



डिडकटड फ्रेट काराडार कापारशन ऑफ़ इंडिया लि.

Dedicated Freight Corridor Corporation of India Limited

(भारतसरकारकाउपक्रम) (A Govt. of India Enterprises)

डेडीकटेड फ्रेट कोरीडोर

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

No.2020/HQ/HR/2(X)/IA/Exec/HR

Advertisement No. 05/2020

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). It is the most ambitious and biggest ever project in rail infrastructure sector, set-up to support growth of economy by building high capacity, 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. In Operational Phase, there will be two regional offices at Ahmedabad and Allahabad with Corporate Office at Delhi NCR.

The company invites applications on **Immediate Absorption Basis** against the regular post as indicated in the table below from the **regular officers** working in Central/ State Govt. departments, Subordinate/Attached Offices and Autonomous bodies under Central Govt. (being audited by C&AG), Central PSUs, Joint Ventures or any other forms of organization between Central Govt. and State Govt..

A. Eligibility criteria:

Name of the post, Deptt. & Level	No. of Post	Qualification & Experience	Eligibility Criteria for Immediate Absorption	
			CDA Pay Scales	IDA Pay Scales
(1)	(2)	(3)	(4)	(5)
Jr. Manager/ Sr. Executive/ Executive (HR) E-2 Level (50,000-1,60,000) E-1 Level (40,00-1,400,00)/ E-0 Level (30,000-1,20,000)	02	Essential: Working experience on Establishment matters i.e. Salary and wage administration, Grievance Handling, Recruitment, Training, Service matters, Manpower Planning. Desirable: Qualification: Graduation (BA/B.Com/B.Sc or equivalent) with MBA/HR regular OR Diploma in Personnel Management. Working knowledge of Computer Applications (MS Word, Excel, Power Point)	Jr. Manager/HR Employees working in Level 6 as per 7 th CPC (PB-2+ GP-4200 as per 6 th CPC) for a period of 4 years. Sr. Exec/HR Employees working in Level 6 as per 7 th CPC (PB-2 +GP Rs. 4200 as per 6 th CPC) for a period of 2 years. Executive(HR) Employees working in Level 5 as per 7 th CPC (PB-1 +GP Rs. 2800 as per 6 th CPC) for a period of 2 years.	Jr. Manager/HR Working in 50000-160000 Or Working in Rs. 40000-140000 for a period of 03 years. Sr. Executive/HR Working in Rs. 40,000 - 1,40,000 OR Working in 30,000-1,20,000 for a period of 04 years. Executive (HR) Working in Rs. 30,000 - 1,20,000 OR Working in immediate one grade below Rs. 30,000-1,20,000 for a period as approved for promotion to Executive Grade from next below grade (N7) in DFCCIL.

- B. (a) The post/pay scale held by the applicants on temporary capacity such as on contract, on ad-hoc, on deputation basis or on MACP financial up-gradation basis, etc shall **not** be taken into account for the purpose of eligibility. Therefore, those applicants who are presently on deputation to other organization must satisfy the eligibility conditions based on their parent cadre post/pay scale and not the deputation post/pay scale. The service rendered in other organization(s) on deputation basis after regular appointment in the parent organization will be considered for this purpose.
- (b) In case the pay scale held by any applicant is not revised in his/her parent organization, such pre-revised scale must co-relate with the replacement scales mentioned under Col.4 & 5 above, for the purpose of determining his/her eligibility.
- (c) **Annual Performance Appraisal Reports (APARs):** The applicants should have earned minimum four (04) preceding years of APARs. The APARs should have been earned either in the parent organization or while on deputation to other organization(s) after regular appointment in the parent organization.
- (d) In the absence of APARs for the preceding 04 years the candidate will not be allowed to appear in the interview.
- (e) The maximum age of the applicant should not exceed 55 (Fifty Five) years for the post of Jr. Manager/Sr. Executive/Executive (HR) as on last date of advertisement.
- (f) Candidate will have to execute the service Bond as per the norms of DFCCIL, at the time of joining as per extant policy.

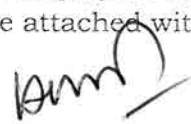
C. Selection Procedure:

- (a) The crucial date for determining eligibility criteria, experience and age would be the last date of submitting the application form.
- (b) The applicants fulfilling all the eligibility conditions will only be considered for short-listing for interview. However, in case of large number of applicants found eligible, DFCCIL reserves the right to shortlist only the limited number of candidates based on their relevant and required qualifications/ additional professional qualification/ experiences and other achievements.
- (c) Selection of the eligible and short listed candidates shall be based on interview and assessment of APARs for the preceding four years. The weightage will be given to various attributes such as APAR, Experience Profile, Additional Professional Qualifications & Personality in the interview as per the extant policy.
- (d) As per extant instruction of GOI, reservation rule is not applicable in deputation & absorption. However, the eligible SC/ST applications will be considered for selection along with others.

D. Perks & Allowances in DFCCIL:

Officers are entitled to Leased Accommodation, Liberal Medical Facility, Leave Travel Concession, Basket of Allowances with cafeteria approach, Superannuation Benefit, Leave, CPF and other fringe benefits as per the company rule.

E. How to Apply:

- (a) Candidates satisfying the conditions of eligibility may submit their application only in the prescribed format (Shown as Annexure -I & II) to be downloaded from DFCCIL's website at www.dfccil.com.
- (b) The Candidates are advised to strictly follow the Application Format and the same **on A4 size paper** should be filled-up in **ENGLISH** language with **BLACK BALL POINT PEN** only. The application should be properly signed.
- (c) The candidates should submit their applications through proper channel requesting their parent organization to forward their application along with NOC, D&AR and Vigilance Clearance and APARs for the preceding 04 years as mentioned above to DFCCIL. For proper appreciation of APAR ratings, the organization should forward their guidelines rating criteria of the APARs.
- (d) Regular employees of DFCCIL are not required to submit NOC but D&AR & Vigilance clearance must be attached with the application.
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- (e) Normally, applications forwarded through proper channel would only be considered. In case, due to some reasons, applications could not be forwarded through proper channel, advance applications would be considered provisionally. However, in case of such advance applications, duly forwarded applications, complete in all aspects, by the concerned parent organization should reach DFCCIL Corporate Office, New Delhi before the date of interview.
- (f) Experience certificate from Present/Previous Organisation clearly indicating the **length of service in "HR" related field** as prescribed in the essential eligibility criteria in the Advt.
- (g) Copies of Certificate/Documents for proof of age or educational/professional qualifications/experience should be attached in support of eligibility criteria.
- (h) The pay scale structure of the organisation where the applicant is working should also be attached.
- (i) Application Form complete in all respect should be sent to: **Jt. General Manager/HR, Dedicated Freight Corridor Corporation of India Ltd. (DFCCIL), 5th Floor, Supreme Court Metro Station Building Complex, New Delhi-110001. Candidates may keep photo copy of the application sent for future record.**
- (j) Application not submitted in the prescribed format will be summarily rejected. The envelope containing the application should be superscribed "**Application for the post of -----**". One envelope should contain only one application.
- (k) **Last date for receipt of application: 60 days** from the date of publication in Employment News. Applications complete in all respects should reach on or before 60 days from the date of publication of this Advt. in the Employment news.

F. Other Instructions to the applicants:

- (a) Candidature will be cancelled at any stage of recruitment process or after recruitment/ joining, in case any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in this advertisement.
- (b) No Journey fare (TA/DA) for appearing in the interview will be reimbursable.
- (c) The date of immediate absorption will be reckoned from the date of joining of the selected candidate in DFCCIL after acceptance of resignation by the competent authority in parent organization.
- (d) It must be noted that the following categories of applications will not be entertained by DFCCIL:-
 - i. Incomplete applications
 - ii. Applications forwarded by parent organization, without any of the clearance/certification i.e. NOC, Vigilance Clearance & APAR; and
 - iii. Applications received after the last date will be summarily rejected.



Note: (i) Candidate must read the instructions carefully before filling up of this application,
(ii) Application to be made strictly in the given format and to be filled in English only.

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photograph*

1.	Name of the Post and department		
2.	Name of the candidate (in capital letters)		
3.	Father/Husband's name		
4.	Complete postal address (in capital letters) of (a) The applicant (b) The Cadre controlling authority.	(a) (b)	
5.	E-mail ID		
6.	Mobile Number		
7.	Date of Birth (in DD/MM/YY format)		
8.	Date of Retirement (in DD/MM/YY format)		
9.	Category (UR/SC/ST/OBC)		
10.	Present post/designation held		
11.	Indicate the date with effect from which the Present Post is held on regular basis		
12.	Educational Qualification (both academic and professional)		
	Examination passed	Name of Institution/University	Year of passing
			Subjects
			Marks obtained/ Maximum marks
			%of marks

WMA

13.	State clearly whether educational & other qualifications required for the post are satisfied by you (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)							
14.	Qualifications/Experience required for the post advertised for: <u>Essential-</u> (i) (ii) (iii) <u>Desirable-</u> (i) (ii)		Qualifications/experience possessed by the Officer: <u>Essential-</u> (i) (ii) (iii) <u>Desirable-</u> (i) (ii)					
15.	Details of employment in chronological order. Enclose separate sheet/s duly signed by you in case the space below is insufficient.							
	Office/Institute/ Organization	Post held	From	To	Total Experience in years	Scale of Pay	Nature of duties	Name of Unit/project where worked
16.	Nature of Present employment: a) Permanent, b) Deputation, c) Temporary, or d) Ad-hoc/Contract							
17.	In case the present employment is held on deputation/contract basis, please state: a) The date of initial appointment, b) Period of appointment on deputation/contract, c) Name of the parent office/organization to which you belong.							
18.	Please state whether working under; a) Central Government, b) State Government, c) Government Undertakings, d) Autonomous Organization, e) University, f) Others(please specify)							
19.	Indicate the details of pay particulars: (a) Are you in CDA or IDA scale (b) If in CDA, please indicate the Pay Level and Basic Pay							

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	(c) The Pay level held under MACP, if any (d) If in IDA, please indicate the Pay Scale (e) Whether in pre-revised or revised scale of pay (CDA/IDA)		
20.	Total emoluments per month currently drawn (give the break-up)		
21.	Remarks: The Candidates may indicate information with regard to a) Research publications and reports and special projects b) Awards/ Scholarship/ Official Appreciation c) Affiliation with the professional bodies/institutions/societies and d) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported with the documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview/appointment, action can be taken against me by the DFCCIL and my candidature/appointment shall automatically stand cancelled/terminated.

I further declare that I fulfil all the conditions of eligibility prescribed for the post applied for and in case my application is not received by DFCCIL within the stipulated date due to postal delay or otherwise, DFCCIL will not be responsible for any such delay.

(Signature of the Applicant)

Place:

Date:

List of Enclosures:

- 1.
- 2.
- 3.



CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY

Certified that the information/details furnished in the above application by the applicant are true and correct as per the records available. He/ She possesses the educational qualifications, experience and fulfils the conditions as required under the vacancy notification. If selected, he/she will be relieved immediately.

2. It is also certified-

(i) That there is no vigilance/disciplinary case pending or contemplated against Shri /Smt./Ms.-----
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(ii) That his/her Integrity is certified as 'Beyond Doubt'.

(iii) That his/her CR/APAR dossier in original is enclosed/ photocopies of the ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

(iv) That no major / minor penalty has been imposed on him / her during that last ten years or a list of major / minor penalties imposed on him / her during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.



Signature of the forwarding Officer

Name:

Designation:

Telephone:

E-mail ID:

(Office Stamp)