



इंडियन रेलवे कटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम-मिनी रत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)
CIN: L74899DL1999GOI101707
Website: www.irctc.com, Email: info@irctc.com

Vacancy Notice No. 03/2024

No. 2024/IRCTC/CO/HRD/DEP/Catg posts.

Date: 19.02.2024

The Director (Deputation), Railway Board, Rail Bhawan, New Delhi.
The Principal Chief Personnel Officer, All Zonal Railways & All PUs.

Sub.:- Filling up 01 post of Assistant Manager (E2)/ Manager (E3) in Catering Department at IRCTC Corporate Office on deputation basis.

Indian Railway Catering and Tourism Corporation Ltd. is desirous to fill up One (01) post of Asstt. Manager (E2)/ Manager (E3) in Catering Department on deputation basis from Railway officials, on usual terms of deputation of three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier. The current exemption is under process.

The enclosed Vacancy Notice may please be circulated and applications of willing staff may be sent to this office so that the same are received in this office well before 19.03.2024.

DA: As above.

(Sidhartha Singh)
Addl. General Manager (HRD)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprises)

Corporate office, 12th floor, Statesman House,
Barakhamba Road, New Delhi-110 001

Applications are invited from the employees of different Zonal Railways/Railway Board/PUs for filling up One (01) post of Assistant Manager (E2)/ Manager (E3) in Catering Department at IRCTC Corporate office on deputation basis from Railway officials, on usual terms of deputation of three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier. The current exemption is under process.

The applications of eligible & willing candidates, who are in the age of maximum 55 years as on closing date of application and can be spared immediately for posting on deputation basis, may be forwarded to this office or on before 19.03.2024. The service particulars, experience, educational qualification, etc. should be clearly indicated in Bio-data and the same should be certified. The up-to-date APARs Dossiers/rating for last three years (2020-21, 2021-22 & 2022-23) along with Vigilance/D&AR history may be sent to the GGM (HRD), IRCTC, Corporate Office, 12th Floor, Statesman House, Barakhamba Road, New Delhi-110 001.

Name & No. of the post: 01 post of Assistant Manager (E2)/ Manager (E3) in Catering Department.

Place of Posting: IRCTC Corporate Office, New Delhi (Job/Posting may be changed as per business requirement)

Scale of pay:- As per the DPE guidelines, Central Government employees on their selection for deputation would be eligible to draw their pay, perks and allowance of their parent cadre only along with prescribed deputation allowance. Medical Allowance (outdoor)-7% of basic pay if opted for Medical facilities of IRCTC & reimbursement of Medical expenses for hospitalization, Uniform fitment Allowance - 7% of the basic pay, Lease/HRA at prescribed rate, etc.

Eligibility Criteria: - Railway officials from Commercial or Operating Department of Indian Railways having the following experience: -

1. Experience of working in Catering/Tourism section of Indian Railways, -OR-
2. Experience of working in Tourism & Catering Directorate of Railway Board.

Desirable: - Experience of at-least 4 to 5 years in handling policy matters related to Catering and Tourism Segments would be an added advantage.

The number of years of experience and nature of experience of the candidate in the specific areas as per requirement will be taken into consideration.

Job description: - Official is required for planning, finalisation of clusters of trains on Pan-India basis, identification of base-kitchens on route, implementation of concept post tendering and subsequent monitoring, co-ordination with Railways, Railway board, etc.

Pay scale & age eligibility: -

Level- 8 or 9, Group 'B' - Gazetted (Eligibility for E3 level) - OR-

Level- 8 Group 'C' - Non-Gazetted (Eligibility for E2 level) -OR-

Level-7 with more than three years in the GP/level (Eligibility for E2 level).

Candidate must be below 55 years of age.

Note:- Candidates working in Grade/GP/level on MACP/adhoc basis will be considered as per their substantive/regular Grade/Scale only so candidates are required to mention their regular/substantive pay as well as pay on MACP/Adhoc both, if any.

Selection Criteria:- As per the procedure advised by Ministry of Railways Letter No. 2017/E(O)II/41/5 dated 25.05.2017.

Web Address:- www.irctc.com

Candidates shall apply through proper channel for selection on deputation basis to the above mentioned vacancy in the prescribed proforma attached herewith. Zonal Railways, etc. to forward the applications of eligible candidate's alongwith Vigilance history/D&AR Clearance and APARs of last 03 years (2020-21, 2021-22 & 2022-23) to Corporate Office/IRCTC, New Delhi so as to reach by 19.03.2024. A scanned copy of application in the enclosed format duly filled may also be sent by candidate in advance through e-mail to deputation@irctc.com.


(Sidhartha Singh)

Addl. General Manager (HRD)

(A Govt. of India Enterprises)
Corporation office, 12th floor, Statesman House,
Barakhamba Road, New Delhi-110 001

(APPLICATION FORMAT)

1. Name of the post applied for:.....
2. Candidate's Name (In capital letters):.....
3. Father's/Husband's Name (In capital letters):.....
4. Date of Birth :
5. Date of Initial Appointment:
6. Date of Retirement:
7. Date of appointment in present organization:
8. Present Pay Band + Grade Pay/Pay scale:
9. Date of entry in present Pay Band/Pay scale:
10. Educational Qualification (Academic & professional) possessed by the officer:

Examination passed	Name of Institute/ University	Maximum Marks	Year of passing	Marks Obtained	% of marks (upto 2 decimals)

11. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.

Name and Address of Employer	Department	Designation & scale of pay	Period of Service		Total Experience in years	Clearly indicate the nature of experience. Also mention the name of the project/unit where worked
			From	To		

12. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent:
13. In case the present employment is held on deputation/contract basis, please state-
 - a) The date of appointment on deputation/contract basis:
 - b) Period of appointment on deputation/contract:
 - c) Name of the parent office/organization to which you belong:

14. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.:
- b) State Govt.:
- c) Autonomous Organization:
- d) Government Undertaking:
- e) Others:

15. Details of pay particulars:

- a) Are you in CDA or IDA pay scale :
- b) If in CDA, please indicate the bay band and substantive Grade Pay :
- c) The grade pay held under MACP, if any :
- d) If in IDA, please indicate the pay scale :
- e) Whether in pre revised or revised scale of pay (CDA/IDA) :
- f) Give the date from which the revision took place-
and also indicate the pre-revised/revised scale :

16. Total emolument per month now drawn (give the break-up) :

17. Additional information, if any, which you would like to mention in support of your suitability for the post. (this among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the advertisement) (Note: Enclose a separate sheet, if the space is insufficient).

18. Whether belongs to OBC/SC/ST :

19. (a) Whether any punishment awarded to the applicant during the last 10 years : Yes/No

(b) Whether any action or inquiry is going on against him as far as his knowledge goes : Yes/No

20. Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional/bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet, if the space is insufficient).

Please affix one recent passport size Photograph without attestation

Signature of the candidate

21. Permanent Address:

Name:			
Address (Present):			
District:	State:	Pin Code:	Mobile No:
Tel. No. with STD Code:		Email:	

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that (i) have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum Vitae duly supported by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post, (ii) All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, action can be taken against me by the IRCTC and my candidature/appointment shall automatically stand cancelled/terminated, (iii) I further declare that I fulfill all the conditions of eligibility prescribed for the post applied for (iv) In case my application is not received by IRCTC within the stipulated date due to postal delay or otherwise, IRCTC will not be responsible for such delay.

22. List of Enclosures:

Place:

(Signature of the Applicant)

Date:

- Mb. No
- E mail id

Countersigned

(Employer with Seal)