDA scales	Eligibility criteria for immediate absorption		Educational Qualification for entry in lowest grade of the cluster
			CDA scale	IDA scale	
(1)	(2)	(3)	(4)	(5)	
GM	E8	120000- 280000 Level 14	Working in analogous grade (Level 14) or	Working in analogous grade E8 (120000-280000) with 20 years of	

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			working in SG grade (Level 13 ) with 17 years of Group A service in relevant discipline	managerial service or working in E7(100000-260000) for a period of 04 years with a total of 20 years of managerial service.	
AGM	E7	100000-260000/ Level 13 A	Working in analogous grade (Level 13 A) or in SG (Level 13) with minimum 03 years' service in Level 13.	Working in analogous grade E7 (100000-260000) with 16 years of managerial service or working in E6(90000-240000) for a period of 04 years with total of 16 years of managerial service	
JGM	E6	90000-240000/ Level 13	Working in analogous grade (Level 13) or in JAG (Level 12) with minimum 08 years' service in Group A in relevant discipline	Working in analogous grade E6 (90000-240000) having 12 years managerial service or working in E5(80000-220000) for a period of 04 years and having total 12 years managerial service.	
DGM	E5	80000-220000/ Level 12	Group "A" or Group "B" officers working in Level 12 (Analogous Grade) or Working in Sr Scale (Level 11) for a period of 04 years.	Working in analogous grade E5 (80000-220000) having 08 years managerial service or working in E4(70000-200000) for a period of 04 years having a total of 08 years managerial service.	
Manager	E4	70000-200000/ Level 11	Group "A" or Group "B" officers working in Level 11 (analogous Grade) Or	Working in analogous grade E4 (70000-200000) having 04 years managerial service or working in E3	Relevant Degree from a recognized Institute with minimum 60% marks

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			Group "A" or Group "B" officers working in Level 10 with 4 Years' experience	(60000-180000) for a period of 04 years and having a total of 04 years managerial service.	
AM	E3	60000-180000/ Level 10	Group "A" officer working in level 10 or Group "B" working in Level 10 (analogous grade) or Group "B" officers with at least 3 years' service in Group B (gazetted) working in relevant discipline	Working in analogous grade E3 (60000-180000) or working in E2 (50000-160000) for a period of 03 years	
Junior Manager	E2	50000-160000/ Level 8	Working in analogous grade (Level 8) Group "B" in relevant discipline or holding substantive posts in Level 7 (Level 8 in Accounts) for a period of 03 years	Working in analogous grade E2 (50000-160000) or working in E1 (40000-140000) for a period of 03 years	
Sr. Executive	E1	40000-140000/ Level 7	Working in analogous grade Level 7 (Level 8 in Accounts) in relevant discipline or holding substantive posts in Level 6 (Level 7 in Accounts) for a period of 4 years	Working in analogous grade E1 (40000-140000) or working in E0 (30000-120000) for a period of 4 years	Relevant Diploma from a recognized Institute with minimum 60% marks, as approved from time to time as per Clause 1.3 (c)
Executive	E0	30000-120000/ Level 6	Working in analogous grade (Level 6) in relevant discipline	Working in analogous grade E0 (30000-120000) or working in N7	

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			or holding substantive posts in Level 5/Level 4 for a period of 3 years	(29000-91000) for a period of 3 years	
Jr. Executive	N6	Rs 28000-80000/ Level 4	Working in analogous grade (Level 4)	Working in analogous grade N6 (28000-80000)	ITI approved by NCVT/ SCVT / ITI equivalent, with not less than 60% marks in aggregate in ITI (Specific qualification/ trade for different cadre will be prescribed separately as approved from time to time as per Clause 1.3 (c))

## 1.2 Note

- Managerial service will be counted w.e.f date of grant of IDA Pay scale of Rs 50000-160000 or CDA pay scale of Level 8/ date of entry to Group "B".
- The maximum age of the applicant for absorption to the posts of AGM & below shall be 55 (Fifty-Five) years and that for the post of GM maximum age will be 57 (Fifty-Seven) years. The age will be reckoned as on the date of notification calling for application (Para 2.1 (a)) in case of deputationists seeking permanent absorption. In case of immediate absorption, the age will be reckoned as prescribed in the advertisement.
- Eligibility conditions (educational qualifications as mentioned above), other requirements/conditions will be prescribed as per requirements from time to time, with approval of MD, DFCCIL for each cadre at relevant level/grade in the cluster.

## 2. Selection Method

### 2.1 Notification of vacancies

#### a. Permanent Absorption

- Assessment of vacancies will be undertaken as on 1<sup>st</sup> January and 1<sup>st</sup> July every year.

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- ii. The vacancies will be notified after assessment on 1<sup>st</sup> February /1<sup>st</sup> August of the year. The last date of receiving applications in corporate office HR for permanent absorption in DFCCIL will be 10<sup>th</sup> February and 10<sup>th</sup> August of every year.
  - iii. GGMs/GMs/CGMs may forward the applications of the employees for permanent absorption in DFCCIL as per the above schedule accordingly.

**b. Immediate Absorption**

- i. After assessment of vacancies, advertisement seeking applications for immediate absorption will be displayed on company's website and/or published in Employment News & other newspapers.
- ii. Normally, applications forwarded through proper channel would be considered. In cases where NOC/forwarded application/APARs is not received from the employer before the interview, the candidate would be provisionally interviewed based on self-certified copies of APARs and can be provisionally selected, subject to receipt of letter of acceptance of resignation from the competent authority in parent organization before joining DFCCIL.

## 2.2 Scrutiny Committee

**a. Permanent absorption**

Scrutiny Committee will not be required in case of permanent absorption as applicants are already working on deputation.

**b. Immediate Absorption**

Scrutiny Committee shall be nominated by the Appointing Authority as per SOP.

## 2.3 Composition of Selection Committee

**a. Permanent Absorption**

Level of posts/category	Selection Committee
E3 & Below	Committee Of GM/GGM Level including GM/GGM of concerned department to be nominated by MD
E4, E5, E6	Committee of EDs to be nominated by MD
E7, E8	Committee of Directors to be nominated by MD

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b. Immediate Absorption

Level of posts/category	Selection Committee
E3 & Below	Committee of GM/GGM Level including GM/GGM of concerned department to be nominated by MD
E4, E5, E6	Committee of EDs to be nominated by MD
E7, E8	Committee of Directors to be nominated by MD

2.4 Selection Criteria

a. Permanent Absorption

APARs (3 years)	Additional Professional qualification in the relevant field	Professional competence & managerial qualities/ Attributes (through presentation)	Personality, General awareness & communication skills (through interaction)	Total marks	Qualifying marks
30	10	30	30	100	75

\*The qualifying marks shall be 75% in each component / attribute as well as in total.

\* Where one or more APAR is not available out of 03 (three APARs), as prescribed, the Selection Committee may consider the APARs of preceding period.

\* Applicant will not be considered in absence of APARs of 3 years.

b. Immediate Absorption

APARs (3 years)	Additional Professional qualification in the relevant field	Professional competence & managerial qualities/ Attributes (through presentation)	Personality, General awareness & communication skills (through interaction)	Total marks	Qualifying marks
30	10	30	30	100	75

\*The qualifying marks shall be 75% in each component / attribute as well as in total.

\* Where one or more APAR is not available out of 03 (three APARs), as prescribed, the Selection Committee may consider the APARs of preceding period.

\* Applicant will not be considered in absence of APARs of 3 years.

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**2.5 Recommendations of Selection Committee**

The Selection Committee after assessment of the employees shall prepare Select List/Panel. The recommendations of the Committee shall be put up to MD for approval.

**2.6 Approval of Panel**

The recommendation of Selection Committee will be put up to MD for approval.

**2.7 Notification of Panel**

List of candidates approved on recommendation of selection committee shall be notified.

**2.8 Currency of the Panel**

The currency of the panel shall be for a period of 06 months.

**2.9 Offer of appointment**

**a. Permanent Absorption**

Offer of appointment will be issued after approval of Competent Authority. The validity of the offer will be for a period of one month. In case employee does not accept the offer of Appointment within one Month, the Offer of Appointment will be deemed to have lapsed. After acceptance of the offer, the case will be referred to parent department for acceptance of technical resignation. Parent department should accept technical resignation within a period of 3 months, however If the parent department does not accept the technical resignation within 3 months from date of submission, then, case would be put up to MD/DFCCIL for extension of period for acceptance of technical resignation by parent department or cancellation of the absorption offer. Permanent absorption in DFCCIL shall be effective from the date following the date of acceptance of resignation by the parent organization.

**b. Immediate Absorption**

Offer of appointment will be issued only after suitability in the medical test from the approved Hospital. The appointment will be subject to verification of character antecedents, caste certificate (either online or through respective issuing authority) and verification of educational qualifications (either online or from the Institute through correspondence). Any adverse report received in the verification will lead to termination of services of the employee without assigning any further reasons. The validity of the offer will be for a period of One month. In case employee does not accept the offer of Appointment within one Month, the Offer of Appointment will be deemed to have lapsed.

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3. **Other conditions:**

- a) In terms of the DOP&T and DPE's instructions, in the case of deputation followed by absorption, the absorption in DFCCIL shall be effective from the date following the date of acceptance of resignation by the parent organization and in the case of immediate absorption, the date of joining shall be the date of absorption.
- b) Further, as per DOP&T/DPE's instructions, the absorbee shall sever all connections with the parent organization from the date of absorption in DFCCIL and he/she will not be allowed to revert to parent cadre. Such an absorbee will be governed by the rules/policies/instructions, etc. of DFCCIL in all respect.

4. **Pay Fixation**

- (i) The pay of the employee shall be fixed in IDA pay scale, in which absorbed, as given under Column 3 of Para 1.2, from the date of immediate absorption.
- (ii) In case of deputation, followed by permanent absorption, pay in the IDA pay scale in which absorbed shall be fixed based on the option exercised by the employee, either-
  - a. from the date of deputation on notional basis, i.e without arrears and actual from the date of permanent absorption, or,
  - b. from the date when he/she is granted the last higher scale in DFCCIL consequent upon his/her NBR /promotion in parent cadre on notional basis, without arrears and actual from the date of permanent absorption,  
Or
  - c. from the date of absorption on actual basis.
- (iii) The benefit of one notional increment may be granted in fixation of pay to the employee joining on permanent/immediate absorption basis in case of movement from lower scale to the higher scale as per general principle of Fundamental Rules of DOP&T/DPE guidelines.
- (iv) Individual cases of fixation of pay not covered under the above rule will be decided as per the principle contained in Fundamental Rules of Government of India/Railways and DPE required for its application in DFCCIL, MD would be the Competent Authority to decide the same.

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5. **Interpretations:**

MD would be the competent authority to decide/clarify the provisions, issue necessary administrative instructions and procedural order, etc. for implementation of Absorption Policy. This policy may be reviewed periodically.



(S.K Panda)

Joint General Manager/HR

Email to -

1. Secy to MD, for kind information of MD
2. Director/Infra, Director/Finance, Director/OP&BD, Director/PP, CVO
3. ED/EDFC, ED/WDFC
4. GGMs/GMs/CGMs/GM-Coordination
5. Company Secretary
6. Manager/IT - for placing the order on intranet

