



डेडीकेटेड फ्रेट कोरीडोर

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

5th Floor, Supreme Court Metro Station Building Complex, New Delhi -110001

No.HQ-HR0DPOU(MISC)/5/2024/31391

Dated:12.11.2024

The General Managers (P),
All Zonal Railways &
All Production Units.

Sub: Issue of Vacancy Notice for filling up the posts of Sr. Executive /Executive (Material Management) in Material Management department of DFCCIL on deputation basis.

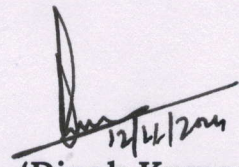
Kindly find enclosed the vacancy notice in the prescribed format for the following posts of Material Management Department in DFCCIL on deputation basis:

Post Name	No. of Posts	Location
Sr. Executive/Executive (E1/E0 level) (Material Management)	02	Corporate Office, DFCCIL

2. The vacancy notice mentioning the eligibility conditions and specific requirements is enclosed herewith. The same may kindly be circulated for inviting applications for the above mentioned posts.

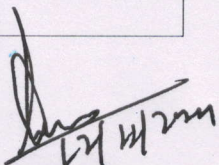
3. The names of employees who are willing and eligible as per vacancy notice and who can be spared, may be sent along with the bio-data, APARs for the last 5 years (attested copies), D&AR/ Vigilance clearance to the undersigned for taking further necessary action.

DA/As above:


(Dipak Kumar)
Manager/HR

DFCCIL/Vacancy Notice/MM/2024/31391 dated 12.11.2024

Organization	DFCCIL
Title of the Post	Sr. Executive/Executive (Material Management)
No. of posts and location	Two (02)
Service/Department	Employees working in Stores Department of Indian Railways.
Scale of Pay	Parent pay plus deputation allowance (and all other Perks and Allowances applicable as per DFCCIL policy).
Duration	Three years extendable upto 5 years.
Terms of appointment	On usual terms of deputation for three years subject to Govt.'s approval for exemption to DFCCIL from the rule of immediate absorption.
Eligibility Criteria	<p>Sr. Executive (MM) – E1 Grade:</p> <p>Employees working in analogous grade (Level-7) in relevant discipline or holding substantive posts in Level-6.</p> <p>Executive (MM) – E0 Grade:</p> <p>Employees working in analogous grade (Level-6) in relevant discipline or holding substantive posts in Level-5/Level-4.</p>
Specific requirement of experience	<ol style="list-style-type: none"> 1. Knowledge of various procurement rules, procedures and guidelines of Indian Railways. 2. Working on E-office and various procurement platforms. 3. Working Experience for preparation of E-Tender, Purchase Order, Post Contract modifications activities on various procurement platforms like GeM, IREPS etc. 4. Know How of Computer working especially Microsoft Word, Excel, PPT etc. 5. Experience of working in Material Management module Viz MMIS, UDM of Indian Railway's application or equivalent ERP.
Closing date	30 days from the date of issue.


(Dipak Kumar)
Manager/HR

**PROFORMA FOR SUBMISSION OF APPLICATION ON
DEPUTATION BASIS IN DFCCIL**

Paste here
recent size
photograph
(Self-Attested)

Vacancy Notice Letter No. & Date			
Post applied for			
Choice of Posting		1. 2. 3.	
Personal Data			
1.	Name (Capital Letter)		
2.	Father's Name		
3.	Gender		
4.	Department		
5.	Category (UR/SC/ST/OBC)		
6.	Date of Birth		
7.	Date of Initial Appointment		
8.	Present Designation/Deptt./ Divn./Railway		
	(a) Present pay level with basic pay as on date of application		
	(b) Whether Regular/MACP Grade		
9.	Contact Details		
10.	(a) E-mail ID		
	(b) Telephone (O)		
	(c) Telephone (R)		
	(d) Mobile No.		
11.	Educational Qualifications		
SN.	Qualification /Degree	Year/ Division	Institution/University /Place/Country

12.	Experience Details			
	Designation & Railway with place of posting	Scale (Level)	From	To
13.	Details of previous deputation/foreign assignment , if any			
14.	Whether debarred from deputation if yes, please furnish details			
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				

Date:

Place:

(Signature and name of the applicant)

Signature of controlling officer with official seal	
Name of the officer	
Designation of the officer	