



डेडीकेटेड फ्रेट कोरीडोर

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

(भारत सरकार का उपक्रम)

(A Govt. of India Enterprises)

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

No.HQ/HR/5/Tender/CO/Hiring of Manpower/2018

Dated: 22.01.2019

**(CORRIGENDUM)**

**Sub: Engagement of Manpower Service Provider for outsourcing of Secretarial and support manpower services in DFCCIL, Corporate Office.**


Tender No. HQ/HR/5/Tender/CO/Hiring of Manpower/2018 uploaded on DFCCIL's website and [www.tenderwizard.com/dfccil](http://www.tenderwizard.com/dfccil) on 16.01.2019, column No. 4 (Numbers) of page No. 59 regarding essential qualification/experience may please be ignored and stands deleted. The same may be read as per revised page No. 59 regarding essential qualification/experience is enclosed. The last date of submission of bids (05.02.2019) and opening of tender (07.02.2019) will remain the same.

  
(Goutom Mondal)  
DGM/HR

## ESSENTIAL QUALIFICATION/EXPERIENCE

SN	CATEGORY	ESSENTIAL QUALIFICATION/EXPERIENCE
1.	Steno (Highly skilled)	a) Graduation OR one year Diploma in Office Management. b) Dictation (10 minutes @ 80 words per minute). c) Transcription (50 minutes-English-on computer). d) MS-Office ( Word, Excel and Power Point) e) <b>SEVEN YEARS &amp; more</b> relevant experience.
2.	Steno/Executive Assistant	a) Graduation OR one year Diploma in Office Management. b) Dictation (10 minutes @ 80 words per minute). c) Transcription (50 minutes-English-on computer). d) MS-Office ( Word, Excel and Power Point) e) <b>THREE YEARS</b> relevant experience.
3.	Office Assistant	a) Graduation OR one year Diploma in Office Management. b) MS-Office ( Word, Excel and Power Point) c) <b>THREE YEARS</b> relevant experience.
4.	Receptionist	a) Graduation OR one year Diploma in Office Management. b) Well versed with operation of all office equipments like FAX machine, EPBAX, etc. c) Basic knowledge of Computers and should be fluent in English & Hindi. d) <b>THREE YEARS</b> relevant experience as Receptionist.
5.	Auto CAD Operator	a) Graduation. b) Certificate in Auto CAD operation. c) <b>THREE YEARS</b> relevant experience.
6.	Public Relation Executive	a) Graduation b) <b>THREE YEARS</b> of relevant experience in the PR activities in the areas of mass communication, media relations, public relations, electronic and print media after graduation. c) Computer proficiency.
7.	IT Assistant (Web Design)  IT Assistant (System Design)  Assistant-Business Plan	Master in Computer Application with <b>THREE YEARS</b> experience in Web Designing.  Master in Computer Application with <b>THREE YEARS</b> experience in System Designing.  Graduate (preferably Commerce graduate). Possessing MBA (Fin.) will be qualification. Should be well versed in MS Office and MS Project. <b>THREE YEARS</b> experience in the field.
8.	Telecom Assistant	Graduate/Diploma with <b>FIVE YEARS</b> experience in Telecommunication maintenance in Railways/PSU.

Note: The above categories/manpower can increase/decrease as per the requirement of DFCCIL from time to time.

  
 22/11/19  
 @ 11/11/19