



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

(भारत सरकार का उपक्रम)

5th Floor, Supreme Court Metro Station Building Complex, New Delhi -110001

VACANCY NOTICE No. 11/2023

No. HQ-HR0DPOU(DEP)/2/2023/18780

Date: 01.02.2023

GENERAL MANAGERS

ALL RAILWAYS/NEW ZONES/PRODUCTION UNITS

DIRECTOR GENERALS/DIRECTORS

ALL RAILWAY TRAINING INSTITUTES

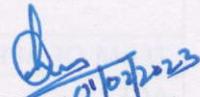
CPSUs/CENTRAL & STATE GOVT., SUBORDINATE, ATTACHED OFFICES AND AUTONOMOUS BODIES UNDER CENTRAL GOVT. (BEING AUDITED BY C&AG), JOINT VENTURES OR ANY OTHER FORM OF ORGANIZATION BETWEEN CENTRAL AND STATE GOVT. WITH MINIMUM 50% STAKE HELD BY CENTRAL GOVT.

Sub: Vacancy Notice for the post of Junior Manager (Admin) at Corporate Office, DFCCIL on Deputation basis.

ORGANIZATION	:	DFCCIL
TITLE & NO. OF POSTS	:	Junior Manager (Admin)
LOCATION	:	CORPORATE OFFICE
DURATION	:	3 YEARS extendable to 5 YEARS (SUBJECT TO EXEMPTION BY DPE FROM THE RULE OF IMMEDIATE ABSORPTION)
SERVICE	:	ALL DEPARTMENTS OF INDIAN RAILWAYS EXCEPT MEDICAL DEPTT.
TERM OF APPOINTMENT	:	DEPUTATION
AGE	:	NOT MORE THAN 55 YEARS
SCALE OF PAY	:	PARENT PAY PLUS DEPUTATION ALLOWANCE (And all other Perks and Allowances applicable as per DFCCIL policy).
SPECIFIC REQUIREMENTS	:	Central/State Government employees working in analogous grade (Level-8) in relevant discipline or holding substantive posts in Level-7 or PSU employees working in analogous grade (E2) in relevant discipline OR working in Rs. 40000-140000 (IDA) (E1) with four years' service in that grade.
JOB DESCRIPTION	:	Experience in handling of RTI and Parliamentary Questions and Coordination with regard to visit of Parliamentary Committees. Liaison & Coordination with various Ministries, Rly. Board & CPSEs. Protocol related work. Experience in documentation, file maintenance & office records and Preparation of reports. Knowledge of computer working & Cyber related matters. Experience of staff management and administrative matters. Experience of Contracts matters/ civil contracts & Procurements including monitoring contracts as per vigilance angle. Experience of Event management and arrangement of

01/02/2023

		meetings & conferences. Experience in Fire Safety and maintenance of fire equipment.
NOTE	:	CUT OFF DATE FOR AGE AND ELIGIBILITY WOULD BE RECKONED AS ON CLOSING DATE OF VACANCY NOTICE.
WEB ADDRESS	:	http://www.dfccil.com
CLOSING DATE	:	15 DAYS FROM DATE OF ISSUE
INSTRUCTIONS:		
WILLING AND ELIGIBLE EMPLOYEES MAY SEND THEIR APPLICATIONS IN THE ENCLOSED PROFORMA THROUGH PROPER CHANNEL ALONG WITH NOC, attested APARs RATINGS FOR THE LAST FIVE YEARS (FOR PROPER APPRECIATION OF APARS, THE ORGANIZATION SHOULD FORWARD THEIR GUIDELINES FOR RATING CRITERIA), VIGILANCE/D&AR CLEARANCE TO ADDL. GENERAL MANAGER (HR), DFCCIL, SUPREME COURT METRO STATION BUILDING, 5 TH FLOOR, NEW DELHI-110001.		
A CERTIFICATE ADVISING REQUISITE INFORMATION IN RESPECT OF EMPLOYEE MAY BE ISSUED BY THE OFFICER OF THE ORGANIZATION, WHO IS EMPOWERED TO FORWARD THE APPLICATION, AS PER FORMAT ENCLOSED.		
APPLICATIONS RECEIVED WITH INCOMPLETE INFORMATION WILL BE SUMMARILY REJECTED.		
THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE SUPERSCRIBED "Application for the Post of _____ against Vacancy Notice No. _____".		
IF AT ANY STAGE, IT IS FOUND THAT ANY INFORMATION/DOCUMENT/TESTIMONIAL ETC. FURNISHED BY YOU AND HAVING A BEARING ON YOUR ELIGIBILITY IS NOT IN ORDER OR ANY INFORMATION/MATERIAL FACTS HAVING A BEARING ON YOUR ELIGIBILITY HAS BEEN HIDDEN/MISREPRESENTED BY YOU, THEN THE OFFICER WILL BE REPATRIATED IMMEDIATELY. FURTHER COMMUNICATION IN THIS REGARD FROM THE PARENT ORGANIZATION OR EMPLOYEE CONCERNED WILL NOT BE ENTERTAINED.		


(Dipak Kumar)
MANAGER/HR

Please paste
recent passport
size photograph
here
(To be self-
attested)

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

IMPORTANT: Please do not leave blanks	Vacancy Notice No. <i>(appears on the top right side of notice)</i>	
	File No. <i>(appears on the left side of vacancy notice)</i>	
	Post against which application has been submitted	
	Choice of station <i>(wherever applicable)</i>	

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr.B <i>(wherever applicable)</i>	:	
9.	Present pay band with Grade Pay and basic pay as on date of application	:	
10.	Present Designation & Railway	:	
11.	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

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12. Educational Qualifications:-

S. No.	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

12.1. Professional Qualifications, if any:-

S. No.	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

13. Experience Details:-

S. No.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG)	From	To	Duties and responsibilities held

14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:
Date:



कृपया पामपोस्ट
साइज का
स्व-प्रमाणित
नवीनतम फोटोग्राफ
चिपकाए

निर्धारित प्रोफार्मा
प्रतिनियुक्ति के आधार पर आवेदन के प्रेषण हेतु

महत्वपूर्ण कृपया रिक्त स्थान न छोड़ें	रिक्ति सूचना संख्या (सूचना के ऊपर दाएं ओर है)	
	फाइल संख्या (रिक्ति सूचना के बाएं ओर है)	
	पद जिसके लिए आवेदन प्रेषित किया गया है	
	इच्छुक स्थान (जहां कहीं भी लागू हो)	

व्यक्तिगत विवरण:

1	नाम	
2	लिंग	
3	सेवा	
4	विभाग	
5	श्रेणी	
6	जन्म तिथि	
7	डीआईटीएस (टाइम स्केल में प्रवेश की तिथि)	
8	गेड-बी में प्रवेश की तिथि (जहां कहीं भी लागू हो)	
9	आवेदन की तारीख पर वर्तमान पे बैंड ग्रेड पे के साथ एवं मूल वेतन	
10	वर्तमान पदनाम एवं रेलवे	
11	संपर्क विवरण	
	(अ) ई-मेल आईडी	
	(ब) टेलीफोन (कार्यालय)	
	(स) टेलीफोन (आवास)	
	(द) मोबाइल नंबर	

(Handwritten mark)

12. शैक्षणिक योग्यताएं:

क्र.स	योग्यता / डिग्री	वर्ष / डिवीजन	संस्था / विश्वविद्यालय, स्थान / देश

12.1 व्यावसायिक योग्यताएं, यदि कोई है:

क्र.स	योग्यता / डिग्री	वर्ष / डिवीजन	संस्था / विश्वविद्यालय, स्थान / देश

13. अनुभव का विवरण:

क्र.स	पदनाम एवं रेलवे में तैनाती का स्थान	ग्रेड (ग्रेड-बी / एसएस, जेएजी/एसजी/एसएजी)	कब से	कब तक	निर्वाह की गई झूटी एवं जिम्मेदारियां

14	पूर्व प्रतिनियुक्ति / विदेश में सौंपा गया काम का विवरण, यदि कोई हो	
15	क्या प्रतिनियुक्ति पर भेजने पर रोक लगी हुई है? यदि हाँ, तो विवरण दें	
16	क्या विराम काल (cooling period) पूर्ण हो चुका है? यदि हाँ, तो पूर्व प्रतिनियुक्ति से वापिस आने की तिथि व अन्य विवरण का उल्लेख करें जहां कहीं पर लागू हो	

मैं प्रमाणित करता हूँ कि मेरे द्वारा ऊपर दिया गया विवरण सही है एवं रिक्ति सूचना में दिए गए मापदंड के अनुसार मैं इस पद के लिए पात्र हूँ

स्थान:

दिनांक:

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आवेदक का नाम एवं हस्ताक्षर