



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Ltd.

A Government of India (Ministry of Railways) Enterprise

File No. HQ/HR/ORECT (CONS)/2/2023-HR – RECT
(E-Office CN-22611)

Dated- 23.6.2023

Advt. No. 16/2023

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, Pt. Deen Dayal Upadhyaya (Mughalsarai), Tundla and Kolkata.

2. DFCCIL requires dynamic, experienced and result oriented professionals for engagement of **Consultant (Archivists) on contract basis** for starting and managing the Archives Section **of DFCCIL**/for Corporate Office at Delhi by way of **Walk-in-Interview** details of which are shown in the table below:-

Post	Essential Educational Qualification	Age Limit	Post qualification desirable Experience	Job profile/ Duties & Responsibilities
Consultant (Archivists) (Number of posts: 03) <u>Consolidated Remuneration (Salary):</u> Rs.70,000/p.m (all inclusive)	(i) Bachelor's degree OR higher degree from a recognized University (ii) Four years working experience an Archive/Library under Central/State Government or Statutory organization/PSU/University or Recognize Research or educational Institutions, preferably dealing with Railway and rai heritage.	25 years to 55 years (as on date of advt.)	1. In depth experience and knowledge of assessing, arranging, cataloguing and organizing systematically archival records, books, photographs and documents. 2. Experience in maintaining and updating the archival database. 3. Experience in setup/working of Digital Archive and information retrieval. 4. Well versed with preserving and handling the delicate and fragile archival records/documents. 5. Experience in Organizing and retrieval of Documents/Books/Digital Media.	1. Evaluate records for preservation and retention. 2. Catalogue collections and manage information and records. This may include documents, videos, photographs, magazines, books etc. 3. Liaise with field units, Corporate Office Officers, any other owner of relevant document (Contractors, PMC, retired personnel of DFCCIL, State Gov. bodies etc). 4. Advise and support users on how best to access, use and interpret archives 5. Prepare record-keeping systems and procedures for archival research and for the retention or destruction of records 6. Maintain user-friendly, computer-aided search systems 7. Be customer focused and respond to enquiries from the public, businesses, academics and other users 8. Identify ways of protecting and preserving collections 9. Arrange the acquisition and retrieval of records 10. Advise on the ongoing organization and storage of material to encourage organisation to plan for the future. 11. Create Heritage research files that are relevant to Business Goals 12. Public Outreach Activities: Promote your work through exhibitions, presentations, talks and visits.

6. **Duration of Contract:** Selected Candidate will be appointed on a Contract basis for a period of one year which can be further extended for another one year as per the administrative need and sole discretion of DFCCIL. In case, extension beyond one year, Consultant shall be eligible for increase in emoluments by 5% on yearly basis. The contract can also be terminated pre-maturely on one month notice by either side.
7. **Consolidate Remuneration:** All-inclusive **INR 70,000/- (Rs. Seventy thousand only)** per month. In case of travel on duty, TA/DA/Lodging as admissible to E-3 (AM) level employees of the company will be admissible.
8. **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.
9. **Age limit:** As given in the Table at para 1.
10. **Selection Process:** Walk-in-Interview for the above post on contract basis will be held on **07.07.2023(Friday)** as per details given above. The applicants fulfilling the eligibility criteria may report to JGM/HR, DFCCIL's Corporate Office at New Delhi for interview. **Reporting time for walk-in interview is between 10:00 AM to 11:00 AM. Candidates reporting after 11:00 AM will not be entertained.** The applications of candidates will be checked by the officials of DFCCIL and only those candidates who will be fulfilling the criteria as per the advertisement and producing the original certificates (Educational, Experience etc) along with self-certified copies of certificates will be allowed to be interviewed.
11. **Pre-Employment Medical Examination:** Candidates will be required to undergo Medical examination and will be considered for engagement only if found medically fit, in addition to other criteria.

12. **How to apply:**

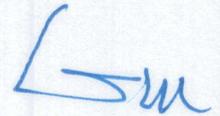
1. Candidates fulfilling the eligibility criteria laid down above, should bring along **duly filled in application format**(enclosed) enclosing therein self-attested following documents in the given order only (from top to bottom) on the day of interview, failing which the candidature will be summarily rejected and the candidate will not be interviewed.

1. 2 recent passport size colour photographs.
2. High school certificate for proof of Date of Birth
3. 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).
4. Proof of Identity and Address (Passport, Voter ID, Driving License, Aadhaar Card etc)
5. PAN Card

6. 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 and will not be entertained.
 7. Short write up (250 words) explaining why he/she is most suited candidate for this assignment.
 8. Documents in support of candidature i.e. **Essential Educational Qualification and Post qualification desirable Experience**
2. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
 3. 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. If any of the particulars stated by the candidate in the application is found to be incomplete or incorrect on verification, or if it is found that the candidate has wilfully suppressed any material fact/information relevant to the consideration of his/her case without prejudice to any other action that may be taken in consequence thereof his/her candidature will be summarily rejected.
 4. 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.

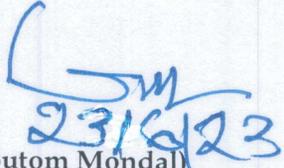
13. General Instructions:

1. 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.
2. 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.
3. 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.



4. 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.
5. 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.
6. Serving Govt./PSU Officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
7. 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.
8. Any information regarding this contract recruitment process would be made available on the e-mail address provided by the candidate on the day of interview and/or shall be uploaded on DFCCIL website. Candidates are advised to periodically check the site for further updates.
9. Any dispute with regard to engagement against this advertisement will be under the jurisdiction of Court in Delhi only.
10. 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.

DA: As above(application format)


(Goutom Mondal)
Jt. General Manager/HR

आवेदन प्रारूप
APPLICATION FORMAT

1. विज्ञापन संख्या : _____
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 हैं : _____
(प्रमाण पत्र की प्रति संलग्न करें)
Whether SC/ST/OBC
(Attach copy of certificate)
9. राष्ट्रियता : _____
Nationality
10. संपर्क फोन नं. एवं ई - मेल : _____
Contact Phone No. & Email
11. शैक्षणिक और व्यावसायिक योग्यता (डिग्री तथा आगे)

पासपोर्ट साइज
फोटोग्राफ
लगाएं
Affix a Passport
size photograph

Educational and Professional Qualification (Degree onwards)

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

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 है", 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 स्वयं प्रमाणित 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 है। 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