iv) **Candidate will have to execute a Service Bond, 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 as per DPE guidelines. However, same is not applicable in case of Ex-servicemen.

9. SELECTION PROCESS FOR VARIOUS POSTS:

SN	Post	Computer Based Test (CBT) Stage 1	Computer Based Test (CBT) Stage 2	Computer Based Aptitude Test (CBAT)	Document Verification	Medical Test
1	Executive (Civil)	√	√	x	√	√
2	Executive (Electrical)	√	√	x	√	√
3	Executive (Operations & Business Development)	√	√	√	√	√
4	Executive (Finance)	√	√	x	√	√
5	Executive (Human Resource)	√	√	x	√	√
6	Executive (Information Technology)	√	√	x	√	√
7	Junior Executive (Electrical)	√	√	x	√	√
8	Junior Executive (Signal & Telecommunication)	√	√	x	√	√
9	Junior Executive (Mechanical)	√	√	x	√	√

Note:
i) Selection is made strictly as per merit and extant reservation rules.
ii) The date, time & venue for all the stages of Recruitment process/other necessary activities as applicable shall be fixed by the DFCCIL and shall be intimated to the eligible candidates in due course. Request for postponement of any of the above activity or for change of venue, date and shift will not be entertained under any circumstances.

10. SCHEME OF EXAMINATION:

(A) Details of Computer Based Test (CBT) is as under:
i) There shall be two-stage CBT (1st Stage CBT and 2nd Stage CBT) for all Advertised categories.

ii) The standard of question for both 1st and 2nd stage CBT will be generally in conformity with the Educational Standard prescribed for the Posts.

iii) **Negative Marking:** There shall be negative marking in both 1st and 2nd stage CBT and as such 1/4th of the marks allotted for each question shall be deducted for each wrong answer.

iv) 1st stage CBT will be of screening nature.

v) The score / normalized score of 1st stage CBT shall be used only for shortlisting candidates for the 2nd stage CBT.

vi) Total Number of candidates to be shortlisted for next stage of selection process will be as per details given below.

SN	Particulars	Number of candidates to be called for next stage of Selection
1	2nd stage Computer Based Test	20 times the Community-wise vacancies of Posts notified as per Merit in 1st Stage CBT.
2	Computer Based Aptitude Test (CBAT) (For Executive - Operations & Business Development)	08 times the Community-wise vacancies of Posts notified as per Merit in 2nd Stage CBT.
3	Document Verification / Medical / formation of Panel	Equal to number of Community wise vacancies notified as per Merit.

Note: DFCCIL reserves the right to increase or decrease the number of candidates to be called for next stage of Selection.

vii) Candidates who are shortlisted for 2nd stage CBT/CBAT (where applicable) availing the reservation of a Community, PwBD or ExSM, shall continue to be considered only against that Community for all subsequent stages of Recruitment process.

viii) 1st stage CBT will consist of 100 Multiple Choice Objective Type Questions of 01 mark each and the Exam duration will be 90 minutes (120 minutes for eligible PwBD candidates with Scribe). The Indicative Syllabus for 1st stage CBT is given below :

SN	Topic	Number of questions
1	Mathematics / Numerical Ability	30
2	General Awareness	15
3	General Science	15
4	Logical Reasoning /General Intelligence	30
5	Knowledge about Railways/DFCCIL	10
	Total	100

ix) 2nd Stage CBT will consist of 120 Multiple Choice Objective Type Questions of 01 mark each and the Exam duration will be 120 minutes (160 minutes for eligible PwBD candidates with Scribe). Indicative Syllabus for 2nd stage CBT is given in Annexure–IV.

x) If question paper consists of more than one Section, then there will be no Sectional cut-off in case of CBT.

xi) Marks / normalized marks obtained in 2nd stage CBT and CBAT (wherever applicable) will be considered for formation of Panel (final result).

xii) All candidates of a Community having same cut-off marks will be called for 2nd Stage CBT/CBAT.

xiii) Maximum size of final Panel will be equal to the number of advertised vacancies (community-wise).

xiv) The candidates shortlisted for 2nd Stage CBT shall be advised through the websites of DFCCIL as well as through personal communication to the registered Mobile Number and E-mail ID to download their e-Admit Card for appearing in the 2nd Stage CBT.

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xv) The Question Paper will be set in English & Hindi only. In case of any difference/discrepancy/dispute questions between English and Hindi versions, the contents of English version shall prevail.

xvi) **Qualifying Marks**: Minimum qualifying marks for different categories will be as under:
- UR/EWS - 40%,
- SC/OBC-NCL– 30%
- ST -25%.

Note :
i. Obtaining minimum qualifying marks in the CBT will not confer any right for being shortlisted for next stage of Recruitment process as the same will depend upon merit position, number of candidates required to be shortlisted for next Stage of Recruitment process etc.
ii. Same minimum qualifying marks are also applicable for Ex-servicemen & PwBD candidates as per their community.
iii. However, relaxation of 2% marks will be given to PwBD candidates in case of shortage of candidates subject to fulfilling other conditions.

xvii) **Normalization of Marks:** Percentile-based Normalization Process in case CBT is held in more than one shift for the same Post will be followed.

xviii) **Tie of Marks:** For calling candidates for Document Verification/Preparation of Panel (final result), in case of tie of marks between more than one candidate, the resolution will be done in following order:
a) The older candidate as per Date of Birth, will be placed higher i.e. the candidate in age seniority will be placed higher.
b) In case of tie as per item (a) also, alphabetical order (A to Z) of the name shall be taken into account to break the tie.

xix) **Objection Management portal:**

a) Provisional Answer Keys of the Computer Based Examination will be displayed on the website of DFCCIL after the CBT. Candidates may go through the provisional Answer Keys and submit online objections, if any, within the stipulated time limit **on payment of ₹ 100/- plus applicable charges (if any) per question.**

b) In case the objection raised is found to be correct, the Fee paid against such valid objections shall be refunded to the candidate after deduction of applicable bank charges. The refund will be made to the account from which the candidate has made the online payment.

c) Objection(s) regarding the provisional Answer Keys received through the online mode within the time limit fixed by the DFCCIL only will be considered and scrutinized before finalizing the Answer Keys. However, the decision of the DFCCIL in this regard will be final. Objections/representations received through any other mode(s) e.g. letter, application, E-mail ID, etc. shall not be entertained. Further, there shall be no provision for re-evaluation/re-checking of the marks/score of any stage of the examination. No correspondence in this regard shall be entertained.

d) **Award of marks in case of ambiguous questions:** After Objection Management exercise, if any Question is found to be incorrect like Ambiguous Questions / Multiple Correct Options/No Correct Options/Error in Questions etc, such

Question(s) will be omitted from the scope of Evaluation. For example, if there are total 100 number of questions and one question is wrong, only marking of 99 questions will be considered and the marks obtained will be proportionally equated to the marks of 100 questions followed by normalization process (where applicable).

(B) **Details of Computer Based Aptitude Test (CBAT) for Executive (Operations & Business Development) category:**

i) **Qualifying Marks:** The candidates need to secure a minimum T-Score of 42 marks in each of the test batteries to qualify. This is applicable to all candidates irrespective of community or category i.e. irrespective of SC/ST/OBC-NCL/EWS/Ex-SM (no relaxation in the minimum T-Score is permissible).

ii) The CBAT shall have questions and answer options only in English and Hindi. There shall be no negative marking in CBAT.

iii) The final Merit List of Executive (Operations & Business Development) category will be drawn only from amongst the candidates qualifying in the CBAT, with 70% weightage for the marks obtained in the 2nd stage CBT and 30% weightage for the marks obtained in CBAT.

iv) Candidates are advised to visit website of RDSO (www.rdso.indianrailways.gov.in ->Directorates->Psycho Technical) for guidance and other details of CBAT.

v) PwBD candidates are exempted from appearing in CBAT and their Final Merit will be decided on the basis of marks obtained in 2nd Stage CBT only.

11. INSTRUCTIONS FOR DOCUMENT VERIFICATION:

i) Based on candidates merit in 2nd Stage CBT and CBAT (where applicable), the number of candidates called for Document Verification will be equal to the number of vacancies (Community-wise).

ii) **No stand-by List/Panel will be maintained.**

iii) In case of shortfall in empanelment of candidates or other exigencies, DFCCIL administration reserves the right to Utilize/Empanel candidates down the Merit List, if there is administrative requirement. However, going down the Merit List will be entirely an administrative prerogative and any claim/request of candidate for going down the Merit List against any shortfall in the Main Panel will not be entertained.

iv) DFCCIL will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of filling up of Online Application Form or at the time of CBT/CBAT etc. and therefore, candidature will be accepted only **provisionally.** The candidates are advised to go through the requirements of Educational Qualification, Age etc. and satisfy themselves that they are eligible for the Post(s). Verification of eligibility, documents, certificates, age, educational qualification and other aspects of candidature will be done at the time of Document Verification (DV).

v) After scrutiny of the certificates/documents of Essential Qualification/Caste/Category etc., if any claim made in the application is not found substantiated by certificates/documents, the candidature of such candidate will be cancelled. Hence, it

is necessary that only accurate, full and correct information is furnished by the candidates. Furnishing of wrong/false information or deliberate suppression of any information at any stage will render the candidate disqualified and such candidates, even appointed, their services will be liable to be terminated.

vi) **Identity verification:** If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, he/she will not be allowed to appear for Document Verification and his/her candidature is liable to be cancelled.

vii) Appointment of successful candidates will be subject to verification of original documents relating to Age, Qualifications, Caste and other Certificates etc. and being fit in the Medical Fitness Test conducted by the Medical Authorities as prescribed by DFCCIL.

viii) Candidates should ensure that they bring all the necessary documents at the time of Document Verification. In the event of failure of candidate to submit any of the required documents, candidature of such candidate shall be liable to be rejected. No additional time will be given and the candidature of candidates not producing their original certificates/testimonials on the date of verification is liable to be cancelled. **Indicative list of documents to be produced at the time of Document Verification is given below:**

a) Matriculation/Secondary (10th)Examination Certificate and Marksheet for verification of Date of Birth (DoB).
b) Certificate for SC/ST/OBC-NCL/EWS/PwBD/Ex-servicemen candidates issued by Competent Authority in the prescribed format.
c) OBC-NCL candidates are required to submit a valid OBC-NCL certificate certifying "Non-Creamy Layer" status which shall not be older than one year at the time of Document Verification to get the benefit of OBC-NCL reservation.
d) EWS candidates require to submit the valid Income and Asset Certificate which shall not be older than one year at the time of Document Verification to get the benefit of EWS reservation.
e) Final Certificate issued by the respective University/Institute/Board of ITI/Diploma/Degree (As per prescribed qualification).
f) Mark Sheets of all semesters/years of ITI/Diploma/Degree course (as per prescribed qualification) issued by the respective University/Institute/Board.
g) If any University has awarded grades (CGPA/OGPA/CPI/DGPA or letter grade) instead of marks, then the candidate should provide percentage conversion formula from the Institute in original.
h) The specialization should be clearly mentioned in the degree/certificate. In case, it is not mentioned, the candidate must bring a certificate from the College/University/Institution/Board duly signed & stamped by the Principal/Registrar clearly stating the specialization in which the candidate has acquired the said Degree/Diploma.
i) In case where Provisional Degree/Marksheet is issued, candidate has to submit a certificate from the College/University/ Institution/Board duly signed & stamped by the Principal/Registrar in regard to non-issue of Original Degree Certificate and certifying the particulars of the Provisional Degree.

j) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.

k) Candidates who are employed on regular basis in Government/Semi-Government/Public Sector Undertaking/Autonomous Bodies are required to produce a "No Objection Certificate" from their present employer in original at the time of Document Verification failing which candidature of the candidate is liable to be cancelled. <u>Departmental/Regular employees of DFCCIL</u> are not required to produce "No Objection Certificate", but shall produce Vigilance and D&AR Clearance.

l) For Ex-servicemen:
   (a) Discharge Certificate/NOC from the Competent Authority indicating the number of years of service in Defence, if discharged from Army/Navy/Air Force.
   (b) Serving Defence Personnel Certificate as per Annexure -I(D), if applicable.
   (c) Undertaking as per Annexure – I(E).
   (d) Also, the Ex-serviceman candidate who have acquired the Essential Qualification/Trade as part of their training in Defence Services should bring appropriate equivalency certificate.

m) Disability Certificate in prescribed form issued by Competent Authority in respect of Persons with Benchmark Disabilities (PwBD) Category.

n) The print out of e-Admit Card issued to the candidate for CBTs/CBAT (where applicable)

o) Five coloured Passport Size latest Photographs.

p) Aadhar Card

q) Permanent Account Number (PAN). If not allotted, photocopy of applied for acknowledgement receipt.

r) Any other certificate, as specified.

12. INSTRUCTIONS FOR MEDICAL EXAMINATION:

i) The candidate should have sound health. Appointment to the above Posts will be subject to the candidate being Medically FIT as per the standards prescribed in Chapter –V of Indian Railway Medical Manual Vol.-I which can be accessed at www.indianrailways.gov.in. No relaxation in health standards is allowed.

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), their candidature shall be rejected. No alternative appointment shall be given under any circumstances.

iii) Candidates who have undergone Lasik surgery or any other surgery procedure to correct refractory error are not eligible for the Post having Medical Standards A2 (Aye-Two) & A3 (Aye-Three).

iv) Selected PwBD candidates will be subjected to Medical Examination at the time of Document Verification and only those conforming to the medical standards as laid down in the Indian Railway Medical Manual and other extant provisions, as the case may be, will be eligible for Appointment.