

3. IMPORTANT INSTRUCTIONS REGARDING QUALIFICATION/CERTIFICATE:

- i) The applicant should possess the essential qualification as on the closing date for ONLINE registration i.e. 19.06.2023 (appearing candidates/candidates awaiting final results of prescribed Educational Qualification on the closing date of online registration are NOT eligible to apply). The candidates shall be required to produce original Marks Sheets /Certificate(s), at the time of Document Verification.
- ii) Eligible candidates who have completed Diploma/Degree course (as prescribed for the Post applied for) through recognized lateral entry scheme can also apply.
- iii) Candidate having B.E/B.Tech + ME/M.Tech integrated dual Degree in Engineering in relevant disciplines shall also be considered for Post where Essential Qualification of B.E/B.TECH in relevant discipline is prescribed. If a candidate pursues integrated B.E/B.Tech + ME/M.Tech Programmes and is awarded two separate Degrees i.e. BE/B.Tech and ME/M.Tech, then the % of marks/CGPA obtained by the candidates in BE/B.Tech will be considered to determine the eligibility of the candidates. If a single Degree i.e. ME/M.Tech is awarded to the candidates at the end of integrated ME/M.Tech programme, then the consolidated marks obtained by the candidate at the end of integrated ME/M.Tech programme will be reckoned for deciding the eligibility.
- iv) Candidate having BBA + MBA integrated dual Degree in relevant disciplines shall also be considered for Post where Essential Qualification of BBA in relevant discipline is prescribed. If a candidate pursues integrated MBA programmes and is awarded two separate Degrees i.e. BBA and MBA, then the % of marks/CGPA obtained by the candidates in BBA will be considered to determine the eligibility of the candidates. If a single Degree i.e. MBA is awarded to the candidates at the end of integrated MBA programme, then the consolidated marks obtained by the candidate at the end of integrated MBA programme will be reckoned for deciding the eligibility.
- v) Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg (4 years).
- vi) Candidates enrolled in courses conducted by the Professional Bodies/Institutions imparting Technical Education upto 31.05.2013 only will be considered eligible in terms of AICTE Notice dated 23.11.2020 & 31.10.2017 and MHRD OM No. 11-15/2011-AR (TS.II) dated 06.12.2012. This includes Sections A & B Examinations of the Institution of Engineers (India) and Institution of Mechanical Engineers.
- vii) For the Post of Executive where Diploma is prescribed as Essential Educational Qualification, candidates with higher Qualification in the respective Discipline viz B.E/B.Tech/B.Sc. Engg with minimum 60% marks shall also be eligible to apply.
- viii) The prescribed minimum Educational Qualifications as indicated for Posts of Executive (Operations & Business Development), Executive/Finance and Executive/HR as indicated in Para 2.1 and Junior Executive as indicated in Para 2.2 are mandatory and in the absence of the same, any higher Qualification, even if possessed by the candidate will not make the candidate eligible. Accordingly:

- a) For Posts where ITI/Course Completed Act Apprenticeship (CCAA) is prescribed as essential Educational Qualification, candidate must have completed ITI/CCAA in the specified trades. Candidates having higher Qualification viz B.E/B.Tech/B.Sc/Diploma etc in respective discipline but not having ITI/CCAA in the specific trade, shall not be eligible to apply.
- b) Graduate Act Apprentice will not be eligible to apply in lieu of Course Completed Act Apprenticeship (CCAA).
- ix) Trade Certificate should be from respective ITIs/ Technical Institutions recognized by National Council for Vocational Training (NCVT)/ State Council for Vocational Training (SCVT).
- x) The candidate must possess Qualifications from a University/ Technical Board incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956 or duly recognized by the relevant Statutory Bodies like UGC/ AICTE etc for the relevant period when the candidates acquired the Qualification. In case of the candidates possessing such Degrees/Diplomas/Certificates awarded through Distance Learning/Part Time/Correspondence Mode of Education, such candidates shall also produce approval given to the University/Institute that the above Degree/Diploma/ Certificates are recognized for employment in Central Government by the relevant Statutory Bodies for the relevant period at the time of Document Verification.
- xi) For Ex-servicemen candidates, the Qualification Equivalency as per Govt of India's Instructions shall be applicable. The criteria for duration of course and percentage of marks shall not be insisted upon in case of Ex-servicemen, provided they possess a requisite Equivalent Qualification as prescribed in the Advertisement which has been acquired through Indian Army/Navy/Air Force. The Ex-serviceman candidate shall however have to produce an Equivalency Certificate stating that their Qualification/Trade has been equated with the prescribed Qualification/Trade in this Advertisement failing which their candidature will not be considered.
- xii) In Qualifications such as Bachelor of Business Administration/Bachelor of Management Studies, where there is a mention of Dual/Major/Minor specialization, one of the specializations necessarily needs to be function specific for which the Post has been advertised.
- xiii) For the purpose of calculation of percentage, marks considered by the concerned University/Institute for the purpose of issuance of Degree/Diploma will be taken into account. Candidate must specifically indicate the percentage of marks obtained in the relevant column of the Online Application Form. Rounding off percentage will not be acceptable under any circumstances for considering eligibility e.g. 59.99% will be treated less than 60%.
- xiv) Where percentage of marks is not awarded by the University but only CGPA/OGPA/CPI/DGPA or Letter Grade is awarded, the same shall be converted into

percentage in terms of conversion norms of University in this regard. Besides indicating the CGPA/OGPA/CPI/DGPA or Letter Grade in the Application Form, the candidate shall have to submit a certificate at the time of Document Verification (DV) from the Institution/University clearly stating such a formula. Where percentage of marks is not given by the Institution or where no conversion formula is given by the Institution/University to convert CGPA/ DGPA etc. into percentage, the candidate shall have to submit a certificate from his/ her Institution certifying the same at the time of DV. In such cases, equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.

4. **AGE LIMIT:**

- i) The age limit for various different levels of Posts as on **01.07.2023** is as under:

| S.N | Level | Age –Limit (in years) |
|-----|---------------|-----------------------|
| 1 | Executive | 18-30 |
| 2 | Jr. 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 candidates.
- By three years for OBC-NCL candidates.
- By ten years for PwBD applicants (15 & 13 years for PwBD candidates belonging to SC/ST and OBC-NCL categories respectively).
- 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.
- The upper age-limit is relaxable by (08) Eight years for regular employees of DFCCIL.
- Maximum upper age of the applicants should not exceed 56 years including all possible age relaxations.
- Date of Birth filled by the candidate in the Online Application Form should be same as recorded in the Matriculation/ Secondary (10th) Examination Certificate which will be the only document to be accepted for determining the age.
- Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the Post is reserved or not, provided the Post is identified suitable for concerned PwBD category candidates.

5. **VERTICAL RESERVATION:**

- 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.
- For SC/ST (Scheduled Caste/Scheduled Tribes) Candidates:**
 - 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 as prescribed by the

Government of India at the time of Document Verification. **For sample format, please refer Annexure –I(A).**

iii) For OBC-NCL (Other Backward Classes – Non Creamy Layer) Candidates:

- a) OBC-NCL candidates whose Caste is included in the Central List applicable for Service under Government of India are required to upload valid Caste Certificate at the time of filling up of Online Application Form certifying “Non Creamy Layer” status in the format prescribed by Central Government to get the benefit of OBC-NCL reservation. At the time of Document Verification, the candidate needs to submit a valid OBC-NCL certificate which shall not be older than one year to get the benefit of OBC-NCL reservation. In case of non-compliance to these stipulations, the claim for reserved status under OBC-NCL will not be entertained and the candidature of such candidate, if fulfilling all the eligibility conditions for UR Category, will be considered against UR vacancies only. **For sample format, please refer Annexure –I(B).**
- b) A declaration shall also be submitted by the candidate before appointment/at the time of joining that he/she does not belong to the Creamy Layer of OBC.
- c) The OBC candidates who belong to “Creamy Layer” are not entitled for OBC reservation and such candidates have to indicate their category as “UR”.

iv) For EWS (Economically Weaker Section) Candidates:

- a) The candidates applying against the vacancies reserved for EWS must upload valid Income and Asset Certificate at the time of filling up of Online Application Form applicable for services under Government of India issued by the Competent Authority. At the time of Document Verification, candidates need to submit valid EWS certificate which shall not be older than one year at the time of Document Verification to get the benefit of EWS reservation. In case of non-compliance to these stipulations, the claim for reserved status under EWS will not be entertained and the candidature of such candidates, if fulfilling all the eligibility conditions for UR Category, will be considered under UR vacancies only. **For sample format, please refer Annexure –I(C).**
- b) Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL 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. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
 - 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
- c) The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding criteria to