



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

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

**VACANCY NOTICE NO.93/2022**

NO. HQ-HRODPOU(DEP)/22/2022/14271

Date: 16.06.2022

GENERAL MANAGERS,  
ALL ZONAL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERALS/DIRECTORS  
ALL RAILWAY TRAINING INSTITUTES

CPSUs/CENTRAL & STATE GOVT., SUBORDINATE, ATTACHED OFFICES AND AUTONOMOUS BODIES UNDER CENTRAL GOVT. (BEING AUDITED BY C&AG), JOINT VENTURES OR ANY OTHER FORM OF ORGANIZATION BETWEEN CENTRAL AND STATE GOVT. WITH MINIMUM 50% STAKE HELD BY CENTRAL GOVT.

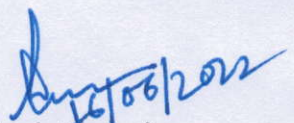
**Sub: Vacancy notice for the post of Manager/Assistant Manager/Jr. Manager (Law) at Corporate Office, DFCCIL on deputation basis.**

Ref: Earlier Vacancy Notice No. 80/2022 dated 11.05.2022 & 70/2022 dated 22.04.2022

ORGANIZATION	:	DFCCIL
TITLE & NO. OF POSTS	:	Manager/ Assistant Manager/ Jr. Manager (Law) - 02 Post
LOCATION	:	Corporate Office
DURATION	:	3 years extendable up to 5 years (subject to exemption by DPE from the rule of immediate absorption)
SERVICE	:	All Department of Indian Railways, officers of Central/State Govt/CPSUs etc (as mentioned above.)
TERM OF APPOINTMENT	:	Deputation
AGE	:	Not more than 55 years
SCALE OF PAY	:	Parent pay plus deputation allowance (And all other Perks and Allowances applicable as per DFCCIL policy).
ELIGIBILITY	:	<b>Manager</b> -Group B officers of Central/State Govt. with at least 4 years of service in Group B (Gazetted) in relevant discipline or PSU employees working in analogous grade in relevant discipline or in Rs. 60000-180000 (IDA) (E3) with four years' service in that grade. <b>Assistant Manager</b> -Group B officers of Central/State Govt. in the relevant discipline or PSU employees working in analogous grade in relevant discipline or in Rs. 50000-160000 (IDA) (E2) with four years' service in that grade. <b>Jr. Manager:</b> Central/State Government employees working in analogous grade (Level-8) in relevant discipline or holding substantive posts in Level-7 or PSU employees working in analogous grade in relevant discipline OR working in Rs. 40000-140000 (IDA) (E1) with four years' service in that grade.
JOB DESCRIPTION	:	i. Liaison with advocates, preparing brief for advocates. ii. Handling all kinds of litigations, arbitrations, negotiations. iii. Handling matters, drafting/finalizing & vetting different types of documents like pleadings, agreements, bonds, undertaking affidavits etc.



		<p>iv. Maintaining data base of all court cases.</p> <p>v. Rendering legal opinions.</p> <p>vi. Vetting of legal documents.</p> <p>vii. Handling empanelment of advocates and law firms or other contractual activities.</p> <p>Any other job assigned by senior management.</p>
Educational Qualification & Experience	:	<p>Degree of LLB from the recognized university should be minimum educational Qualification and having at least 2 years' experience of performing duties in legal field in the department in which they are working.</p> <p>The candidate (who is not working in Law Department) should have experience in drafting of para-wise comments /replies in disciplinary proceedings court/arbitration matters, possess skills on noting/drafting. Desirable skills include knowledge of interpretation of legal statutes, ability to handle contract/ arbitration matters independently and should have sound communication skills to coordinate and liaise with ASGs, Law firms and senior advocates.</p>
NOTE	:	<p>Cut-off date for age and eligibility would be reckoned as on closing date of vacancy notice.</p>
WEB ADDRESS	:	<p>www.dfccil.com</p>
CLOSING DATE	:	<p>15 days from date of issue</p>
<b>INSTRUCTIONS:</b>		
<p>Willing and eligible employees may send their applications in the enclosed proforma through proper channel along with NOC, attested APARs ratings for the last five years (For proper appreciation of APARs, the organization should forward their guidelines for rating criteria), VIGILANCE/D&amp;AR clearance to ADDL. GENERAL MANAGER (HR), DFCCIL, SUPREME COURT METRO STATION BUILDING, 5TH FLOOR, NEW DELHI-110001.</p>		
<p>A certificate advising requisite information in respect of employee may be issued by the officer of the organization, who is empowered to forward the application, as per format enclosed.</p>		
<p>Applications received with incomplete information will be summarily rejected.</p>		
<p>The envelope containing the application should be super scribed "Application for the Post of _____ against Vacancy Notice No. _____".</p>		
<p>If at any stage, it is found that any information/document/testimonial etc. furnished by the officer having a bearing on eligibility is not in order or any information/material facts having a bearing on eligibility has been hidden/misrepresented by him/her, then the officer will be repatriated immediately. Further communication in this regard from the parent organization or employee concerned will not be entertained.</p>		

  
 (Dipak Kumar)  
 MANAGER/HR

Please paste recent passport size photograph here (To be self-attested)

**PRESCRIBED PROFORMA**  
**FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS**

<b>IMPORTANT:</b> Please do not leave blanks	<b>Vacancy Notice No.</b> <i>(appears on the top right side of notice)</i>	
	<b>File No.</b> <i>(appears on the left side of vacancy notice)</i>	
	<b>Post against which application has been submitted</b>	
	<b>Choice of station</b> <i>(wherever applicable)</i>	

**Personal Data**

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr.B <i>(wherever applicable)</i>	:	
9.	Present pay band with Grade Pay and basic pay as on date of application	:	
10.	Present Designation & Railway	:	
11.	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

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12. Educational Qualifications:-

S. No.	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

12.1. Professional Qualifications, if any:-

S. No.	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

13. Experience Details:-

S. No.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG)	From	To	Duties and responsibilities held

14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:  
Date:



कृपया पामपोस्ट  
साइज का  
स्व-प्रमाणित  
नवीनतम फोटोग्राफ  
चिपकाए

**निर्धारित प्रोफार्मा**  
**प्रतिनियुक्ति के आधार पर आवेदन के प्रेषण हेतु**

<b>महत्वपूर्ण</b> कृपया रिक्त स्थान न छोड़ें	रिक्ति सूचना संख्या (सूचना के ऊपर दाएं ओर है)	
	फाइल संख्या (रिक्ति सूचना के बाएं ओर है)	
	पद जिसके लिए आवेदन प्रेषित किया गया है	
	इच्छुक स्थान (जहां कहीं भी लागू हो)	

**व्यक्तिगत विवरण:**

1	नाम	
2	लिंग	
3	सेवा	
4	विभाग	
5	श्रेणी	
6	जन्म तिथि	
7	डीआईटीएस (टाइम स्केल में प्रवेश की तिथि)	
8	गेड-बी में प्रवेश की तिथि (जहां कहीं भी लागू हो)	
9	आवेदन की तारीख पर वर्तमान पे बैंड ग्रेड पे के साथ एवं मूल वेतन	
10	वर्तमान पदनाम एवं रेलवे	
11	संपर्क विवरण	
	(अ) ई-मेल आईडी	
	(ब) टेलीफोन (कार्यालय)	
	(स) टेलीफोन (आवास)	
	(द) मोबाइल नंबर	

*(Handwritten mark)*

12. शैक्षणिक योग्यताएं:

क्र.स	योग्यता / डिग्री	वर्ष / डिवीजन	संस्था / विश्वविद्यालय, स्थान / देश

12.1 व्यावसायिक योग्यताएं, यदि कोई है:

क्र.स	योग्यता / डिग्री	वर्ष / डिवीजन	संस्था / विश्वविद्यालय, स्थान / देश

13. अनुभव का विवरण:

क्र.स	पदनाम एवं रेलवे में तैनाती का स्थान	ग्रेड (ग्रेड-बी / एसएस, जेएजी/एसजी/एसएजी)	कब से	कब तक	निर्वाह की गई झूटी एवं जिम्मेदारियां

14	पूर्व प्रतिनियुक्ति / विदेश में सौंपा गया काम का विवरण, यदि कोई हो	
15	क्या प्रतिनियुक्ति पर भेजने पर रोक लगी हुई है? यदि हाँ, तो विवरण दें	
16	क्या विराम काल (cooling period) पूर्ण हो चुका है? यदि हाँ, तो पूर्व प्रतिनियुक्ति से वापिस आने की तिथि व अन्य विवरण का उल्लेख करें जहां कहीं पर लागू हो	

मैं प्रमाणित करता हूँ कि मेरे द्वारा ऊपर दिया गया विवरण सही है एवं रिक्ति सूचना में दिए गए मापदंड के अनुसार मैं इस पद के लिए पात्र हूँ

स्थान:

दिनांक:

  a  

आवेदक का नाम एवं हस्ताक्षर