



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि. Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001

Advt.No. 02 of 2016

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 of construction of two dedicated freight corridors spanning the Mumbai-Delhi (Western DFC) and Delhi-Kolkata(Eastern DFC). At present the company has its Corporate Office at New Delhi and Field Units at Mumbai, Surat, Vadodara, Ahmedabad, Ajmer, Jaipur, Ludhiana, NOIDA, Kanpur, Allahabad, Mughalsarai and Kolkata.

DFCCIL requires dynamic, experienced and result oriented professionals for engagement **on contract basis** for its field units at Corporate Office, Noida, Meerut, Tundla, Jaipur, Ajmer, Ahmedabad, Vadodara & Surat through **Walk-in-Interview**, as detailed below:-

Location-wise requirement :

S. No.	Categories	Place of posting	No. of posts	Location and date of Interview
1	Finance Officer	Corporate Office, New Delhi	4	DFCCIL's Corporate office, 5 th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001 Date: 19.03.2013
2.	Junior Finance Officer	Noida	1	
3.	Junior Finance Officer	Meerut	1	
4.	Junior Finance Officer	Tundla	1	
5.	Junior Finance Officer	Ajmer	1	
6.	Junior Finance Officer	Jaipur	1	
7.	Junior Finance Officer	Surat	1	DFCCIL CPM's office, First Floor, Old DRM Office Building, Kalupur, Ahmedabad- 380002 Date: 19.03.2016
8.	Junior Finance Officer	Ahmedabad	1	
9	Finance Officer	Vadodara	1	
Total			12	

Post & Eligibility criteria

Post	Essential Educational Qualification	Age Limit	Post qualification Experience*
(i) Finance Officer (ii) Junior Finance Officer	(i) CA/ICWA qualified (ii) CA/ICWA qualified	18 to 35 years for all posts (as on the 1.3.2016). Upper age limit is relaxable as per GOI orders issued from time to time	(i) Finance officer - Minimum three years in Govt./PSU or reputed private Companies. (ii) Junior Finance officer - Minimum one years in Govt./PSU or reputed private Companies.

1. **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.
2. **Duration of Contract:** Selected candidate will be appointed on Contract basis initially for **a period of one year**, which can be extended at the sole discretion of the Company. The contract can be terminated pre-maturely on one month notice by either side.
3. **Remuneration:** (All inclusive per month)
 - a. **Basic Emoluments per month**
 - i. Finance Officer – Rs.35,000/-
 - ii. Junior Finance Officer – Rs.25,000/-.
 - b. Mobile phone call charges – Rs. 500/- per month.
 - c. Conveyance charges – Rs.1500/- per month.
 - d. Provision of Provident Fund will be made as extent 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.

4. **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.
5. **Selection Process:** Walk-in-Interview for the above post on contract basis will **be held on 19.03.2016 at 10.00 AM at DFCCIL's Corporate office New Delhi and CPM's office Ahmedabad. Reporting time for walk-in interview is between 10.00 AM to 12.00 noon. Candidate reporting after 12.00 noon will not be entertained.** The applicants fulfilling the eligibility criteria may report to **DFCCIL's Corporate Office at New Delhi** (for the post in Corporate office Delhi/Noida/Meerut/Tundla/Jaipur/Ajmer) **and Chief Project Manager's Office, Ahmedabad** (for the post in Ahmedabad/Vadodara/Surat), for interview. 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 originals certificates along with self-certified copies of certificates will be allowed to be interviewed.
6. **Medical Examination:**

Candidates will be required to undergo Medical examination and will be considered for appointment only if found medically fit, in addition to other criteria.
7. **How to apply:**
 - i. Candidates fulfilling the eligibility criteria laid down above, should bring along duly filled in the application format prescribed below

enclosing therein self-attested photocopies of the requisite documents along with the short write up (100 words) explaining why he/she is most suited candidate for this assignment during the Walk-in-interview, failing which the candidature will be summarily rejected and the candidate will not be interviewed.

- ii. 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 on verification is found to be incomplete or incorrect, or if it is found that the candidate has willfully 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 and will not be interviewed.
- iii. In addition, the proof of identity and residence, employer certified last pay slip and two recent passport size photographs will be required.
- iv. 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.

8. General:

- (i) 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.
- (ii) 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.
- (iii) The engagement will not confer any right for regularization in DFCCIL.
- (iv) The contract can be terminated pre-maturely on one month notice by either side. However, in case of gross negligence/misconduct/irregularities, the employment may be terminated with immediate effect and in such cases the employee will be liable for action as per law/policies of the company.
- (v) Any dispute with regard to engagement against this advertisement will be under the jurisdiction of Court in Delhi only.

APPLICATION FORMAT

1. Advt. No. : 02/2016.
2. Post & Location applied for : _____
3. Name in full (in Block letters) : _____
4. Father's Name : _____
5. Date of Birth : _____
(Attach proof of DOB)
6. Permanent Address : _____
(In block letters)

7. Correspondence Address : _____
(In block letters)

8. Nationality : _____
9. Contact Phone No. & Email : _____

Affix a Passport
size photograph

10. Educational and Professional Qualification: (Degree onwards)

Exam Passed	Year of Passing	Name of the Instt./Univ.	Max. total marks	Total marks obtained	Overall % age	Main Subjects

11. Name of the present employer, if any _____

12. Details of Post qualification experiences :

Post held with pay scale/gross salary per month	Name & address of the employer	Period		Please indicate the field of experience along with project details (attach separate sheet if necessary)
		From	To	

13. A short write up of 100 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.
14. Self-Attested documents required along with originals relevant document of Educational Certificate, Certificates of experience and other testimonials. No interview will be conducted if candidate does not bring the originals.
15. 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.

Signature of the Candidate

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.

Place: _____

Date: _____

Signature of the Candidate