

File No. HQ/HR/4/Consultants (CC)/11

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**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 formed 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 professional for engagement **on contract basis** for Corporate Office at Delhi by way of **Walk-in-Interview**, as shown in the table below:-

Post	Essential Educational Qualification *	Age Limit	Post qualification Experience**
Consultant (Corporate Communication) - 01 Post (UR)	The candidate Should possess Degree/Post Graduate Diploma in Public Relations/ Mass Communication / Journalism.	30 years to 63 years (as on date of advertisement)	<b>Essential:</b> (i) Should have at least 08 years of experience in the field of Public Relations/Mass Communication/ journalism. (ii) Should have experience of working in Public Relations Department of Central/ State Government/ Public Sector undertaking or reputed private Organization. <b>Desirable:</b> (i) Exposure of communication related activities in big infrastructure projects involving land acquisition. (ii) Should have working knowledge of MS Office, Internet, etc.

Note:

- i. \*Post-Graduation/Graduation has to be done from the institute recognized either by Central/State Govt. or AICTE or Technical Boards/Universities established by Central/State Govt.
- ii. \*\*Training/Teaching period will not be counted as experience.

## 2. Duties and Responsibilities:

- i. Will assist in building external and internal communication of DFCCIL.
- ii. Should have good understanding of media and communication tools, its roles, procedure, and reporting structure.

**3. Duration of Contract:** Selected candidates will be appointed on Contract basis initially for **a period of one year**. 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 – Rs. 75,000/- per month.
- b. In case of travel on duty, TA/DA/Lodging as admissible to E-2 (Junior Manager) level Officers of the company will be admissible.
- c. In case of extension beyond one year, consultant shall be eligible for increase in emoluments by 5% on yearly basis, on satisfactory services.

**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. Upper age limit** (as on the date of advertisement): As given in para 1.

**7. Selection Process:** Walk-in-Interview for the above post on contract basis will be held as per details in para 1 above. **Reporting time for walk-in interview is between 09:45 AM to 10:30 AM. Candidates reporting after 10:30 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. Proof of Identity and Address (Passport, Voter ID, Driving License, Aadhaar Card etc)
  - vi. PAN Card
  - vii. 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.
  - viii. Short write up (250 words) explaining why he/she is most suited candidate for this assignment.
  - ix. 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 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.

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