



# डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.

(भारत सरकार का उपक्रम)

**Dedicated Freight Corridor Corporation of India Limited**  
(A Govt. of India Enterprises)

File No.HQ/HR/Rectt. (HR, Fin. & IT)/OP

## Advertisement No. 02/2020

### RECRUITMENT NOTICE

**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 one of the biggest project in infrastructure sector, set-up to build high capacity and high speed rail freight corridors along the golden quadrilateral and its diagonals. The first Phase comprises of construction of two dedicated freight corridors spanning Ludhiana-Delhi-Kolkata (Eastern DFC) and Mumbai-Delhi (Western DFC). At present the company has its Corporate Office at New Delhi and Field Units at Ambala, Meerut, Tundla (Agra), Prayagraj (East & West), Pt. Deen Dayal Upadhyay Nagar, Kolkata, Mumbai (North & South), Ahmedabad, Vadodara, Ajmer, Jaipur and Noida.

DFCCIL **INVITES** applications for recruitment **through ON-LINE MODE** to the posts of **Assistant Manager, Junior Manager & Executive** in various disciplines, as per the details given below:

#### 1. IMPORTANT DATES:

<b>Opening Date</b> for On-line Registration of Application	<b>15.02.2020</b>
<b>Last date</b> for closing of On-line Registration of Application	<b>15.03.2020 upto 23:45 hrs</b>
<b>Tentative Dates for Computer Based Test (CBT)</b>	<b>Last week of April 2020</b>

**NOTE: BEFORE FILLING UP ON-LINE REGISTRATION FORM, PLEASE REFER TO INSTRUCTIONS UNDER "HOW TO APPLY". THE APPLICATION FORM FOR ALL THE POSTS SHALL BE FILLED IN BY THE CANDIDATES IN ENGLISH LANGUAGE ONLY.**

[Click Here to Apply](#)

#### 2. DETAILS OF POSTS & ESSENTIAL QUALIFICATION: The candidate should possess the following essential qualifications for on-line registration of application:

##### 2.1 Post: Assistant Manager – Scale Rs. 60,000-1,80,000 (IDA Pay Scale) (E-3)

SN	Post	Post Code	Essential Educational Qualification	Post Qualification Experience**														
1	<b>Assistant Manager (Finance)</b> <b>Total Vacancies – 17*</b> *Vertical Reservation: <table border="1"><tr><td>UR</td><td>SC</td><td>ST</td><td>OBC-NCL</td><td>EWS</td></tr><tr><td>08</td><td>02</td><td>01</td><td>04</td><td>02</td></tr></table> *Horizontal Reservation: <table border="1"><tr><td>PwBD</td><td>01</td></tr><tr><td colspan="2">Refer Point 5(iv)</td></tr></table> <b>Medical Standard: C1 (Cee-One)</b>	UR	SC	ST	OBC-NCL	EWS	08	02	01	04	02	PwBD	01	Refer Point 5(iv)		11	Pass in final examination of CA/CMA from Institute of Chartered Accountants of India/Institute of Cost Accountants of India.	Minimum 03 (three) years in the field of Finance/Accounts/Audit/ Taxation/Treasury/Budget.
UR	SC	ST	OBC-NCL	EWS														
08	02	01	04	02														
PwBD	01																	
Refer Point 5(iv)																		

SN	Post	Post Code	Essential Educational Qualification	Post Qualification Experience**																																	
2	<b>Assistant Manager (Information Technology)</b> <b>Total Vacancies – 13*</b> * Certification wise Segregation: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Certification</th> <th>Post</th> <th>Vertical Reservation</th> </tr> </thead> <tbody> <tr> <td>SAP - FI</td> <td>01</td> <td>UR-01</td> </tr> <tr> <td>SAP - HCM</td> <td>01</td> <td>UR-01</td> </tr> <tr> <td>SAP - ABAP</td> <td>01</td> <td>UR-01</td> </tr> <tr> <td>SAP Enterprise Portal</td> <td>01</td> <td>OBC-NCL-01</td> </tr> <tr> <td>SAP- PS</td> <td>01</td> <td>UR-01</td> </tr> <tr> <td>SAP -BASIS</td> <td>01</td> <td>UR-01</td> </tr> <tr> <td>SAP -SD</td> <td>01</td> <td>SC-01</td> </tr> <tr> <td>SAP -MM</td> <td>01</td> <td>OBC-NCL-01</td> </tr> <tr> <td>Authorized CCNA/CCNP certificate</td> <td>02</td> <td>UR-01, OBC-NCL-01,</td> </tr> <tr> <td>Oracle Certified Professional (OCP), Java SE8 Programmer</td> <td>03</td> <td>UR-02, EWS-01  *Horizontal Reservation: PwBD -01 Refer point 5(iv)</td> </tr> </tbody> </table> <b>Medical Standard:</b> C1 (Cee-One)	Certification	Post	Vertical Reservation	SAP - FI	01	UR-01	SAP - HCM	01	UR-01	SAP - ABAP	01	UR-01	SAP Enterprise Portal	01	OBC-NCL-01	SAP- PS	01	UR-01	SAP -BASIS	01	UR-01	SAP -SD	01	SC-01	SAP -MM	01	OBC-NCL-01	Authorized CCNA/CCNP certificate	02	UR-01, OBC-NCL-01,	Oracle Certified Professional (OCP), Java SE8 Programmer	03	UR-02, EWS-01  *Horizontal Reservation: PwBD -01 Refer point 5(iv)	12 13 14 15 16 17 18 19 20 21	Full time MBA or MCA or M.Tech (Computer Science) or B.E./B.Tech/AMIE (Computer Science/IT/Electronics/ Electronics & Communications) with not less than 60% marks along with certification corresponding to the relevant post code in the following:- <b>i) For post code 12 to 19:</b> <ul style="list-style-type: none"> <li>• SAP – FI#</li> <li>• SAP-HCM</li> <li>• SAP –ABAP</li> <li>• SAP –Enterprise Portal</li> <li>• SAP –PS</li> <li>• SAP –BASIS</li> <li>• SAP –SD</li> <li>• SAP –MM</li> </ul> <b>ii) For post code 20:</b> <ul style="list-style-type: none"> <li>• Authorized CCNA/CCNP certificate</li> </ul> <b>iii) For post code 21:</b> <ul style="list-style-type: none"> <li>• Oracle Certified Professional (OCP), Java SE8 Programmer</li> </ul> Note#:- Candidates having CA/CMA from Institute of Chartered Accountants of India/Institute of Cost Accountants of India are also eligible to apply for SAP - FI.	<b>For Post code 12 to 19 (SAP Module):</b> Minimum 03 (three) years in related SAP module in implementation/support.  <b>For Post code 20:</b> Minimum 03 (three) years in Networking.  <b>For Post code 21:</b> Minimum 03 (three) years in: <ul style="list-style-type: none"> <li>- Website Development &amp; maintenance; <b>or</b></li> <li>- Procurement through GeM/Office Management; <b>or</b></li> <li>- Implementation of Data Center/E-Office project.</li> </ul>
Certification	Post	Vertical Reservation																																			
SAP - FI	01	UR-01																																			
SAP - HCM	01	UR-01																																			
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Oracle Certified Professional (OCP), Java SE8 Programmer	03	UR-02, EWS-01  *Horizontal Reservation: PwBD -01 Refer point 5(iv)																																			

\*\*Teaching and research oriented experience will not be considered.

## 2.2 Post: Junior Manager – Scale Rs. 50,000-1,60,000 (IDA Pay Scale) (E-2)

SN	Post	Post Code	Essential Educational Qualification & Experience								
3	<b>Junior Manager (Human Resource)</b> <b>Total Vacancies – 04*</b> *Vertical Reservation: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>UR</td> <td>OBC-NCL</td> </tr> <tr> <td>03</td> <td>01</td> </tr> </tbody> </table> *Horizontal Reservation: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>PwBD</td> <td>01</td> </tr> <tr> <td colspan="2">Refer Point 5(iv)</td> </tr> </tbody> </table> <b>Medical Standard:</b> C1 (Cee-One)	UR	OBC-NCL	03	01	PwBD	01	Refer Point 5(iv)		22	<b>Educational Qualification:</b> (02) Two years full time MBA/PGDBA/PGDBM in HR/Personnel Management with not less than 60% marks.  <b>Experience:</b> Nil
UR	OBC-NCL										
03	01										
PwBD	01										
Refer Point 5(iv)											

**2.3 Post : Executive — Scale Rs. 30,000-1,20,000 (IDA Pay Scale) (E-0)**

SN	Post	Post Code	Essential Educational Qualification & Experience														
4	<b>Executive (Finance)</b> Total Vacancies – 13* *Vertical Reservation: <table border="1"> <tr> <td>UR</td> <td>SC</td> <td>ST</td> <td>OBC-NCL</td> <td>EWS</td> </tr> <tr> <td>05</td> <td>02</td> <td>01</td> <td>04</td> <td>01</td> </tr> </table> *Horizontal Reservation: <table border="1"> <tr> <td>PwBD</td> <td>Ex-servicemen</td> </tr> <tr> <td>01</td> <td>01</td> </tr> </table> Refer Point 5(iv) & (v) <b>Medical Standard: C1 (Cee-One)</b>	UR	SC	ST	OBC-NCL	EWS	05	02	01	04	01	PwBD	Ex-servicemen	01	01	23	<b>Educational Qualification :</b> (03) Three years full time Bachelor degree in Commerce with not less than 60% marks.  <b>Experience: Nil</b>
UR	SC	ST	OBC-NCL	EWS													
05	02	01	04	01													
PwBD	Ex-servicemen																
01	01																
5	<b>Executive (Human Resource)</b> Total Vacancies – 05* *Vertical Reservation: <table border="1"> <tr> <td>UR</td> <td>OBC-NCL</td> </tr> <tr> <td>04</td> <td>01</td> </tr> </table> *Horizontal Reservation: <table border="1"> <tr> <td>PwBD</td> <td>01</td> </tr> </table> Refer Point 5(iv) <b>Medical Standard: C1 (Cee-One)</b>	UR	OBC-NCL	04	01	PwBD	01	24	<b>Educational Qualification :</b> (03) Three years full time BBA in HR/Personnel Management with not less than 60% marks.  <b>Experience: Nil</b>								
UR	OBC-NCL																
04	01																
PwBD	01																
6	<b>Executive (Information Technology)</b> Total Vacancies – 2* *Vertical Reservation: <table border="1"> <tr> <td>UR</td> </tr> <tr> <td>02</td> </tr> </table> *Horizontal Reservation: <table border="1"> <tr> <td>PwBD</td> <td>01</td> </tr> </table> Refer Point 5(iv) <b>Medical Standard: C1 (Cee-One)</b>	UR	02	PwBD	01	25	<b>Educational Qualification :</b> Full time B.E./B.Tech/AMIE (Computer Science/IT/Electronics/Electronics & Communications) with not less than 60% marks.  <b>Experience: Nil</b>										
UR																	
02																	
PwBD	01																

**NOTE:**

- The number of vacancies is tentative and may increase or decrease.
- Any Indian National fulfilling eligibility criteria can apply for the above posts.

**3. IMPORTANT INSTRUCTIONS REGARDING QUALIFICATION/EXPERIENCE ETC.:**

- Candidates appearing or awaiting results on the closing date of application are NOT eligible to apply.**
- The institute awarding full time degree/diploma must be recognized either by UGC/Central/State Govt. or AICTE or Technical Boards/Universities established by Central/State Govt.
- The candidates applying for Human Resource Posts must have specialization in HR/Personnel Management. The specialization should be clearly mentioned in the degree/certificate. In case, it is not mentioned, the candidate must bring a certificate from the institute clearly stating that he has done his BBA/MBA/PGDBA/PGDBM with specialization in HR/Personnel Management at the time of document verification/interview.
- The candidates having completed Full-time five year integrated courses of MBA/MCA after 10+2 with requisite specialization are also eligible to apply for the posts where Full-time MBA/MCA is the essential qualification.

- v) The SAP Certification should be **“SAP Global Certification”**.
- vi) **The applicant should possess the essential qualification as on the closing date of application i.e. 15.03.2020. The level of educational qualifications prescribed for the posts is ESSENTIAL.** The candidates shall be required to produce Marks Sheets & Degree/Certificate, at the time of document verification/interview.
- vii) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application form. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA in the application form. Candidates will have to produce the certificate/document issued by the university evidencing conversion formula of university, when called for document verification/interview.
- viii) Round off %age will not be acceptable under any circumstances for consideration for appointment. **The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.**
- ix) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/additional optional subjects, if any. This will be applicable for those Universities also where class/Grade is decided on the basis of Honours marks only.
- x) The specified essential Full-Time Degree/Diploma in educational qualification is relaxable to Part-time/Open & Distance Learning mode for only Ex-servicemen candidates. However, such Degree/Diploma should be duly recognized by UGC/AICTE/DEC.
- xi) In case of posts where experience is required, experience certificate should be duly signed and stamped on Company’s letter head clearly indicating the name of the post held, duration and department. Candidate should also bring authentic document relating to duties & responsibilities associated with the post.

#### 4. **AGE LIMIT:**

- i) The age limit for various posts as on 01.01.2020 is as under:

S.N	Level	Age -Limit (in years)
1	Assistant Manager	18-30
2	Jr. Manager	18-27
3	Executive	18-30

- ii) **Age Relaxation:** The upper age-limit is relaxable as under subject to submission of requisite certificate:
- By five years for SC/ST,
  - By three years for OBC-NCL candidates,
  - By ten years for PwBD applicants (total 15 years for SC/ST and 13 years for OBC-NCL),
  - For Ex-servicemen, upto the extent of service rendered in defence plus three years provided they have put in more than six months service after attestation, as per Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979 and Govt. of India orders issued from time-to-time.
  - By five years for the candidates who had ordinarily been domiciled in the state of J&K during the period 01.01.80 to 31.12.1989 provided certificate for the same issued by BDO/SDO, to be produced at the time of document verification/interview.
- iii) **Age Relaxation for Departmental candidates:** The upper age-limit is relaxable for Assistant Manager & Jr. Manager post by (03) three years for regular employees of DFCCIL.
- iv) Candidate should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent Certificate only will be accepted by the DFCCIL for determining the age and no subsequent request for its change will be entertained.
- v) Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

#### 5. **CERTIFICATE FOR RESERVATION & AGE RELAXATION:**

All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters for UR candidates. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.

**i) For SC/ST (Schedule Caste/Schedule Tribes) Candidates:**

- a) Reservation of vacancies for SC/ST will be as per Government of India directives. Candidates belonging to SC/ST category shall have to submit the attested copy of Caste certificate issued by the Competent Authority at the time of document verification. For sample format, refer Annexure -I(A).

**ii) For OBC-NCL (Other Backward Class – Non Creamy Layer) Candidates:**

- a) OBC-NCL candidates included in the central list having certificate for the current financial year **i.e. 2019-2020 for non-creamy layer in the format prescribed by Central Govt.** will be given the benefit of OBC-NCL reservation. For sample format, refer Annexure -I(B).
- b) The candidates applying against vacancies reserved for OBC-NCL should note that they have to produce a valid caste certificate at the time of document verification in support of their belonging to OBC-NCL community as per rule of Govt. of India as issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to “Creamy Layer” of the OBC. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. A declaration shall also be submitted by the candidate before his appointment that he does not belong to the Creamy Layer of OBC. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment.

**To illustrate, the validity of non-creamy layer certificate issued during any month of the financial year 2019-20 covering 3 preceding financial years viz. 2016-17, 2017-18 & 2018-19 be accepted for any appointments or recruitments which would be valid during the period April 2019 to March 2020.**

**iii) For EWS (Economically Weaker Section) Candidates:**

- a) Candidates who are not covered under the scheme of reservation for SC/ST/OBC and whose family gross annual income is below Rs. 8.00 Lakh (Rupees eight Lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. For this recruitment, the financial year prior will be 2018-2019 as the closing date of registration is 15.03.2020. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
- 5 acres of agricultural land and above;
  - Residential flat of 1000 sq. ft. and above;
  - Residential plot of 100 sq. yards and above in notified municipalities;
  - Residential plot of 200 sq. yards and above in areas other than the notified municipalities
- b) The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term “family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The benefit of reservation under EWS can be availed upon production of an income and Asset certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given as Annexure -I(C) shall only be accepted as candidate’s claim as belonging to EWS:
- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
  - Chief Presidency Magistrate/Additional Chief presidency Magistrate/Presidency Magistrate
  - Revenue Officer not below the rank of Tehsildar and
  - Sub-divisional Officer of the area where the candidate and/or his family normally resides.
- c) The candidates applying against the vacancies reserved for EWS must produce valid Income and Asset Certificate issued by Competent Authority as per Annexure - I(C) on the date of Document Verification. In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/application of such candidates, if fulfilling all the

eligibility conditions for General (UR) Category, will be considered under General (UR) vaccines only.

**iv) For PwBD (Persons with benchmark disability) Candidates:**

- a) Disability should not be less than 40% for the categories where ever PwBD reserved posts are indicated in the above tables under para-2.1 to para-2.3. A person, who wants to avail the benefit of relaxation will have to submit a Disability Certificate issued by a Competent Authority as per the form V, VI and VII of rule 18(1) under Chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer Annexure –II (A), II(B) & II(C) for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.
- b) Post earmarked for PwBD category are as per details given below:

Particulars	Category
Assistant Manager (Finance)	OA, OL, BL, OAL, BLOA, HH, VH & LV
Assistant Manager (IT)	OA, OL, BL, OAL, B, LV & HH
Jr. Manager (HR)	OA, OL, BL & HH
Executive (Finance)	
Executive (HR)	OA, OL, OAL, BL, B, LV & HH
Executive (IT)	

Abbreviations Used: OA= One Arm, OL=One Leg, OAL = One arm & One Leg, BL= Both Leg, BLOA =Both leg & one arm, B= Blind, LV=Low Vision, HH=Hearing Impaired, VH= Visually Impaired

**v) For Ex-servicemen Candidates:**

- a) Ex-servicemen candidates should produce defence service certificate issued by the Competent Authority at the time of document verification/interview.
- b) Persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-servicemen are eligible to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to Ex-servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union.
- c) Accordingly, such serving Defence personnel to be released within one year of the **last date of Registration of Application (on or before 15.03.2021)** can also apply, both for vacancies earmarked for Ex-servicemen and for post not reserved for them. However, they should possess the prescribed Educational Qualification as on the closing date of Employment Notification.
- d) Ex-Servicemen candidate who have already secured Civil employment under Central Government in Group 'C' & 'D' (including PSUs, Autonomous Bodies/Statutory Bodies, Nationalized Banks etc.) will be permitted only the benefit of age relaxation as prescribed for Ex-servicemen for securing another Civil employment in a higher grade or cadre in Group 'C/D' under Central Government. Such candidates will not be considered against the vacancies reserved for Ex-servicemen in the Central Government jobs.
- e) If an Ex-serviceman applies for various vacancies before joining any Civil employment, he/she can avail the benefit of reservation of Ex-serviceman for any subsequent employment, subject to the condition that an Ex-serviceman as soon as he joins any Civil employment, should give self-declaration/undertaking to the concerned employer about the details of application against this Employment Notification. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during Document Verification failing which their candidature shall stand cancelled. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-servicemen.

**6. NO OBJECTION CERTIFICATE:**

- i) Candidates who are employed on regular basis in Government/Semi-Government/Public Sector Undertaking/ Autonomous bodies are required to produce **"No Objection Certificate"** from the present employer at the time of document verification/interview. In the absence of "No Objection Certificate", the candidature of such candidates will be forfeited.

- ii) Regular employees of DFCCIL applying for above posts are not required to produce “NOC”. However, at the time of document verification/interview, the candidate has to bring Vigilance and D&AR Clearance.

#### 7. **PERKS/ALLOWANCES / PLACE OF POSTING/SERVICE AGREEMENT-CUM-BOND:**

- i) Perks & Allowances: HRA/Leased Accommodation, Liberal Company Medical Facility, LTC, Basket of Allowances with cafeteria approach and other fringe benefits. Superannuation Benefits Schemes are also in the offing.
- ii) Place of Posting: Anywhere on DFCCIL’s projects/establishments/offices.
- iii) Career prospects: The selected candidates will have promising opportunities for promotion to higher grades, as per promotion policy of the Company.
- iv) **Candidate will have to execute the Service Bond, wherever applicable as per the norms of DFCCIL, at the time of joining.**
- v) Pay Protection will be granted to the candidates serving in PSU’s/Govt. Organizations based upon DPE guidelines.

#### 8. **SELECTION PROCESS FOR VARIOUS POSTS:**

SN	Post	Computer Based Test	Document Verification	Interview	Medical Test
1	Assistant Manager (Finance)	√	√	√	√
2	Assistant Manager (IT)	√	√	√	√
3	Junior Manager (HR)	√	√	√	√
4	Executive (Finance)	√	√	X	√
5	Executive (HR)	√	√	X	√
6	Executive (IT)	√	√	X	√

#### 9. **SCHEME OF EXAMINATION:**

The instructions for Computer Based Test (CBT) is as under:

- i) The **Computer Based Test (ON-LINE MODE)** will be conducted in two/three sessions on a single/multiple day(s) of 2 hours duration.
- ii) The question paper will be Objective Multiple Choice Type having 120 questions containing 96 questions related to post/ discipline for which the candidate has applied and 24 questions on General aptitude. The standard of questions for the online examination will be generally in conformity with the educational standards prescribed for the posts.
- iii) The Question Paper will be set in English & Hindi only. In case of any difference/discrepancy/dispute in the questions between English and Hindi, the content of English version shall prevail.
- iv) There shall be negative marking in Computer Based Test and marks shall be deducted for each wrong answer @ ¼ (0.25) mark.
- v) Qualifying marks in written test/CBT is prescribed as 40% for UR, 30% for SC/OBC-NCL/EWS and 25% for ST.
- vi) Syllabus for Computer based Test for all the posts is in Annexure – III.
- vii) In case of tie of marks obtained by more than one Candidates, the resolution will be done in following order:

- a) The candidate with earlier/older Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher.
- b) In case of tie as mentioned at (a) above, the candidate with higher percentage pass marks in qualifying examination, as per eligibility criteria, will be placed higher.

viii) Appointment of successful candidates will be subject to verification of original documents relating to Age, Qualifications, Caste, Experience & Medical fitness certificate issued by the Medical Authorities as prescribed under the rules of DFCCIL.

**10. EXAMINATION CITIES:**

- i) The Computer Based Test (CBT) may be held at Patna, Ahmedabad, Guwahati, Varanasi, Bhubaneswar, Chennai, Delhi/NCR, Jaipur, Lucknow, Mumbai, Kolkata, Bengaluru, Hyderabad, Nagpur, Bhopal and Chandigarh/Mohali depending upon the response received for each centre.
- ii) Applicants should clearly indicate their order of preference for three (03) "Examination Centres" in the online application format.
- iii) If the number of candidates applying for a particular post are less, then the examination for such post may be conducted at DELHI/NCR only.
- iv) Request for change of date, examination centre and shift will not be entertained under any circumstances.

**11. EXAMINATION FEE:**

- i) **Fee Payable (non-refundable) for each post is to be deposited ONLINE** by the candidates, as under:

S. No.	Post/Category	Application Fees* (Rs.)
1	Assistant Manager (UR/OBC-NCL/EWS)	Rs.1000.00
2	Junior Manager (UR/OBC-NCL/EWS)	Rs.1000.00
3	Executive (UR/OBC-NCL/EWS)	Rs.900.00

- a) \*Bank charges + GST, as applicable, will also be borne by the candidates (if any).
- b) **No examination fee is required for SC/ST/PwBD/Ex-Servicemen candidates.** However, they have to indicate their SC/ST/PwBD/Ex-Serviceman category in the application form and upload the certificate.
- c) DFCCIL will accept fee through ON-LINE mode only. Fee submitted by any other mode will not be accepted.
- d) Candidates applying for more than one post code has to submit separate application form along with the fee for each post code. However, he may be doing so at his own risk as schedule of examination for any two post code may coincide.
- e) Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserved for any other recruitment or selection process in future (even if the recruitment process is cancelled).
- f) The examination fee paid by the candidates whose application is incomplete or those who have not submitted their application or whose application is rejected, will not be refunded.

**12. INSTRUCTIONS FOR FILLING UP THE ON-LINE FORM:**

- i) Candidates are required to apply On-line through DFCCIL website **www.dfccil.com in English only**. No other means/mode of submission of applications will be accepted under any circumstances.
- ii) Candidate submitting more than one application for same post code will be summarily rejected.
- iii) No documents/certificates and application forms are required to be sent to DFCCIL by post.
- iv) Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted, no change/edit will be allowed, thereafter.
- v) Candidates should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation certificate only. In case of name change, candidates should indicate their changed Name only in the



on-line application. However, other details should match with the Matriculation certificate. Date of such change (or) application for such change should be prior to the date of ON-LINE registration.

Gazette Notification or any other legal document as applicable for such cases should be submitted at the time of Document Verification (DV).

- vi) The on-line registration process involves 02 (two) steps for successful filling up of the application form.
- vii) The candidates should ensure the completion of both the Step 1 and Step 2 of the registration process and ON-LINE depositing of examination fee (if applicable) by the stipulated date and time given in para 1 of this advertisement. Candidates in their own interest are advised, not to wait till the last date & time and register their application well within the time. DFCCIL shall not be held responsible, if the candidates are not able to submit their application due to last minute rush on account of heavy load on internet/website jam/disconnection etc.
- viii) Candidates should have a valid personal e-mail ID and Mobile number. It should be kept active during the currency of this recruitment process. Registration number, password, admit card for Computer Based Test, call letter for document verification or any other important communication will be sent on the same registered e-mail ID of candidate (*also check email in spam/junk box*). The candidates are, therefore, requested to check regularly their e-mail for any communication from DFCCIL. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. **Please note that the Admit Card for Computer Based Test (CBT) will not be sent by post.**
- ix) Applying for more than one post: Candidates desirous of applying for more than one posts are required to apply on-line for **each post code separately** i.e. he will have to submit separate on-line application for each post code along with prescribed application fees (as applicable). In such a case he/she should have separate valid email ID for applying for each post code. **However, he may be doing so at his own risk as schedule of examination for any two post code may coincide.**
- x) The candidates found provisionally eligible shall be issued admit cards for appearing in Computer Based Test, at their own expenses.
- xi) The candidate must possess the following certificate regarding educational qualification, experience, caste etc while filling the on-line application forms. The information filled in the application form should be based upon these certificates.
- His/her personal details.
  - His/her educational qualification details with percentage of marks, etc., as per eligibility criteria.
  - His/her experience details.
  - His/her Caste/Category certificate (for SC/ST/OBC-NCL/EWS/PwBD candidates)
  - His/her discharge Certificate (retirement) in case of Ex-Serviceman Candidate
  - His/her scanned photograph and signature (as per dimensions given below).
  - Any other details/documents required relating to eligibility Criteria.
- xii) Detailed instructions for filling up the on-line registration form is in Annexure –IV(A).
- xiii) Instructions regarding Scanning of Photograph, Signature and certificate, scanned image is in Annexure – IV(B).

### **13. INSTRUCTIONS FOR COMPUTER BASED TEST (CBT):**

- i) **Admit card** for written test, containing the details of the centre/venue for the examination etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards. The candidates can also download their admit cards from the DFCCIL website using their registration number and the password. Candidates will not be allowed to enter the examination hall without valid admit card.
- ii) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination, his/her candidature will automatically be treated as cancelled at any stage of this recruitment on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. **His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in DFCCIL.**

- iii) Candidates must carry the printed copy of E-Admit Card and one photo ID (Voter's ID, Driving License, Aadhaar card, Passport, PAN or any other ID Card issued by Government) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venues, in case any of these are not available.
- iv) Candidates must report to their allotted Test Centre at least one and a half hour before the commencement of test. The entry gates of Test Centre will be closed half an hour before commencement of test. No late coming entry will be allowed thereafter.
- v) Time Schedule may change depending upon the number of applications received for a particular post.
- vi) Calculator, Mobile phone, Bluetooth, Headphone, Earplug, Laptop, iPad, Digital Diary, Digital Watch, Book/Notes, Metallic Wears, Bangles, Belt, Bracelets etc are strictly prohibited in the examination centre. As such, the candidates should not bring any of the above to the examination centre. If any candidate comes with the above restricted item, he shall not be allowed to appear in the examination unless he keeps it outside the premises of examination centre. There is no facility for safe keeping of the personal belongings of candidates outside the examination hall and DFCCIL will not be responsible for its loss.
- vii) The candidates found provisionally eligible shall be issued admit cards for appearing in Computer Based Test, at their own expenses.

**14. INSTRUCTIONS FOR DOCUMENT VERIFICATION:**

- i) Shortlisted candidates will be called for verification of the original documents according to merit, availability of vacancies and reservation rules.
- ii) During document verification, the candidates will have to produce their original certificates alongwith one set of photocopies duly attested. No additional time will be given and the candidature of candidates for not producing their original certificates/testimonials on the date of verification is liable to be forfeited.
- iii) **Identity verification:** If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents, he will not be allowed to appear for document verification and his candidature will be treated as cancelled.

**15. INSTRUCTIONS FOR INTERVIEW (For Assistant Manager & Junior Manager level posts):**

- i) Candidate's upto 3 times the number of vacancies will be called for interview based on merit on the basis of performance in the Computer Based Test.
- ii) Final merit list will be prepared by giving weightage of 85% to CBT marks and 15% to Interview marks.
- iii) All candidates called for interview will be sent for medical examination. Clearing of such medical examination by additional candidates (those called for interview beyond the notified number of vacancies) will give such candidates no right to be considered for appointment. These additional candidates will, however, be considered for empanelment only if there is a shortfall in empanelment from the merit list or/and as replacement against the shortfall on account of not joining of recommended candidates in the working post or/and any other special requirement.

**16. INSTRUCTIONS FOR MEDICAL TEST:**

- i) Medical standards as prescribed in Indian Railway Medical Manual Vol.-I, which can be accessed at [www.indianrailways.gov.in](http://www.indianrailways.gov.in).
- ii) Candidates must ensure that they fulfill the prescribed Medical Standards for the post(s) they are opting for. Candidates who are found medically unsuitable for the opted post(s) shall not be given any alternative appointment.

**17. GENERAL INSTRUCTIONS:**

- i) Before applying for the post(s) against this notification, candidates should satisfy themselves that they fulfill all the eligibility norms including age, educational qualification(s), experience, reservation, medical standard(s) etc.

- ii) Admission to all stages of recruitment process shall be purely provisional, subject to the candidates satisfying the prescribed eligibility conditions.
- iii) Selected candidates will be on probation for two (02) years as per extant policy.
- iv) Canvassing in any form will lead to disqualification of candidature.
- v) In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
- vi) Candidates are warned that they may be permanently debarred from the examination conducted by the DFCCIL in case they fraudulently claim SC, ST, OBC-NCL, EWS, PwBD, Ex-Servicemen status.
- vii) DFCCIL strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- viii) 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.
- ix) Vacancies indicated in the advertisement are provisional and may increase or decrease or even may become NIL in total or in specific communities/posts at a later stage depending upon the actual needs of the DFCCIL. Also, additional posts, if required by the DFCCIL may also be included at a later stage.
- x) The DFCCIL also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the examination fee paid by the candidates will not be refunded.
- xi) DFCCIL reserve the right to incorporate any subsequent changes/modifications/additions in the terms and conditions of recruitment under this advertisement as necessitated and applicable.
- xii) **Background check:** In case of selection on the above-said post, such selection shall be provisional subject to verification of mark sheets/certificates, character & antecedents, caste certificate and other documents submitted by the candidate and subject to his meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of the Company.
- xiii) The process of examination/ recruitment does not involve any correspondence by the DFCCIL with candidate at any stage regarding deficiency in application / documents / payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself to furnish correct, complete and desired information/ documents etc. No correspondence will be entertained from the candidates found ineligible and not called for written test or document verification or for non-selection.
- xiv) **ACTION AGAINST MISCONDUCT:**
  - a) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the “on-line” application.
  - b) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
    - Using unfair means during the examination/DV/Interview/Medical; or
    - Impersonating or procuring impersonation by any person; or
    - Misbehaving in the examination/Document Verification/Interview; or
    - Resorting to any irregular means in connection with his/her candidature during selection process; or
    - Using undue influence for his/her candidature by any means; or
    - Submitting of false certificates/ documents /information or suppressing any information at any stage; or
    - Giving wrong information regarding his/her category (SC/ST/OBC-NCL/EWS/PwBD/Ex-Servicemen) while appearing in the examination or thereafter; or
    - During CBT, being in possession of calculator, Mobile phone, Bluetooth, Headphone, Earplug, Laptop, iPad, Digital Diary, Digital Watch, Book/Notes, Metallic Wears, Bangles, Belt, Bracelets;

- Possessing any form of textual material / handwritten (or typed) pages etc.;

The candidate will be liable to **legal/criminal prosecution**, and also following action may be taken against him:

- Disqualified from the examination and /or ;
- Debarred either permanently or for a specified period from any exam/recruitment and /or
- Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of DFCCIL.

- xv) **Information on website only:** Any further information/corrigendum/addendum/details regarding applications or applicants/any other information regarding schedule of examinations or call letters for document verification/Instruction notices/results/panels shall be posted only on the official website of DFCCIL **www.dfccil.com**. Thus, the candidates are advised to keep updating themselves by checking the official website of DFCCIL very frequently.
- xvi) If any candidate attempts to use external influence for the purpose of facilitation his/her selection, it would result in automatic cancellation of his/her candidature.
- xvii) DFCCIL will not be responsible for any inadvertent errors and reserves the right to correct such errors.
- xviii) The legal jurisdiction will be Delhi in case of any cause.
- xix) The link for on-line application shall be available on DFCCIL official website [www.dfccil.com](http://www.dfccil.com).
- xx) Only queries related to ON-LINE APPLICATION SOFTWARE shall be replied at: [dfccil.examhelpdesk@gmail.com](mailto:dfccil.examhelpdesk@gmail.com).
- xxi) The details of application forms will be preserved upto the period of 06 months only from the date of declaration of final results and thereafter it shall be destroyed.
- xxii) The decision of DFCCIL in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

**WARNING**

Beware of touts and job racketeers trying to deceive by false promises of securing job in DFCCIL either through influence or by use of unfair and unethical means. DFCCIL has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence DFCCIL directly or indirectly shall be disqualified and legal action can be initiated against them. Candidates are advised to consult only the official website of DFCCIL i.e. [www.dfccil.com](http://www.dfccil.com) and beware of FAKE websites put up by unscrupulous elements/touts.

\*\*\*\*\*

**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/ Srimati/ Kumari\* ..... son/daughter\* of ..... Village/Town.....District/Division\*..... of the .....State/Union Territory\* belongs to the ..... caste\*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe under:-

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re-organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
- \*The Constitution (Pondicherry) Scheduled Castes Orders, 1964
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Orders, 1967
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (SC) Orders (Amendment) Act, 1990
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- \* The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- \* The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Srimati\* ..... father/mother\*of Shri/Srimati/Kumari.....of Village/Town\* ..... in District/Division\*.....of the State/Union Territory\* ..... who belongs to the .....Caste\*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory\* issued by the .....dated.....

3. Shri/Srimati/Kumari\* .....and/or\* his/her\* family ordinarily resides in Village/Town\*.....District/Division\*..... of the State/Union Territory\* of .....

Place.....

Date.....

Signature.....

Designation.....

(with seal of Office)

State/Union Territory.....

\* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term “ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and /or his/her family normally reside(s).
5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate Concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

**OBC CERTIFICATE FORMAT****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POST UNDER GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari.....son/daughter of .....of Village/Town.....in District/Division.....in the State/Union Territory ..... belongs to the .....community which is recognized as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ....dated.....\*.

Shri/Smt./Kum.\* ..... and/or his/her family ordinarily reside(s) in the ..... District/Division of the ..... State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training O.M. No. 36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017\*\*.

Date:

**DISTRICT MAGISTRATE/  
DY. COMMISSIONER ETC.**

(Seal)

\*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.

\*\*As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Government of \_\_\_\_\_

(Name &amp; Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*.

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**Recent Passport size attested Photograph of the Applicant**

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

**\*\*\* Note 3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM-V**Certificate of Disability**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)****[See Rule 18 (1)]****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent Passport Size Attested Photograph (Showing face only) of the person with disability
--

Certificate No..... Date.....

**This is to certify that I have carefully examined**

Shri/Smt./Kum.....son/wife/daughter of Shri ..... Date of Birth  
..... (DD/MM/YYYY) Age..... Years, Male/Female..... Registration No.....  
Permanent Resident of House No.....Ward/Village/Street..... Post  
Office..... District.....State....., whose  
photograph is affixed above, and am satisfied that:

(A) He/She is a case of:

\*Locomotor Disability

\*Dwarfism

\*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is.....

(1) He/She has ..... % (in figure) ..... Percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her ..... (Part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued
--

(Signature and Seal of Authorized Signatory of notified Medical Authority)



**FORM- VI**  
Certificate of Disability  
(In case of multiple disabilities)  
[See Rule 18 (1)]

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.....Date.....

1. This is to certify that we have carefully examined Shri/Smt./Kum.....son/wife/daughter of Shri..... Date of Birth..... (DD/MM/YYYY) Age.... Years, Male/Female..... Registration No. ....Permanent Resident of House No..... Ward/Village/Street.....whose photograph is affixed above and are satisfied that:

Recent Passport Size Attested photograph (Showing face only) of the person with disability

(A) He/She is a case of **Multiple Disability**. Her/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in %)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language Disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures ..... percent, In words..... percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after ..... Year..... Months, and therefore this certificate shall be valid till ..... (DD/MM/YYYY)

@ e.g. Left/Right/Both arms/legs; # e.g. Single eye/both eyes; £ e.g. Left/Right/Both ears

4. The applicant has submitted the following documents as proof of residence:

Name of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

**FORM- VII**  
**Certificate of Disability**  
(In cases other than those mentioned in Form V and VI)  
[See Rule 18(1)]  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)

Recent Passport Size  
Attested photograph  
(Showing face only) of  
the person with  
disability

Certificate No..... Date.....

1. This is to certify that we have carefully examined Shri/Smt./Kum ..... son/wife/daughter of Shri ..... Date of Birth..... (DD/MM/YYYY) Age..... years , Male/Female..... Registration No..... Permanent Resident of House No..... Ward/Village/Street.....whose photograph is affixed above and I am satisfied that He/She is a case of \_\_\_\_\_ **Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in %)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low Vision	#		
7.	Deaf	£		
8.	Hard of Hearing	£		
9.	Speech and Language Disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple Sclerosis			
16.	Parkinson's Disease			
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:  
In figures ..... percent, in words..... percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after ..... Year..... Months, and therefore this certificate shall be valid till ..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

Countersigned[Countersignature and seal of the CMO/Medical Supdt.) Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]	(Authorised Signatory of notified Medical Authority) (Name and Seal)
---	--

Signature/Thumb impression of the person in whose favour disability certificate is issued

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31<sup>st</sup> December, 1996.

**Indicative syllabus for various posts****A. Post wise indicative syllabus (80% questions)**

- i. For Assistant Manager (Finance) {Post Code – 11}:-** Accounting and IND AS Standards, Financial Reporting, Strategic Financial Management, Advanced Auditing, Professional Ethics, Strategic Cost Management and Performance Evaluation, Corporate & Economic Laws, Direct Tax Laws, Indirect Tax Laws, Enterprise Information Systems, Risk Management, Financial Services & Capital Markets, Computer Application in Business, E Filing of Returns, etc.
- For Assistant Manager (Information Technology) (E3):**
- ii. SAP - FI {Post Code – 12} :** General Ledger Accounting, Asset Accounting, Accounts Payable, Financial Closing, SAP Financials Basics, Reporting, Accounts Receivable, etc.
- iii. SAP – HCM {Post Code – 13}:** Organizational Management Configuration and Organizational Management, Personnel Administration Configuration, Time and Attendance Management Configuration and Time and Attendance Management, SAP HCM Business Processes, Personnel Administration, Reporting and Analytics, Payroll Business Processes, Personnel Master Data, etc.
- iv. SAP ABAP {Post Code – 14} :** ABAP Programming, ABAP Dictionary, Data Types and Data Objects, Classical User Interfaces, SQL Statements including update strategies, Enhancement and Modifications, ABAP Objects, Web Dynpro for ABAP, SAP NetWeaver Overview, Internal Tables, ABAP Tools, etc.
- v. SAP -Enterprise Portal\_{Post Code – 15} :** Portal Components, Web Dynpro Development, Enterprise Portal client Framework, User Management, SAP NetWeaver Portal Fundamentals, Portal Runtime, Portal Services, Connector Framework, Web Dynpro Integration, Visual Composer, etc.
- vi. SAP – PS {Post Code – 16}:** Project Structures, Material, Cost & Budgets, Resources, Dates, Revenues and Payments, Reporting, etc.
- vii. SAP- BASIS {Post Code – 17}:** System Landscape and Flow, Installation of SAP, User Administration, Client Administration, CCMS, Background Processing, Distributed R/3 Systems, Database Management, Performance Tuning, Transport Management System, Spool Administration, OSS and SNOTE Concepts, Patch Administration, SAP NetWeaver-BASIS, SAP Service marketplace, etc.
- viii. SAP – SD {Post Code – 18}:** Sales Documents (Customizing), Shipping Process and customizing, Master Data, Pricing and condition technique, Sales Process, Organizational Structures, Cross-Functional (Customizing), Basic Functions (Customizing), Billing Process and customizing, Availability check, etc.
- ix. SAP- MM {Post Code – 19}:** Procurement Process, configuration using Procurement, Organization Levels and the Master Data, configuration using Organization Levels and Master Data, Purchasing Optimization, Inventory Management, Valuation and Account Determination, Logistics Invoice Verification, Material Requirements Planning, configuration using Inventory Management, Physical Inventory, etc.
- x. Authorized CCNA/CCNP certificate {Post Code – 20}:** Physical layer links, Internet working, TCP-IP, Traffic Management, Network Fundamentals, LAN Switching Technologies, Routing Technologies, WAN Technologies, Infrastructure Services, Infrastructure Security, etc.
- xi. Oracle Certified Professional (OCP), Java SE8 Programmer {Post Code – 21}:** Java Class Design, Generics and Collections, Java Stream API, Use Java SE 8 Date/Time API, Java File I/O (NIO.2), Building Database applications with JDBC, Missing package and import statements, No file or directory path names for classes, Unintended line breaks, Code Fragments, Descriptive Comments, etc.

- xii. For Junior Manager (HR) {Post Code – 22}:** Strategic Human Resources Management, Industrial Relations & Labour Laws, Training and Development, Recruitment & Selection, Business Environment & Ethics, Organizational Development & Change, Performance Management, Organizational Behavior, Compensation Management, etc.
- xiii. For Executive (Finance) {Post Code – 23}:** Corporate Accounting, Income Tax Laws and Practice, Indirect Tax Laws, Corporate Laws, Cost Accounting, Computer Application in Business, Management Principles and Applications, Fundamentals of Financial Management, Auditing and Corporate Governance, Financial Reporting and Analysis, Project Management, E-Filing of Returns, Banking and Insurance, etc.
- xiv. For Executive (HR) {Post Code – 24}:** Human Resources Management, Industrial Relations & Labour Laws, Training and Development, Recruitment & Selection, Business Environment & Ethics, Performance Management, Organizational Behavior, etc
- xv. For Executive (Information Technology) {Post Code – 25}:** Basic Knowledge about hardware configuration of computer and servers, Networking, IP routing & Traffic Management, etc.
- B. General Aptitude (20% questions):** General English, Logical Reasoning, Numerical Ability & General Knowledge (Current Affairs).

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**How to Apply**

Candidates satisfying the eligibility conditions have to apply On-line on DFCCIL website i.e. [www.dfccil.com](http://www.dfccil.com). Candidates are advised to read the following instructions carefully before applying on-line and also all the instructions given on main page of on-line application. Candidates should take utmost care to furnish the correct details while filling in on-line application. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. **Any mistake committed by the candidate shall be his/her sole responsibility.**

Application through any other mode will not be accepted. No documents are required to be sent to DFCCIL by post in connection with the application.

**Steps for Applying:****STEP-I (Registration):**

- a) Candidates can apply on-line by visiting the DFCCIL website and going to the tab "Career" available at [www.dfccil.com](http://www.dfccil.com).
- b) Candidates will get the instruction page and they will have to accept the Terms & Conditions by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.
- c) Applicants need to sign-up by filling up post applied, Name, valid Mobile Number and valid E-mail ID.
- d) Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved category. If vacancy is not available under Original category, then such candidates will be considered as 'General/UR'.
- e) After submitting the above details, candidates will receive Login ID & Password on their registered mobile number and Email ID, hence candidates are advised to verify the correctness of the mobile number & E-mail ID before proceeding.
- f) Only one on-line registration is permitted through one mobile number and one E-mail ID.

**STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE**

- a) Candidate should now re-login with Login ID & Password received on registered E-mail ID/Mobile Number.
- b) The candidate should now fill-up all the desired/required information in the On-line Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links as per detailed guidelines for scanning and uploading given in Annexure-IV-(B). The candidate can see application under option PREVIEW before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Name, Post opted, Email-Id and Mobile Number cannot be changed.
- c) Once the application is submitted (Step II), NO Change /edit will be allowed thereafter.
- d) After submission of application, candidates will automatically be redirected to SBI MOPS payment gateway (if applicable) to deposit the Examination Fee + Bank charges (if applicable) through different payment mode, the Bank charges would be extra and as applicable. Process Flow for deposit of Examination Fee through Payment Gateway of SBI MOPS is as under:
  - i. Do not refresh/go back on page while payment is in progress, doing so might interfere the ongoing transaction.
  - ii. Post submission, the candidate will be re-directed to Payment gateway to make the online payment of application fees.
  - iii. Kindly verify the fee details and make the payment for application fee via any of the different payment modes.
  - iv. Post successful payment of application fee, candidate will be redirected to his/her application form.

**Application Form:**

Now, Candidates are required to download the On-line Application Form generated by the System, which may be retained for future reference. This should NOT be sent to DFCCIL.

**Instructions regarding scanning of PHOTGRAPH, SIGNATURE and CERTIFICATES, Scanned image of candidates photograph, signature and Certificates, shall be as per the specifications given below:**

- a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The photograph/signature/certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
- d) Candidates should upload the scanned (digital) image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that only **jpg or jpeg** formats are acceptable:

**i) Photograph:**

- a) Photograph must be a recent passport size color photograph (not older than 03 weeks).
- b) Make sure that the picture is in color, taken against a light-colored, preferably white, background. Look straight at the camera with a relaxed face.
- c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-80kb in jpg/jpeg format only.
- d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

**ii) Signature image:**

- a) The applicant has to sign on white paper with Black ink pen.
- b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
- c) Please scan the signature area only and not the entire page.
- d) Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 10kb-30k in jpg/jpeg format only.

**iii) Category/Educational Qualification & other relevant Certificates:**

- a) Please scan the relevant certificates (issued by competent authority) and should be clearly visible.
- b) Size of file should be between 50kb-1000kb in jpg/jpeg format only.

**Grievance Redressal form**

In case, the candidate has deposited the fee ON-LINE and he is not able to confirm payment on DFCCIL website, then he should fill in the following details and send the same by email to [dfccil.examhelpdesk@gmail.com](mailto:dfccil.examhelpdesk@gmail.com) :

<b>Sl. No.</b>	<b>Particular</b>	<b>Detail</b>
(i)	Name of the candidate	
(ii)	User ID	
(iii)	Date of deposit of fee	
(iv)	Transaction ID	
v)	Amount including bank charges (Rs.)	
vi)	Mobile Number	
vii)	E-mail ID	

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