

Note

No. 2019/HQ/HR/I(IX)/RTI/PT.2 (201901119)

Dated: 05.01.2024

Sub: Application of Shri Dinabandhu Dutta, R/o West Bengal , under RTI Act-2005.  
Reply to RTI No. 1097

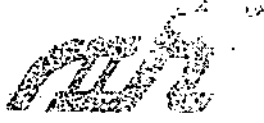
S. No.	Information Sought For:	Proposed Reply/Remarks
01	I have a query regarding the dfccil office letter memo No.HQ/HR/3/Manpower contract/30, dated 04.03.2016 (Sub: policy for engagement of manpower on contract basis) SI No. 1(V) that what is the procedure for claiming the Gratuity amount for works engineer who had continuous service in dfccil for more than 6 years.	DFCCIL's Policy dated 04.03.2016 is attached for reference.

  
05/01/2024  
Manager/HR

AGM/HR

DGM/Admin (PIO)

डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.  
**Dedicated Freight Corridor Corporation of India Limited**  
(भारत सरकार का उपक्रम)  
(A Govt. of India Enterprises)

3<sup>rd</sup> Floor, Pragati Maidan Metro Station Building Complex,  
New Delhi - 110001

No.HQ/HR/3/Manpower Contract/30.

Dated: 04.03.2016.

Sub: Policy for engagement of manpower on contract basis.

The BoD in its meeting held on 27.11.2015 has approved policy for engagement of manpower on contract basis and authorised MD to formulate detailed guidelines for induction process. Accordingly, the policy for engagement of manpower on contract basis alongwith detailed guidelines is enclosed for information and necessary action.

This issues with the approval of the Competent Authority.

DA/As above.

  
(Sunder Singh) 4/3/2016  
JGM/HR

Email to:

1. Secy. to MD: for kind information of MD.
2. Director/OP&BD, Director/PP, Director/Fin., Director/Infra & CVO.
3. All GGMs/GMs/CPMs, Dy.CVO, AGM/CC, AGM/HR, JGM/HR-II  
DGM/HR, CS & AM/HR.

Sub: Policy for engagement of manpower on Contract basis.

Following policy will be followed for engagement of manpower on contract basis to meet immediate requirement during construction phase;

1.

(i)	Designation	For Technical category: i) Works Engineer (ii) Junior Works Engineer For Finance (iii) Finance Officer (iv) Junior Finance Officer
(ii)	Qualification	For Technical Category: (i) Works Engineer: Engineering Degree in relevant discipline (ii) Junior Works Engineer: Diploma in relevant discipline  Post qualification experience: Minimum three years in Government, PSUs or reputed private companies  For Finance: (i) Finance Officer- CA/ICWA (ii) Junior Finance Officer-CA/ICWA.  Post qualification experience: (i) Finance Officer – Minimum three years in Government PSUs or reputed private companies. (ii) Junior Finance Officer – Minimum one year in Government, PSU or reputed private companies
(iii)	Basic Emoluments Per month	(i) Works Engineer/Finance Officer – Rs.35,000/- (ii) Jr. Works Engineer/Jr.Finance Officer – Rs.25,000/-
(iv)	Provident Fund	Provision will be made as per extant rule. DFCCIL will contribute employer's share of Provident Fund @ 12% of Basic Salary. Matching contribution would be deducted from the salary of the contractual staff and deposited in his/her EPF account.
(v)	Gratuity	Will be paid at the time of leaving DFCCIL as per provisions of the Gratuity Act, if applicable.
(vi)	Annual Performance Incentive	Contractual employment is project specific and is liable to be terminated at the end of the specific time period mentioned or at the end of the project period, whichever is earlier. If continued beyond one year, contractual staff will be eligible for increase in emoluments by 5% based on the performance benchmark decided by MD.
(vii)	Mobile Phone Call Charges	Rs.500/- per month.

(viii)	Conveyance Charges	Rs. 1500/- per month.
(ix)	TA/DA	As per entitlement for E-O category
(x)	Leave Entitlement	Contractual personnel will be granted two (2) days leave for each completed month of employment in DFCCIL and 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.
(xi)	Duration	Initially for one year and extendable further at sole discretion of DFCCIL.
(xii)	Number	Number of Works Engineer/Finance Officer will be limited to 50% of vacancy in AM Grade and Jr. Works Engineer/Jr. Finance Officer, will be limited to 50% of vacancy in Executive grade in respective disciplines. Balance vacancy will be filled up from deputation.
xiii	Age	18 to 35 years, with relaxation in upper age limit as per orders issued by GOI from time to time.
xiv	Medical examination	Candidates will have to undergo medical examination (as applicable for direct recruitment for EO category in relevant discipline) and will be considered for contract appointment only if they are found medically fit.

## 2. Application and Selection process:

- (i) The advertisement will be published in local and national newspaper(s) (in Box) and will also be uploaded on DFCCIL website.
- (ii) The selection will be done through "Walk in Interview". The interview will be held at Field Offices or at Corporate Office depending upon the requirement of manpower.
- (iii) The duly filled application will be brought by the candidates on date of walk-in-interview. In case of large number of applicants, Walk in Interview may be held for more than one day.
- (iv) A three members Selection Committee at the level of GM/GOM/CPM including one officer from the concerned department and one from HR shall be nominated by MD. In case of non-availability of Officers, HR and Finance may be one level below the level of officers of the Committee.
- (v) Scrutiny Committee for verification of documents/eligibility criteria shall be nominated by Director.
- (vi) Candidates not fulfilling the eligibility criteria will not be considered for interview.

*[Handwritten signature]*

(vii) Distribution of marks (total 100) for selection:

Educational Qualification: 20

Job experience: 20

Personality/initiative/communication skill: 20

Technical/knowledge in relevant field: 40

(viii) Qualifying marks (%):

General Candidates: 60%

OBC candidates: 55%

SC/ST candidates: 50%

(ix) The selection process will be reviewed based on experience.

#### **General Guidelines**

- (i) The concerned Director will identify the posts to be filled through Contract.
- (ii) 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.
- (iii) The appointment initially will be for a period one year, extendable further as per the requirement at the sole discretion of the DFCCIL provided if the services of the candidates are found to be satisfactory.
- (iv) The appointment on contract basis will not confer any right to claim for regular absorption/extension in the company.
- (v) Applicants working in Govt. /PSU may note that this is short duration contract. Besides, even for these posts they have to provide NOC at the time of interview and resign from their organisation on their selection.
- (vi) The services may be terminated by either side by giving one month's notice. 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.

#### **Interpretation:**

MD would be the competent authority to interpret/clarify and to carry out minor modifications in the policy.

