



HQ-HR0RECT(OMRR)/7/2023-HR – RECT (Computer No.21010)

FAQ's in regard to Advertisement No. 01/DR/2023

In reference to Advt. No. 01/DR/2023, 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:

1. What should I ensure before applying Online?

Candidates are advised to first carefully read the detailed Advertisement for details of Educational Qualification, Age and other Eligibility criteria as indicated in the Advertisement and ascertain their eligibility.

After going through the detailed Advertisement and checking their eligibility, candidates can apply Online by going to <https://dfccil.com> > Career > Open Market Recruitment > Notices > Advt No. 01/DR/2023 > Click here to apply.

After “New Registration”, candidate have to go to “Candidate Login” and successfully fill the form and make necessary payment (As applicable).

2. How do I know that I am eligible for the post/discipline?

Candidates can see the eligibility criteria for all the posts / disciplines from the Detailed Advt. available on DFCCIL website <https://www.dfccil.com> at Career Section.

However, for ready reference, URL for the same is given below:

https://dfccil.com/upload/Advt_01_DR_2023_SD1W.pdf

Candidates who do not possess the requisite qualification or possess qualification which is not in accordance to the Detailed Advertisement No. 01/DR/2023 will not be considered.

3. How do I register for the Online Application?

Candidates have to register by filling-up Post, Name, Mobile Number and valid E-mail ID for the Online Application process. After registration, login ID and password will be sent at their registered Mobile Number and Email Id. The other steps are to be completed as per the guidelines given in the detailed Advertisement.

4. What if I do not have an E-mail Id and Mobile Number?

Candidates should have own active personal E-mail Id & Mobile Number. It should be kept active during the entire Recruitment Process. All future communications / correspondences with the candidates will take place through E-mail/Mobile Number only. Candidates have to ensure the accuracy of their E-mail Id & Mobile number. No change in E-mail Id & Mobile Number as already declared in the Online Application Form will be allowed.

5. Can I save my Application while applying for the Post?

Yes, the Online Application Form is divided in different sections. After filling the details in each section, please click on the "Save and Next" button at the end in order to save the information filled and move to the subsequent section. If candidate is not able to complete the entire form in a single attempt, he/she can log in again and continue filling from the last saved status and complete rest of the sections.

Please note that Application cannot be submitted after the last date/time, as mentioned in the detailed Advertisement.

6. What if I forget my login Id and password or want to change them in future?

If candidates provide a valid and active E- mail Id / Mobile Number at the time of registration, the Application sequence no., login Id & Password will be mailed to that registered E-mail Id / Mobile Number only. Candidate may check it in his/her E-mail for future reference. However, an option of "Forgot Password" is also available.

7. Where should I contact in case of any problem related to Oline Application?

In case of any problems faced by the candidates in filling up the Online Application, Candidates may refer the "Help Desk Option" available in the individual login portal. Candidate may also reach us through helpdesk Number +91-7353014447 between 10:00 AM to 17:00 PM (Except Saturday, Sunday & Holiday from 20.05.2023 to 19.06.2023).

8. Can I apply for more than one post against this Advertisement if I am eligible for multiple posts?

Yes, Candidates applying for more than one Post have to submit separate Application Form(s) along with the Fee for each post code. However, the candidates will do so at their own risk as the Schedule of Examination (CBT) for any two postcode may coincide.

9. How do I apply for a post if I am an employee of DFCCIL?

Departmental candidates (employees of DFCCIL) can also apply if they are eligible for the Post. Please note that in the Online Application Form, Candidate has the option to indicate whether he/she is an employee of DFCCIL and fill the details accordingly.

10. My father/mother/relative is an employee of DFCCIL. Can I apply as Departmental candidate?

No, only the concerned regular employees of DFCCIL can apply as Departmental candidates.

11. Whether the prescribed eligibility conditions like educational qualification, age etc. can be relaxed?

No, the eligibility conditions will be strictly in accordance with the Advertisement without any further relaxation.

12. What is the Examination Fee mode of Payment?

Candidates belonging to UR /OBC / EWS category are required to pay a non- refundable Fee of Rs. 1000/-. In addition, applicable charges (if any) will also be borne by the candidates.

The Payment can be made by using UPI/Debit Card/Credit Card/Online Net Banking through CCAVENUE Payment Gateway integrated with Online Application. There will be no other mode of payment of Examination Fee. In case a candidate deposits the fee in any wrong account or through any other mode, DFCCIL will not be responsible for the same.

Fee once paid will neither be refunded nor adjusted against future Recruitments under any circumstances. Candidates are therefore advised to verify their eligibility before applying.

SC/ST/PwBD/Ex-Serviceman/Transgender, are exempted from payment of Examination Fee. The related guidelines/instructions, in detail have been provided in the detailed Advertisement.

13. Will DFCCIL refund the Examination Fee in case my candidature is rejected due to any reason?

No, the Examination Fee once deposited is neither refundable nor adjustable for future recruitments.

14. What shall I do after submitting the Application Form?

After submitting, candidates should take printout of the Application Form for future record. Candidates will receive acknowledgement on their registered E-mail Id & Mobile Number after successful submission of Online Application Form.

15. The average of all semesters is 59.60%, can I apply?

No, the minimum marks have to be 60% and not less than 60%. Rounding off percentage will not be acceptable under any circumstances for considering eligibility e.g. 59.99% will be treated less than 60%. For the purpose of calculation of percentage, marks considered by the Concerned University/Institute for the purpose of issuance of Degree/Diploma will be taken into account.

16. Where the University does not give percentage and only gives CGPA/OGPA/CPI/DGPA, how to fill in the percentage of marks in the Online Application Form?

The CGPA/OGPA/CPI/DGPA should be converted into percentage as per conversion formula applied by the Institute/University for awarding Class/Division.

A number of queries from candidates have been received that CGPA formula provided by their Institute is not as per tabs provided in Application Form and difficulty is being experienced in filling of form. In such cases, there is no other option then to fill up the multiplying factor in such a manner that percentage arrived is same as acquired by the candidate as per University formula. Two such illustration are given below:

Illustration 1: CGPA obtained in 8.77 out of 10.

University formula to convert the CGPA to Percentage is $(CGPA - 0.75) * 10$

Percentage arrived at per University Formula = $(8.77 - 0.75) * 10 = 80.20\%$

So, in this case, values to be filled in Application Form will be:

CGPA Obtained: 8.77, Total CGPA : 10, Multiplying Factor: $80.20/8.77 = 9.145$ to arrive at 80.20%.

Illustration 2: CGPA obtained in 8.77 out of 10.

University formula to convert the CGPA to Percentage is $(CGPA * 10) - 3.75$.

Percentage arrived at per University Formula = $(8.77 * 10) - 3.75 = 83.95\%$

So, in this case, values to be filled in Application Form will be:

CGPA Obtained: 8.77, Total CGPA : 10, Multiplying Factor: $83.95/8.77 = 9.572$ to arrive at 83.95%.

17. Are final year students eligible to apply?

No, the applicant should possess the Essential Qualification as on the closing date for Online Registration i.e. 19.06.2023 (appearing candidates / candidates awaiting final results of prescribed Educational Qualifications on the closing date of Online Registration are NOT eligible to apply).

18. Can I apply if my age is 30 Years and 01 day in General category as on 01.07.2023?

No. The Upper Age Limit is 30 Years as on 01.07.2023 for General (UR) & EWS category candidates. Similar rule will be applicable for reserved categories, after relaxation and as applicable.

19. Is 60% marks mandatory in prescribed Qualification in case of Ex-servicemen?

For Ex-servicemen candidates, the Qualification Equivalency as per Govt of India's Instructions shall be applicable. **The criteria for duration of course and percentage of marks shall not be insisted upon in case of Ex-servicemen, provided they possess a requisite Equivalent Qualification as prescribed in the Advertisement which has been acquired through Indian Army/Navy/Air Force.** The Ex-serviceman candidate shall however have to produce an Equivalency Certificate stating that their Qualification/Trade has been equated with the prescribed Qualification/Trade in this Advertisement failing which their candidature will not be considered at the time of Document Verification.

In case, prescribed qualification has been acquired through any recognized Educational Institute/University then duration of course and percentage of marks as prescribed (i.e. 60% minimum) as required to be processed by other candidates will also be applicable for Ex-servicemen.

20. Is BBM (Bachelor of Business Management) in HR/Personnel Management with not less than 60% marks allowed for the Post of Executive (Human Resource)?

Yes, Candidates who have acquired BBM (Bachelor of Business Management) in HR/Personnel Management with not less than 60% marks before 19.06.23 are eligible to apply. In this case, candidates may select BBA option in Online Application Form.

21. My current residential address is temporary and it is likely to be shifted soon, so which address, I should provide?

It is advisable to furnish the correspondence address which will remain valid for minimum one year. Providing temporary addresses can lead to inconvenience for future communication.

22. I want to change my choice of centre, can I do it?

A candidate is not allowed to change his/her choice of centre after the Online Application is submitted & modification window is closed. Also, once a Examination city/centre is allotted by DFCCIL, the same cannot be changed.

23. How I will receive E-Admit Card?

The E-Admit Card is to be downloaded by the candidate from the link sent to the candidates on their E-mail Id or take print-out from their Individual Login Portal. Please bring print-out of the

E-Admit Card at the Examination centre along with valid ID proof issued by GOI, in original. Since all the related information will be uploaded on DFCCIL website, candidates are advised to visit the same on regular basis for updates.

24. What is the Scheme of the Examination?

Kindly refer Para 10 of the Detailed Advertisement No. 01/DR/2023.

25. Is two stage CBT will be held for all posts ?

Yes

26. If I am a SC/ST/OBC(NCL)/EWS/PwBD/Ex-SM candidate and applied in General(UR) category, can I avail reservation/relaxation if I submit caste certificate in future?

No.

27. If I belong to OBC (Creamy Layer), can I avail the relaxation under OBC (NCL) category?

No. The OBC candidates who belong to Creamy Layer are not entitled for relaxation admissible to OBC(NCL) category and such candidates have to indicate their category as General(UR).

28. I belong to OBC category. The name of my caste appears in the State List; however, the name of my caste is not appearing in the Common List/Central List. Can I claim the benefit of OBC category / will my candidature be accepted as OBC Category candidate?

No. For claiming benefit of reservation, the caste / sub-caste community essentially has to be in Central List. If the caste, candidate belongs to appears in a State List but not in Central List, he/she is not eligible for getting the reservation benefits. Candidates can check the latest Central List of OBCs published by the National Commission for Backward Classes (NCBC).

29. What is the minimum qualifying marks?

The minimum qualifying marks for CBT for different categories will be as under:

UR/EWS - 40%

SC/OBC(NCL) - 30%

ST - 25%

Same minimum qualifying marks are also applicable for Ex-Serviceman & PWBD candidates as per their communities. However, relaxation of 2% marks will be given to PwBD candidates in case of shortage of candidates subject to fulfilling other conditions (if posts are reserved for PwBD).

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

After the CBT/CBAT, as applicable, the list of short-listed candidates will be published on the website of DFCCIL. E-Call letters for various stages of CBT and Document Verification (as applicable) will be sent to the candidates on the registered Email-ID. Also, message will be sent on registered Mobile Number.

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

No alternate appointment shall be given to candidates found medically unsuitable for the applied Post(s) under any circumstances.

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

Kindly refer Para-11 (viii) of Detailed Advertisement.

33. Where will a candidate be posted after joining?

Details of DFCCIL Units along with an illustrative list of stations is at Annexure-III of detailed Advertisement. Posting may be done anywhere in India on DFCCIL Units / Stations / Projects/ Establishments/ Offices. All posts are transferable at the sole discretion of the Management.

34. Computer Based Aptitude Test will be conducted for which post(s) of Advertisement No. 01/DR/2023?

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

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

The candidates need 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 irrespective of community or category i.e. no relaxation in the minimum T-Score is permissible to SC/ST/OBC-NCL/EWS/Ex-SM candidates.

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

The Computer Based Aptitude Test shall have only two language options viz. English and Hindi.

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

The final merit list of Executive (Operations & Business Development) category will be drawn only from amongst the candidates qualifying in the Computer Based Aptitude Test, with 70% weightage for the marks obtained in the 2nd stage CBT and 30% weightage for the marks obtained in Computer Based Aptitude Test (CBAT).

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

Candidates are advised to visit website of RDSO (www.rdsso.indianrailways.gov.in -> Directorates -> Psycho Technical) guidance and other details of CBAT.

DISCLAIMER

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