

VACANCY NOTICE NO. 12/2024

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

ISSUED ON 07/03/2024

GENERAL MANAGERS  
ALL RAILWAYS/NEW ZONES/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS  
ALL RAILWAY TRAINING INSTITUTES

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NO: 2023 E(O)II/40/22 VACANCY NOTICE NO. 12/2024  
ORGANIZATION : INDIAN RAILWAY CATERING & TOURISM CORPORATION  
LIMITED (IRCTC)

TITLE & NO.OF POSTS : DIRECTOR (FINANCE) - ONE POST

LOCATION : DELHI

TERM OF APPOINTMENT : ABSORPTION

SCALE OF PAY : RS.1,60,000-2,90,000/- (IDA)

AGE, QUALIFICATION,  
EXPERIENCE ETC. : AS PER ANNEXURE

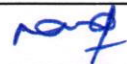
NOTE : **APPLICANTS SHOULD APPLY IN THE MANNER PRESCRIBED IN  
PESB WEBSITE.**  
HARD COPIES OF APPLICATIONS IN DUPLICATE SHOULD REACH  
THIS OFFICE BEFORE THE CLOSING DATE AS PRESCRIBED BY THIS  
MINISTRY FOR ONWARD TRANSMISSION TO PESB.  
**APPLICANTS SHOULD ALSO FILL UP THE ATTACHED PROFORMA  
FOR VIGILANCE CLEARANCE & SEND ALONG WITH HARD COPY  
OF APPLICATION.**  
SCANNED COPY OF THE APPLICATION SHOULD ALSO BE SENT  
THROUGH E-MAIL TO eo2@rb.railnet.gov.in

WEB ADDRESS : [www.indianrailways.gov.in/railwayboard](http://www.indianrailways.gov.in/railwayboard), then click for IR personnel and then  
vacancy circulars  
[www.pesb.gov.in](http://www.pesb.gov.in)  
[www.pesbonline.gov.in](http://www.pesbonline.gov.in)

CLOSING DATE : 20 DAYS FROM DATE OF ISSUE

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SEND NAMES OF VOLUNTEERS WITH BIO-DATA INDICATING PREVIOUS POSTINGS TOGETHER WITH A STATEMENT  
GIVING DETAILS OF PREVIOUS DEPUTATION, IF ANY, IN CENTRAL PSUs DULY SIGNED BY THE APPLICANT  
VIGILANCE/DAR CLEARANCE AND CRS TO E(O)II/RAILWAY BOARD(.) APPLICATIONS RECEIVED WITHOUT  
STATEMENT WILL NOT BE ENTERTAINED AT ALL(.) ADVISE ALL ELIGIBLE SC/ST OFFICERS ALSO (.) RAILWAYS(.)



(MANOJ KUMAR)  
JOINT SECY./DEPUTATION/RAILWAY BOARD

NO: 2023/E(O)II/40/22

New Delhi. Dated 07/03/2024

Copy to:-

1. General Managers, Central, Eastern, Northern, North Eastern, North East Frontier, Southern, South Central, South Eastern, Western Railways, Metro Rail, Kolkata, N.W. Railway, Jaipur, E.C. Railway, Hajipur, North Central Railway/Allahabad, South Western Railway/Bangalore, East Coast Railway/Bhubaneswar, West Central Railway/Jabalpur, SEC Rly., Bilaspur.
2. General Managers, CLW/Chittaranjan, DLW/Varanasi, ICF/Perambur, RCF/Kapurthala, W&AP/Bangalore and RE. Allahabad.
3. DG/RDSO, Lucknow and IRCAMTECH, Area Officer, Maharajpur, Gwalior.
4. CAO(R)s, COFMOW/New Delhi, DCW/Patiala, MTP(R), Mumbai, Delhi and Chennai.
5. DG/RSC, Vadodara/Directors, IRIMEE, Jamalpur/IRICEN, Pune and IRISSET, Secundrabad/IRIEE, P.B. No. 33, Nasik Road, Maharashtra, Director, Indian Railways Institute of Transport Management (IRITM), Hardoi Bypass Road, P.O. Manak Nagar, Lucknow-226011.
6. All officers/Railway Board (by email).
7. G. Branch for display on Notice Board.
8. Secy. General, FROA, Room No.256-A, Rail Bhavan
9. Secy. General, IRPOF, Room No. 268, Rail Bhavan.
10. Secy. General, IRCA, DRM's Office, Accounts Bldg., Chelmsford Rd. New Delhi.
11. Chairman & Managing Director, IRCTC
12. OSD/MR,EDPG/MR,PS/MOS(G),PS/MOS(S),JS(CP),JS(G),JS(E),JS(D), US(C), ERB-I and E(O)I Branches, Railway Board.
13. Chief Commissioner of Railway Safety, Lucknow ,Adviser (Safety)/Railway Board.
14. Dy. Director General (Rail Move), Milrail, Addl. Dte General of Movement, Integrated HQs of MoD(Army) Room No-514 B, D-1 Wing, Sena Bhawan New Delhi-110011



(MANOJ KUMAR)

JOINT SECY./DEPUTATION/RAILWAY BOARD

No. : 7/9/2024-PESB

भारत सरकार

Government of India

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel &amp; Training

(लोक उद्यम चयन बोर्ड)

(Public Enterprises Selection Board)

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ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड

Block No.14, C.G.O. Complex, Lodhi Road

नई दिल्ली / New Delhi- 110003

Dated : 06/03/2024

सी. पी. एस. ई. का नाम NAME OF THE CPSE	Indian Railway Catering and Tourism Corporation Limited (IRCTC)
पद का नाम NAME OF THE POST	Director (Finance)
रिक्ति की तारीख DATE OF VACANCY	01.10.2024
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule B
पद का वेतनमान SCALE OF THE POST	Rs. 160000 – 290000 (IDA)

## I. COMPANY PROFILE

Indian Railway Catering and Tourism Corporation Limited (IRCTC), a schedule-B CPSE, was incorporated on 27th September, 1999 under the Companies Act, 1956 as an extended arm of the Indian Railways to upgrade, professionalize and manage the catering and hospitality services at stations, on trains and other locations and promote domestic and international tourism through development of budget hotels, special tour packages, information & commercial publicity and global reservation systems.

IRCTC's shares got listed on 14th October, 2019 on BSE Limited (BSE) and National Stock Exchange of India Limited (NSE). Accordingly, Shareholding of the resident of India (Government of India) reduced to 87.40% from 100% of the paid up equity share capital of the Company. However, subsequent to disinvestment of upto 20% of paid up equity capital in the Company through "Offer for Sale (OFS) in the FY 2020-21, the President of India's shareholding in IRCTC has been further reduced to 67.40% from 87.40% of the paid up equity share capital of the Company.

During FY 2022-23 subsequent to disinvestment of upto 5% of paid-up equity capital in the Company through "offer for Sale (OFS) of shares, the President of India's holding in IRCTC has further reduced to 62.40% of the paid-up equity share capital of the Company.

As on 31.03.2023, the authorized share capital of the company is Rs. 250 crores and paid up



share capital is Rs. 160 crores.

As on 31.03.2023, the Company has 1356 (Non-executives: 1119, Executives: 237) nos. of regular employess.

Its Registered and Corporate offices are at New Delhi.

The shareholding of the Govt of India in the company is 62.40% as on 31.03.2023

## II. JOB DESCRIPTION AND RESPONSIBILITIES

As a member of the Board of Directors of the Company, he/she exercises statutory and corporate responsibilities in the efficient and profitable operations of the company.

As a functional Director, he is responsible for managing specific tasks assigned to him pertaining to the areas of financial management and accounting. He/She is responsible for:

- (i) Developing sound corporate and financial strategies including procurement of funds at the minimum cost and their effective utilization.
- (ii) Direct the financial management functions including budget preparation and control cash flow, foreign exchange management, taxation and expenditure.
- (iii) Devise suitable scheme for private investment in joint ventures, disinvestment, financial closure of projects and attracting potential partners in the business of the company:
- (iv) Maintain liaison with the financial institutions, regulatory authorities and other commercial banks.
- (v) Ensure prompt and proper accounting of revenue and expenditure and preparation of the company's financial accounts including profit and loss accounts and balance sheet and facilitating the auditing of company's accounts by the auditors.
- (vi) Ensure proper and accurate maintenance of profit centres and cost centres and formulating systems and procedures for this purpose. (vii) Internal audit of the systems and procedure of the company.

## III. ELIGIBILITY

1. **AGE** : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
40	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	40	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.

### 2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings:-

- (a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- (b) Central Government Group 'A' officers including the Armed Forces of the Union and All

India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is \*Rs.1,000 crore or more;

(d) Private Sector in company where the annual turnover is \*Rs.1,000 crore or more. Preference would be given to candidates from listed Companies.

(\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits.)

### 3. QUALIFICATION:

(i) The applicant should be a Chartered Accountant or Cost Accountant or a full time MBA/PGDM course having specialization in Finance with good academic record from a recognized University/Institution. Preference would be given to Chartered Accountant.

(ii) Officers of Organized Group 'A' Accounts Services [i.e. Indian Audit and Accounts Service, Indian Defence Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts & Finance Service and Indian Cost Accounts Service] working in the appropriate level are exempted from these educational qualifications.

(iii) Further, applicants from the Central Govt./Armed Forces of the Union/All India Services, will also be exempted from the educational qualifications as per (i) above provided the applicants have 'the relevant experience' as mentioned in Para 4 (iii) below. In respect of applicants from Organized Group 'A' Accounts Services/Central Government/Armed Forces of the Union/All India Services, Chartered Accountant/Cost Accountant/MBA/PGDM will be a desirable educational qualification.

### 4. EXPERIENCE:

(i) The applicant should have at least five years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management / Corporate Accounts in an organization of repute.

(ii) Applicants from Organized Group 'A' Accounts Services should have at least five years cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/ Corporate Accounts.

(iii) 'The relevant experience' in respect of applicants from Central Government/Armed Forces of the Union/All India Services would include at least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/ Corporate Accounts.

### 5. PAY SCALE:

#### (a) Central Public Sector Enterprises-

##### Eligible Scale of Pay

- (i) Rs. 6250-7475 (IDA) Pre 01/01/1992
- (ii) Rs. 8520-10050 (IDA) Post 01/01/1992
- (iii) Rs. 18500-23900 (IDA) Post 01/01/1997
- (iv) Rs. 43200-66000 (IDA) Post 01/01/2007



(v) Rs. 100000-260000 (IDA) Post 01.01.2017

(vi) Rs. 14300-18300 (CDA) Pre-Revised

(vii) Rs. 37400-67000 + GP 8700 (CDA)

(viii) Rs. 123100-215900 (Level 13) CDA

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b)

**(i) Group 'A' officers of the Central Government including All India Services (AIS) and Autonomous Bodies, etc.** should be holding a post of the level of Director in Govt. of India or carrying equivalent scale of pay on substantive basis on the date of application.

**(ii) Applicants from Public Sector Banks/ Financial Institutions** should be holding at Board level or at least a post of the level immediately below the Board level for one year on the date of application.

**(iii) Applicants from the Armed forces of the Union** should be holding a post of the level of Brigadier in the Army or equivalent rank in Navy/Air Force on the date of application.

**(c) Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

#### **6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS**

Central Government Officers, including those of the Armed Forces of the Union and the All India Services and officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies etc., will be eligible for consideration only on immediate absorption basis.

#### **IV. DURATION OF APPOINTMENT**

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

#### **V. SUBMISSION OF APPLICATIONS**

**Applicants should submit their applications on-line only as per the format.**

1. The applicants should submit their applications through proper channel as follows:

(a) Group 'A' Central Government Officers, including those of the Armed Forces of the Union and All India Services; through Cadre Controlling authority.

(b) Officers from Public Sector Banks/ Financial Institutions/ Autonomous Bodies, etc: through their Administrative Ministry/ Department of the Govt. of India.

(c) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(d) Below Board level in CPSE: through the concerned CPSE;

(e) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;

(f) Below Board level in SPSE: through the concerned SPSE.

(g) Private Sector: directly to the PESB.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding

- the calendar year in which the post is advertised (please provide URL or attach/enclose copies);
- (b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);
- (c) Evidence of working at Board level or at least a post of the level immediately below the board level;
- (d) Self-attested copies of documents in support of age and qualifications;
- (e) Relevant Jobs handled in the past with details.

## **VI. UNDERTAKING BY THE APPLICANT**

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

### **1. For candidates from Central Government including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/Financial Institutions/ Autonomous Bodies etc:**

- (a) The appointment is on immediate absorption basis.
- (b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

### **2. For candidates from CPSE**

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

### **3. For candidates from SPSE/ Private Sector**

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

## **VII. THE APPLICANTS CAN EITHER**

(a) fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesb.gov.in/> and thereafter **forward it online**, as specified in para V(1);

Or

(b) fill up the **Application Form online only** against this Job Description on the website of PESB - <https://pesb.gov.in/>, take a printout and send it offline, as specified in para V(1).



Total timeline for receipt of applications in PESB is 30 days from the date of publication of advertisement in leading National Dailies. Last date for submission of applications by the applicants is 02.04.2024. Last date for nodal officers to forward applications to PESB is 11.04.2024 . No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications received after the stipulated date shall be REJECTED.

Board reserves the right to shortlist applicants for interview.

Applications are to be addressed to

Secretary,

Public Enterprises Selection Board, Public Enterprises Bhawan,

BlockNo. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO **SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.**





19	Whether the officer has been placed in "List of Officers of Doubtful Integrity" (if yes, full details to be given).	
20	Whether the officer has been placed in the "Agreed List" if yes, full details to be given.	
21	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result.	
22	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and the details of the penalty.	
23	Are any disciplinary/criminal proceedings or charge sheet pending against the officer, as on date, (if so, details to be furnished. Including reference no, if any, of the Commission	
24	Is any action contemplated against the officer as on date (if so, details to be furnished)	