



File. HQ-HR0RECT(OMRR)/6/2020-HR - RECT
(Computer No.5756)

FAQ's in regard to Advertisement No. 04/2021

In reference to Advt. No. 04/2021, Letters/representations/e-mails are being received frequently in DFCCIL seeking clarifications on various points. Some common points have been clarified which the prospective candidates may take note of:

01. How do I apply a job in DFCCIL?

One has to go through the Recruitment Notices published from time to time in Employment News/Rozgar Samachar published by Publication Division, Govt. of India and on the Website of DFCCIL. One has to apply within the validity of the said Rec Notice as specified in the Advertisement.

02. How do I know about the details of the post for which recruitment is notified?

The Recruitment Notices indicating the name of the posts, qualification and other details are published in Employment /Rozgar Samachar from time to time inviting attention of prospective candidates to the particular issue of Employment News. This may also be seen on the website of DFCCIL.

03. How to get application form.

Applications are to be submitted ONLINE through DFCCIL website ONLY. Candidates applying for more than one post code has to submit separate application form along with the fee for each post code. However, he may be doing so at his own risk as schedule of examination for any two-post code may coincide.

04. Is there any laid down format for caste certificate, etc.?

The proforma of certificates like, caste certificate, PwBD certificates etc. are also published along with the Recruitment Notice.

OBC-NCL candidates included in the central list having certificate for the current financial year i.e. 2021-2022 for non-creamy layer in the format prescribed by Central Govt. will be given the benefit of OBC-NCL reservation. **To illustrate, the validity of non-creamy layer certificate issued during any month of the financial year 2021-22 covering 3 preceding financial years viz. 2018-19, 2019-20 & 2020-21 be accepted for any appointments or recruitments which would be valid during the period April 2021 to March 2022.**

EWS candidates having certificate for Recruitment Notice 4/2021, the financial year prior will be 2020-2021 as the closing date of registration is 23.05.2021.

05. What care I should take while filling-up the application form?

Read the Recruitment Notice carefully to know the rules and regulations, eligibility criteria etc. before filling-up the application form. Ensure that proper fee as indicated in the Recruitment Notice is submitted online along with the application. Make sure to upload a recent passport size photograph on the application form.

Eligibility of the candidates will be considered only on the strength of the information furnished in the ONLINE Application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected forthwith.

Candidates should ensure that they have requisite qualifications from recognized Board/University/Institute as on the date of Closure for submission of the application as mentioned in the Recruitment Notice. **Those awaiting results of the final examination for the prescribed qualification are not eligible and hence should not apply.**

06 What is the procedure for registering online application?

One has to visit website of DFCCIL where a candidate wants to apply and follow the procedure mentioned therein.

Prior to the above, one has to go through the Employment Notifications published in Employment News / Rozgar Samachar from time to time.

Candidates are advised to go through the caption "INSTRUCTIONS FOR FILLING UP THE ON-LINE FORM:" in the Recruitment Notice.

07. What is the application fee for the various categories?

For SC, ST, Ex-Servicemen and Physically handicapped candidates, there is no application fee. For others, the Examination fees is as mentioned in the Recruitment Notice.

08. What is the mode of payment of application fee?

DFCCIL will accept fee through ON-LINE mode only. Fee submitted by any other mode will not be accepted.

Bank charges + GST, as applicable, will also be borne by the candidates (if any).

Candidates applying for more than one post code has to submit separate application form along with the fee for each post code. However, he may be doing so at his own risk as schedule of examination for any two post code may coincide.

09. How should I send my application to DFCCIL?

Candidates need NOT send printouts of application or Certificates or copies to DFCCIL by post. The application form along with the fees are to be submitted online.

10. How do I know the schedule of the examination?

When an examination is scheduled to be held, the date and time of examination is notified on the website of DFCCIL. Candidates are requested to keep watching career section at www.dfccil.com > other links > Career An e-mail and SMS alert are sent to the candidates on their registered e-mail and mobile number.

11. What is the minimum qualifying marks?

The minimum qualifying marks for CBT are as follows:

- UR, UR(Ex-Serviceman) and UR(PH) - 40%

- SC/OBC(NCL)/EWS, SC/ OBC(NCL)/EWS (Ex-Serviceman) and SC/ OBC(NCL)/EWS (PH) - 30%
- ST, ST(Ex-Serviceman) and ST(PH) - 25%

Negative Marking: There shall be negative marking for incorrect answers in CBT. 1/4th of the marks allotted for each question shall be deducted for each wrong answer.

12. What are the details of Computer Based Test?

The question paper for Computer based Test will be Objective Multiple-Choice Type having 120 questions. Indicative Syllabus for all such posts is mentioned in the Recruitment Notice.

13. What is the purpose of 'Help Desk' provided in the online portal?

Only queries related to ON-LINE APPLICATION SOFTWARE shall be replied at: e-mail id: dfccil.examhelpdesk2021@gmail.com and toll free number 022 61087590.

14. What is the duration provided for filling up of on-line application?

Generally, the duration of filling up of online application is 30 days.

15. What is the Age relaxation provided to the candidates?

Age relaxation is provided as per the extant instructions of the Government of India. These are specified in the Recruitment Notice. No age relaxation is allowed to SC/ST/OBC-NCL (Non-Creamy Layer) candidates applying against unreserved vacancies. PWD candidates applying against UR vacancies will be allowed age relaxation applicable for UR PWD only.

Candidates should note that the date of birth filled in this application should be same as recorded in the Matriculation/SSLC or an equivalent certificate. No subsequent request for its change will be considered.

The upper age-limit is relaxable by (08) Eight years for **regular employees of DFCCIL only.**

Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

Candidates should note that no request for enhancing the age limit will be entertained.

16. How do I know about the status of my selection?

After the written examination/CBAT, as applicable, the list of short-listed candidates is published on the website of DFCCIL. E-Call letters for various stages of CBT, Interview and DV (as applicable) will be emailed to the candidates on the registered Email-ID. The exam centre date and shift indicated in the call letter shall be final.

17. What are the medical standards for applying to DFCCIL posts?

Candidates called for DV will have to pass requisite medical fitness test(s) to ensure that the candidates are medically fit to carry out the duties connected with the post opted by them. Visual Acuity Standard is one of the important criteria of medical fitness of DFCCIL employees.

The candidates are advised to read Chapter 5 of Indian Railway Medical Manual Vol.I which can be accessed at www.indianrailways.gov.in. Candidates who have undergone Lasik surgery or any other surgery procedure to correct refractory error are not eligible for the post having Medical Standards A1, A2, B1 and B2.

18. Whether alternative employment is provided in case a candidate fails the medical test?

Candidates must ensure that they fulfill the prescribed medical standards for the post they are opting for. Candidates who are found medically unsuitable for the opted post shall not be given any alternative appointment.

19. When is the verification of eligibility condition undertaken?

DFCCIL conducts verification of eligibility conditions with reference to original documents only after the candidates have qualified in all the stages of examinations. DFCCIL may reject the candidature of any applicant at any stage of recruitment process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such a candidate is liable to be removed from service summarily.

20. What documents are required to be brought during Document Verification (DV)?

Original certificates like

- (a) Caste – SC/ST/OBC(NCL)/EWS,
- (b) Medical Certificate by PwBD,
- (c) discharge Certificate from Ex-servicemen,
- (d) Age Certificate,
- (e) Qualification certificates,
- (f) NOC, etc.

and as specified in the Call Letter for DV.

21. Who should bring the “No Objection Certificate”?

i) Candidates who are employed on regular basis in Government/Semi-Government/Public Sector Undertaking/ Autonomous bodies are required to produce “No Objection Certificate” from the present employer at the time of document verification/interview. In the absence of “No Objection Certificate”, the candidature of such candidates will be forfeited.

ii) Regular employees of DFCCIL applying for above posts are not required to produce “NOC”. However, at the time of document verification/interview, the candidate has to bring Vigilance and D&AR Clearance.

Candidates should note that in case a communication is received from their employer by DFCCIL withholding permission to the candidates applying for/appearing at the examination, their application/candidature will be liable to be rejected/cancelled.

22. Can candidates, who have completed Diploma/Degree course through lateral entry, apply?

Yes, eligible candidates who have completed Diploma/Degree course through lateral entry can also apply.

23. Computer Based Aptitude Test is conducted for which category/posts of DFCCIL?

Computer Based Aptitude Test is conducted for the post of Executive (Operations and BD).

24. Where will a candidate be posted after joining?

Anywhere on DFCCIL’s projects/establishments/offices.

25. What are the minimum marks required for qualifying the Computer Based Aptitude Test?

A candidate needs to secure a minimum T-score of 42 marks in each of the test batteries to qualify. There shall be no negative marking in Computer Based Aptitude Test. This is applicable to all candidates and no relaxation is permissible. Candidates will have to

qualify in each of the test battery of Computer Based Aptitude Test for considering them for the post of Executive (Operations and BD).

26. Will a candidate be allowed to give the Computer Based Aptitude Test in any regional language?

The Computer Based Aptitude Test shall have questions and answer options only in English and Hindi.

27. How is the final merit determined amongst the candidates who have appeared for Computer Based Aptitude Test?

The Executive (Operations and BD) merit list will be drawn only from amongst the candidates qualifying in the Computer Based Aptitude Test, with 70% weightage for the marks obtained in CBT and 30% weightage for the marks obtained in Computer Based Aptitude Test.

28. Where can a candidate look for question patterns for the Computer Based Aptitude Test?

Candidates are advised to visit websites of RDSO (www.rdsso.indianrailways.gov.in -> Directorates -> Psycho Technical Directorate -> Candidates Corner) for question patterns and other details of CBAT.

29. Miscellaneous

- a) DFCCIL reserves the right to conduct additional examination/Document verification at any stage.
- b) DFCCIL also reserve the right to cancel part or whole of any recruitment process at any stage for any of the categories notified in the Recruitment Notice without assigning any reason thereof.
- c) The decision of DFCCIL in all matters relating to eligibility, acceptance or rejection of ONLINE applications, modification of vacancies, mode of selection, conduct of CBT or 2 stage CBT, allotment of examination centers, selection, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by DFCCIL in this regard.
- d) DFCCIL will not be responsible for any inadvertent errors and reserves right to correct such errors
- e) Any legal issues arising out of this Recruitment Notice shall be Delhi.

DISCLAIMER

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