

File No. HQ/HR/2017/Finance Vacancy Position/Pt-1

Advt. No. 11 of 2019

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). DFCCIL has been created to create and operate high speed rail freight corridors along the golden quadrilateral and its diagonals. The first Phase comprises construction of two corridors namely Western DFC and Eastern DFC. At present the company has its Corporate Office at New Delhi and Field Units at Mumbai (North & South), Vadodara, Ahmedabad, Ajmer, Jaipur, Noida, Ambala, Allahabad (East & West), Meerut, Mughalsarai, Tundla and Kolkata.

DFCCIL requires dynamic, experienced and result oriented professionals in Finance Deptt. for engagement **on contract basis for its field unit** by way of **Walk-in-Interview**, as shown in the table below:-

Location-wise requirement:

CPM Unit (Place of posting)	Post	Number of Vacancies	Reservation	Location and date of Interview
Tundla (Agra)	Finance Officer	01	ST -01	Date of Interview: 04.10.2019
	Jr. Finance Officer	02	SC-01, ST-02	Address: DFCCIL, 5 th Floor, Pragati Maidan Metro Station Building Complex, New Delhi 110001.
Noida	Jr. Finance Officer	01		

Note:

- Preference will be given to PWD candidates for one post of Finance Officer & 02 posts of Jr. Finance Officer. Also, preference will be given to Ex-servicemen for one post of Jr. Finance Officer.
- Suitability of PWD Category will be as under:

Post	Category
Finance Officer	OA=One Arm, OL=One Leg, BL = Both Leg, HH=Hearing Impaired
Jr.Finance Officer	OA=One Arm, OL=One Leg, OAL =One Arm & One Leg, HH=Hearing Impaired

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Post-wise eligibility criteria:

Post	Essential Educational Qualification (Common for both)	Age Limit	Post Qualification Experience*
(i) Finance Officer	(a) CA/ICWA qualified, or b) MBA/Fin.	18 to 35 years for all posts (as on date of Advertisement)	(i) Finance officer - Minimum three years in Govt./PSU or reputed private Companies/CA Firms etc..
(ii) Junior Finance Officer	Note: Candidates with CA/ICWA qualification will be given preference.	Upper age limit is relaxable as per GOI orders issued from time to time.	(ii) Junior Finance officer - Minimum one years in Govt./PSU or reputed private Companies/CA Firms etc.

***Note: Training/Teaching period will not be counted as experience.**

2. Duties and Responsibilities: Officers will be assigned work related to Maintenance of Books of Accounts, Taxation Matters, Scrutiny of Bills/claims of contracts & others, Pay roll matters, Maintenance of Account of Employees contribution towards Employee's Provident Fund, Scrutiny of financial proposals, Audit matters, Banking Matters and any other matter of Finance Department.

3. Duration of Contract: Selected candidate will be appointed on Contract basis initially for a period of one year or till the regular incumbent is posted, whichever is earlier. Contract can further be extended at the sole discretion of the Company. The contract can be terminated pre-maturely on one month notice by either side.

4. Remuneration: (All inclusive per month)

a. Basic Emoluments per month

- Finance Officer – Rs.50,000/-
 - Junior Finance Officer– Rs.35,000/-.
- b. Mobile phone call charges – Rs. 1250/- per month.
- c. Conveyance charges – Rs.2000/- per month for Finance Officer and Rs.1500/- per month for Jr. Finance Officer.
- d. Provision of Provident Fund will be made as extant rules. Contribution towards PF, as applicable, would be deducted from the salary and deposited in his/her EPF Account. Employer's contribution @12% of Basic Salary, is included in the Basic Emoluments. In case of travel on duty, TA/DA/Lodging as admissible to E-0 (Executive) Level employee of the Company will be admissible.

5. Leave: Contractual personnel will be granted two (2) days leave for each completed month of employment in DFCCIL which can be availed maximum of five (5) days leave at a time. Such leave shall not have any specific nomenclature like CL, Earned Leave, etc. The accumulated leave cannot be carried forward to the next calendar year.

6. Age limit –18 to 35 years for all posts (as on the date of advertisement). Upper age limit is relaxable as per GOI orders issued from time to time.

Handwritten signature/initials

7. Selection Process: Walk-in-Interview for the above post on contract basis will be held at 09:45 AM as per details in para 2 above. Reporting time for walk-in interview is between 09:45 AM to 10:30 AM. Candidates reporting after 11:00 AM will not be allowed. The eligibility of the candidates would be assessed by a committee of DFCCIL Officials based on the eligibility criteria mentioned in the advertisement vis-à-vis original certificates (Educational, Experience etc) produced by the candidates on the day of interview. Interview will be conducted only for those candidates who are found eligible. Decision of the Committee will be final in this regard.

8. Medical Examination: Candidates will be required to undergo Medical examination in "Cee-One" medical standards and will be considered for engagement only if found medically fit, in addition to other criteria.

9. How to apply:

- a. Candidates fulfilling the eligibility criteria laid down above, should bring following documents in original along with self-attested photocopies in the given order only (from top to bottom) on the day of interview, failing which the candidature will be summarily rejected and the candidate will not be interviewed:
- i. Duly filled up Application Form
 - ii. 2 recent passport size colour photographs.
 - iii. High school certificate for proof of Date of Birth
 - iv. Certificate of Academic & Professional qualifications and statements of marks of all the qualifications for all semester/years (Xth, XIIth, Diploma/Graduation/Post-Graduation as applicable).
 - v. SC/ST/OBC Certificate issued by the Competent Authority in the prescribed format by Govt. of India (If applicable). **OBC Candidates included in the central list having certificate for belonging to "non-Creamy Layer" for the current financial year in the format prescribed by Central Govt. for "Appointment to posts under Govt. of India" will be given the benefit of OBC reservation.** The OBC Candidates may produce the certificate clearly mentioning that "This is also to certify that he/she does not belong to the persons/sections (Creamy Layer)" mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004- Estt(Res) dated 09.03.2004 & 14.10.2008". Candidates failing to produce requisite SC/ST/OBC Certificate will not be entitled the benefit of reserved category and will not be allowed to appear for interview.
 - vi. Reservation/relaxation/concession for EWS shall be subject to submission of Income & Asset Certificate in the GOI prescribed format issued by a competent authority at time of interview.
 - vii. Persons suffering from not less than 40% of the relevant permanent disability shall only be eligible for the reservation/relaxation/concession benefit for PwD as may be applicable. PWD certificate should have been issued and available as on date of eligibility fixed as per the advertisement. Further the Disability certificate should have been issued by the Competent Medical Board duly constituted by the Central/State government. Reservation for PWD candidates will be in accordance with Government directives.

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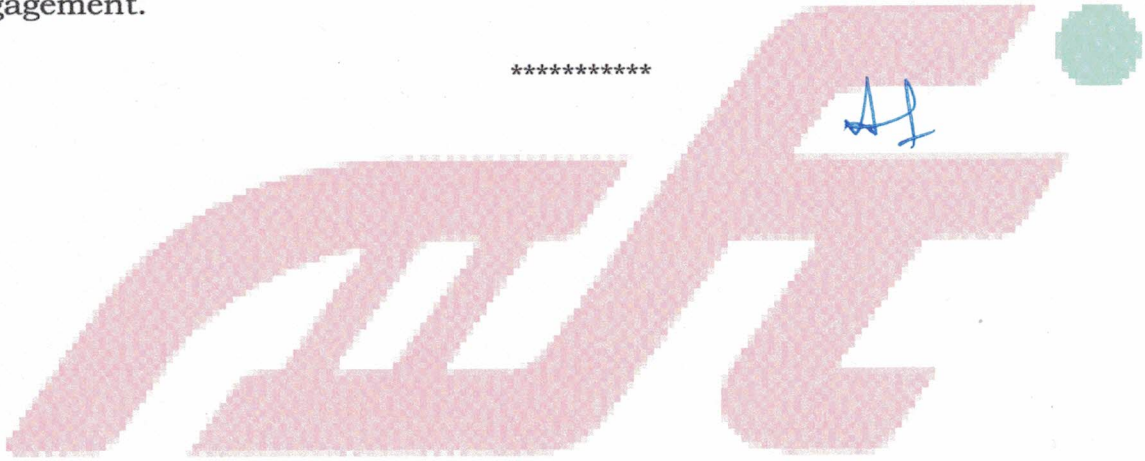
- viii. Proof of Identity and Address (Passport, Voter ID, Driving License, Aadhaar Card etc)
 - ix. PAN Card
 - x. Proof of different periods of experience as claimed in the Application Form. In respect of current employment, experience certificate/joining letter along with last month's salary slips, form 16 and other documents which clearly prove continuity in the job are to be attached. In case, candidates claim is not established from the proofs submitted, his/her application is liable to be rejected.
 - xi. Short write up (250 words) explaining why he/she is most suited candidate for this assignment.
 - xii. Any other documents in support of candidature.
- b. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected
- c. The applicant shall produce original document of Educational certificate and certificates of experience and other testimonials for verification at the time of interview. No interview will be conducted if candidates don't bring the original certificated/testimonials/ documents on the date of interview.
- d. Candidates who are employed on regular basis in Govt./PSUs/autonomous bodies should apply through proper channel and bring **"No Objection certificate"** at the time of walk-in- interview along with forwarded application.

10. General Instructions:

- a. The above posts are project specific for the limited period and is not for the regular establishment of DFCCIL. No other perks or benefits would be admissible except those mentioned above.
- b. No TA/DA/Journey expenses will be paid to the candidates for appearing in the interview. The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the interview venue in time. In case interview is continued to next dates, candidates have to make necessary arrangement of their stay, at their own cost.
- c. The contract engagement will not confer any right for regularization in DFCCIL or any relaxation in case of any requirement for regular posts in DFCCIL.
- d. Candidature is liable to be rejected at any stage of recruitment/selection process without notice or if joined services are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or DFCCIL comes across any evidence/knowledge that the qualification/experience/and any other particulars indicated in application/personal resume/other forms/formats are /false/misleading and/or amounts to suppression of information/particulars which should have been brought to the notice of DFCCIL or that the candidate has been shortlisted for next stage in the process/has secured employment in DFCCIL through or adopting any unfair means.
- e. The contract can be terminated pre-maturely on one month notice by either side. However, in case of gross negligence/misconduct/ irregularities, the contract appointment will be

terminated with immediate effect and in such cases, the employee will be liable for action as per law/policies of the Company.

- f. Serving Govt./PSU Officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
- g. Management reserves the right to cancel/enlarge/modify/alter the selection/recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
- h. Any information regarding this contract recruitment process would be made available on the e-mail address provided by the candidate in the application form and/or shall be uploaded on DFCCIL website under "Career" Section only. Candidates are advised to periodically check the site for further updates.
- i. Any dispute with regard to engagement against this advertisement will be under the jurisdiction of Court in Delhi only.
- j. The Contractual engagements will be governed by Company's rules and administrative orders that may be enforced from time to time during the period of engagement.



आवेदन प्रारूप
APPLICATION FORMAT

1. विज्ञापन संख्या : _____ /2019
Advt. No.
2. आवेदित पद एवं स्थान : _____
Post & Location applied for
3. पूरा नाम (बड़े अक्षरों में) : _____
Name in full (in Block Letters)
4. पिता का नाम : _____
Father's Name
5. जन्म तिथि : _____
Date of Birth
(जन्म प्रमाण पत्र का साक्ष्य संलग्न करें)
(Attach proof of DOB)
6. स्थाई पता (बड़े अक्षरों में) : _____
Permanent Address
(In Block Letters)
7. पत्राचार का पता (बड़े अक्षरों में) : _____
Correspondence Address
(In Block Letters)
8. क्या एस सी/ एस टी/ओबीसी/ईडब्ल्यूएस हैं : _____
(प्रमाण पत्र की प्रति संलग्न करें)
Whether SC/ST/OBC/EWS
(Attach copy of certificate)
9. राष्ट्रियता : _____
Nationality
10. संपर्क फोन नं. एवं ई-मेल : _____
Contact Phone No. & Email
11. शैक्षणिक और व्यावसायिकयोग्यता (डिग्री तथा आगे)
Educational and Professional Qualification(Degree onwards)

पासपोर्ट साइज
फोटोग्राफ
लगाएं
Affix a Passport
size photograph

उत्तीर्ण परीक्षा Exam Passed	उत्तीर्ण वर्ष Year of Passing	संस्था/विश्वविद्यालय का नाम Name of the Instt./Univ.	कुल अधिकतम अंक Max. Total Marks	कुल प्राप्त अंक Total Marks Obtained	कुल प्रतिशत Overall % age	मुख्य विषय Main Subjects

12. वर्तमान नियोक्ता का नाम, यदि कोई हो : _____
Name of the Present Employer, if any

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13. पद संबंधी योग्यता/ अनुभवों का विवरण:

Details of Post Qualification Experiences:

धारित पद वेतन मान / कुल वेतन प्रतिमाह Post held with pay scale/gross salary per month	नियोक्ता का नाम एवं पता Name & address of the employer	अवधि Period		परियोजना विवरणों के साथ कृपया फील्ड अनुभव को दर्शाएं (यदि आवश्यक हो तो अलग से शीट संलग्न करें) Please indicate the field of experience along with project details (attach separate sheet if necessary)
		से From	तक To	

14. इस नियोजन के लिए "आप अभ्यर्थी के रूप में सबसे उपयुक्त क्यों हैं", यह स्पष्ट करते हुए 250 शब्दों का संक्षिप्त नोट लिखें। यदि अभ्यर्थी द्वारा इस तरह के संक्षिप्त नोट को संलग्न नहीं किया गया है तो उसकी उम्मीदवारी निरस्त कर दी जाएगी तथा उनका साक्षात्कार नहीं लिया जाएगा।

A short write up of 250 words explaining why the candidate is most suited candidate for this assignment. The candidature will be summarily rejected and the candidate will not be interviewed in case the write up is not attached.

15. संबंधित मूल शैक्षिक प्रमाण-पत्र, जाति प्रमाण-पत्र, अनुभव प्रमाण-पत्र के साथ स्वयंप्रमाणित दस्तावेजों इत्यादि को संलग्न करना आवश्यक है। यदि अभ्यर्थी मूल दस्तावेज नहीं लाता है तो उसका साक्षात्कार नहीं लिया जाएगा। Self-Attested documents required along with originals of relevant Educational Certificate, Caste Certificate, Certificates of experience and other testimonials. No interview will be conducted if candidate does not bring the originals.

16. सरकार / सार्वजनिक क्षेत्र के उपक्रमों / स्वायत्त निकायों में कार्यरत अभ्यर्थियों को उचित माध्यम से आवेदन करना चाहिए एवं साक्षात्कार के समय अग्रेषित आवेदन के साथ अनापत्ति प्रमाण-पत्र लाना है।

Candidates working in Govt./PSUs/autonomous bodies should apply through proper channel and bring NOC at the time of walk-in-interview along with forwarded application.

अभ्यर्थी के हस्ताक्षर

Signature of the Candidate

मैं घोषणा करता हूँ कि इस आवेदन में दिए गए सभी विवरण मेरे ज्ञान और विश्वास के अनुसार सही, पूर्ण एवं सत्य हैं तथा कानूनी न्यायालय में मेरे विरुद्ध कोई भी सिविल / आपराधिक मामला लम्बित नहीं हैं। मैं जानता हूँ कि यदि मेरे द्वारा दी गई सूचना झूठी अथवा असत्य या छिपाई गई है, संबंधी ज्ञात होने की स्थिति में संविदा को समाप्त कर दिया जाएगा, एवं इसके लिए मेरे विरुद्ध सिविल / आपराधिक कानूनी कार्रवाई की जा सकती है। मैं जानता हूँ कि इस साक्षात्कार के लिए मैं किसी भी प्रकार के टी.ए / डी.ए हेतु पात्र नहीं हूँ।

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and there is no civil/criminal case pending against me in the court of Law. I understand that in the event of any information given herein, is found false or incorrect or concealed, the contract will be liable to be terminated and any civil/criminal legal action can be taken against me for this. I understand that I am not eligible for any TA/DA for this interview.

स्थान / Place: _____

दिनांक / Date: _____

अभ्यर्थी के हस्ताक्षर

Signature of the Candidate

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