

Note

No. HQ/HR/Policy/RTI

Dated : 27.03.2025

RTI-196

Name of the Applicant- Akash Yadav		
S.No.	Information Sought	Reply
1.	Please provide information under RTI ACT 2005 HR MANUAL CHAPTER 2 OPEN MARKET PAY PROTECTION POLICY RULE FOR OTHER PSU OR WITHIN SAME DEPARTMENT	Relevant policy extracts are attached.

Ref: No. 2022/HQ/Admin/RTI-196

GM/HR

*[Signature]*  
27/3/2025

AGM/Admin(CPIO)

*[Signature]*  
27/3/25  
DGM/HR



## Chapter-II

### RECRUITMENT POLICY

#### Section-I

#### Open Market Recruitment (Direct Recruitment)

Open Market Recruitment (Direct Recruitment) is to be done at levels of N1, N2, E0 & E2 in accordance with quota defined in para 3 of Promotion Rules/Policy, based on the following broad guidelines: -

- a) All open market recruitments shall be made through reputed recruitment agency.
- b) Eligibility conditions (educational qualifications as mentioned above), other requirements/conditions will be prescribed as per requirements from time to time, with approval of MD, DFCCIL for each cadre at relevant level/grade in the cluster.
- c) The detailed advertisement will be drafted by DFCCIL for publication in Employment News and other dailies as decided from time to time. Receipt of application, scrutiny and selection process shall be undertaken through a reputed recruitment agency.
- d) The process of selection may include Computer Based Written Test (one or two stage) and CBAT/PET, where prescribed.
- e) There will be no interview in terms of Railway Board's letter No.E(NG)-II/2016/RR-1/2 dated 16.02.2016.
- f) Reservations/relaxations for SC/ST/OBC/PwBD/ExSM/EWS etc. shall be as per GOI instructions.
- g) Formation of Panel and Stand-by Panel – Recruitment Agency will recommend a List/Panel up to the number of vacancies and give the merit list of all the candidates. For Document Verification, the number of candidates called will be equal to the number of vacancies (community-wise). No Stand-by List/Panel will be maintained. In case of shortfall in empanelment of candidates or other exigencies, DFCCIL Administration reserves the right to utilize/empanel candidates down the merit list, if required. However, going down the merit list will be entirely an administrative decision and any claim/request of candidate for going down the merit list against any shortfall in the Main Panel will not be entertained.

The recommendations of Recruitment Agency will be put up to Appointing Authority as per SOP for approval. Currency of panel will be for one year from the date of approval. Currency of panel can further be extended for one year with the approval of Appointing Authority as per SOP. If the Appointing Authority is of Director's level, Director/HR and if it is of



GM/GGM's level, GM/GGM (HR) will exercise this power.

*(Para 5(d) to 5(g) amended vide Circular No. 15/2023 dated 03.04.2023).*

- h) Offer of appointment will be issued only after suitability in the medical test from the approved Hospital. The appointment will be subject to verification of character antecedents, caste certificate (either online or through respective issuing authority) and verification of educational qualifications (either online or from the Institute through correspondence). Any adverse report received in the verification will lead to termination of services of the employee without assigning any further reasons.
- i) Direct Recruits will be required to execute a bond as per the policy.
- j) Internal candidates will be allowed relaxation in age criteria for Open Market Recruitment upto 8 years. Such a relaxation shall be admissible for open market recruitment at all levels except the lowest entry grade, which is N1.

*(Circular No. 422/2020 dated 14.07.2020)*

- k) The candidates who will join DFCCIL from other CPSEs/State PSUs/Govt. Dept. through proper channel, Pay protection will be given as per DPE guidelines.

*(Circular No. 15/2019 dated 14.06.2019)*

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