



# डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.

(भारत सरकार का उपक्रम)

Dedicated Freight Corridor Corporation of India Limited

(A Govt. of India Enterprises)

## IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. DFCCIL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF DFCCIL.

Important Dates		
SN	Activity	Date
1	Opening Date for online Registration of Application	20/05/2023 1600Hrs.
2	Last date for closing of online Registration of Application and submission of online Fee	19/06/2023 2345Hrs.

## INSTRUCTIONS FOR SUBMITTING ON LINE APPLICATIONS

General Instructions:	
1.	Read the Instructions carefully and click on “ <b>Register</b> ” (Hyper Link button) for registration of On Line Application of DFCCIL
2.	For detailed Advertisement, click at “ <b>Advertisement</b> ” to download the detailed advertisement. Please read it carefully before filling the on-line Application.
3.	The number of vacancies is tentative and may increase or decrease at sole discretion of DFCCIL.
4.	Vacancies reserved for EWS/SC/ST/OBC(NCL) category are available as per the Govt. of India Guidelines. Regarding the upper age limit and relaxation in age as per the Govt. of India Guidelines, please refer to the detailed <b>Advertisement</b> . 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’.
5.	Before starting to fill up the on-line Application, the candidate should keep at hand the following details/documents: - <ol style="list-style-type: none"><li>a. Details/ documents regarding his/ her educational qualifications as per the eligibility criteria (from 10<sup>th</sup>/Matriculation onwards) with percentage of marks or CGPA obtained.</li><li>b. His/Her personal details.</li><li>c. His/Her scanned certificates like category certificate (EWS/SC/ST/OBC(NCL), etc., along with 10<sup>th</sup> &amp; essential qualifications certificates. All certificates should be of minimum 100 KB and maximum of 1000 KB in PDF/JPG/JPEG format.</li><li>d. His/Her scanned photograph, signature &amp; left thumb impression in <b>JPG/JPEG format only</b>. Digital size of scanned Photograph should be of <b>3.5 cm (width)x 4.5 cm (height) of minimum 50KB and maximum 80 KB</b> size. Digital size of scanned Signature (<b>with black or blue ink only</b>) should be of <b>50 KB to 80 KB</b> size. Digital size of Left Thumb Impression should be of <b>50 KB to 80 KB</b> size.</li><li>e. <b>The candidate should be ready with the scanned soft copies of relevant statutory certificates such EWS/SC/ST/OBC(NCL), etc. and Diploma/Degree certificates required for the post which he / she is applying for and which meet the "Minimum Eligibility Criteria" as mentioned in the Employment Notice.</b></li></ol>

<b>How to Apply:</b>	
I.	Candidates should have a valid personal E-mail ID and Mobile Number. <b>The E-mail ID and Mobile Number</b> entered by the candidate in his/ her Online Application Form <b><u>should be kept active during the currency of this recruitment process.</u></b> Application Sequence Number, password and all other important communication will be sent on the same registered-mail ID & Mobile no. (Please ensure that E-mail sent to this mailbox is not redirected to your junk /spam folder).
II.	<p>Candidates should take utmost care to furnish the correct details while filling in the on-line Application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION FORM. <b>ONCE THE FORM IS SUBMITTED, IT CAN'T BE EDITED.</b></p> <p>After final submission of Online Application, in case the candidates wish to make minor changes to correct inadvertent errors in the Application, <b>the correction of data other than the Post applied for, Post Code, E-mail and Mobile number</b>, can be done during the Modification Window only once by paying the Modification Fee of Rs.100 (non-refundable). In addition, applicable charges (if any) will also be borne by the candidates.</p>
III.	<p>The step by step process for submitting the Application form for recruitment for various posts is given below:-</p> <p><b>Step-I: Registration of Personal Details and Contact details. Login-Id, password and OTP will be sent through E-mail/SMS on registered E-Mail Id and Mobile Number.</b></p> <p><b>Step-II: Re-Login to complete the fields of Personal Details, Qualification Details, Declaration, upload relevant documents (photo/signature, relevant certificates, etc.) and submit Application Fee(As Applicable) on line via CCAVENUE Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.</b></p>
IV.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case/circumstances and neither the same shall be held reserved for any other recruitment OR selection process.
<b>STEP-I Registration/Sign-Up</b>	
a.	The candidate should fill up all the required information i.e., <b>Personal Details, Contact Details</b> , etc. correctly and <b>Generate OTP</b> button.
b.	OTPs will be sent to the candidate's Mobile no.
b.	Candidates agreeing the terms & conditions may apply by clicking ' <b>I Agree</b> ' <b>Check box</b> given below and then <b>Re-verify</b> the selected/entered values by clicking the <b>checkboxes</b> and <b>Submit</b> button.
c.	After clicking <b>SUBMIT</b> button/ tab, the candidates will receive Application Sequence No. (Login ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click " <b>Go To Application</b> " <b>OR</b> " <b>RE-LOGIN</b> " button(given on top right corner) to reach Step-II.
<b>STEP-II-Filling up of Application</b>	
d.	After signing-up, candidate has to Click on " <b>LOG- IN</b> " button and then Click on " <b>Go To Application</b> " button at top right corner for filling-up <b>Eligibility Criteria, Communication Details, Qualification Details, Documents and Payment</b> sections and Upload Photo/Signature and scanned copies of relevant Certificates. After filling all required details, Candidate has to submit the Application and pay applicable Fee online <b>via CCAVENUE Payment Gateway through Net Banking, Debit Cards, Credit Cards, and UPI etc.</b>

	<p>Instructions regarding scanning of Photograph/ Signature and certificate: - <b>Candidates should upload the scanned (digital) image</b> of their Photograph, Signature and relevant Certificates as per the process given below:-</p> <p><b>i. Photograph image:</b></p> <ol style="list-style-type: none"> <li>1. Photograph must be recent passport size colour picture on light background (not older than 03 weeks)</li> <li>2. The photograph should be taken while looking straight at the camera with a relaxed face.</li> <li>3. The size of the scanned image of the photograph should be of <b>3.5 cm (width) x 4.5cm (height) of minimum 50 KB and maximum 80 KB size in JPG/JPEG format only.</b></li> </ol>
e.	<p><b>ii. Signature image:</b></p> <ol style="list-style-type: none"> <li>1. The applicant has to sign on a white paper with Black/Blue ink pen.</li> <li>2. The signature must be signed only by the applicant and not by any other person.</li> <li>3. Please scan the signature area only and not the entire page.</li> <li>4. Size of the scanned image file of the signature should be of minimum <b>50KB and maximum of 80 KB size in JPG/JPEG format only.</b></li> </ol>
	<p><b>iii. Left Thumb Impression:</b></p> <ol style="list-style-type: none"> <li>1. The applicant has to put his/her Left Thumb Impression on white paper with Black/Blue ink.</li> <li>2. The Left Thumb Impression must be of the applicant only and not of any other person. If at any stage, the left thumb impression is not found to be matching with the candidate's actual Left Thumb Impression, the applicant's candidature may be summarily rejected.</li> <li>3. Please scan the left thumb impression area only and not the entire page.</li> <li>4. Size of file should be between <b>50kb-80kb in jpg/jpeg</b> format only.</li> </ol>
	<p><b>iv. Certificates/Documents:</b></p> <ol style="list-style-type: none"> <li>1. Scanned copies of Caste Certificates (EWS/SC/ST/OBC(NCL)/ESM) and essential qualification certificates as applicable .</li> <li>2. Size of the respective scanned file should be of minimum 100 KB and maximum upto 1000KB in PDF/JPG/JPEG format only.</li> </ol>
f.	<p>After uploading Photograph, Signature and required Certificates/ Document, click on "<b>Preview</b>" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "<b>Submit</b>" tab. Once the Application is submitted, candidates automatically will be redirected to <b>CCAvenue</b> payment gateway to deposit <b>Application Fee(As Applicable) online via CCAvenue Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc</b></p>
h	<p>Guidelines for remittance of Application Fee (if applicable) are as under:</p> <ol style="list-style-type: none"> <li>1. After filling the Application details, the candidate will be re-directed to <b>CCAvenue</b> gateway to make the online payment of Application Fee.</li> <li>2. Kindly verify the details and make the payment for Application Fee via any of the payment modes available on the Application portal.</li> <li>3. After successful payment of Application Fee, candidate will be redirected to his/her Application form.</li> </ol> <p><b>Candidate may keep the payment transaction number safe with him/her for future use.</b></p>
i	<p><b>Please retain the PRINT OUT of the Application Form with you for future reference.</b></p>
j	<p>More than one registration/Application should not be submitted by any candidate for any particular post. In case of multiple Applications for one post by any candidate, only the latest valid (completed) Application of that candidate (<b>his/her last eligible Application</b>) will be considered and retained as his/her final Application and the Application Fee &amp; other charges paid by him/her for the other multiple registration(s)/Application(s) will stand forfeited.</p>
*	<p><b>Please feel free to raise technical queries/ask for clarifications relating to the filling up of ONLINE APPLICATION, via Helpdesk Tab integrated in Application portal Or on PhoneNo.: +91-7353014447</b></p>
<p><b>PLEASE REFER TO THE DETAILED ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.</b></p>	