

Subject:- Advertisement for engagement of Consultant in Human Resource Department in IRCTC, Zonal Office, Kolkata on temporary basis.

Ref:- Corporate Office Letter No. IRCTC/CO/HRD/HRD/Consultants, dated: 09.09.2024

Indian Railway Catering and Tourism Corporation Ltd, East Zone, Kolkata invites applications from suitable candidates for engagement of Consultant in Human Resource Department who have retired from Human Resource Department from Indian Railways.

The engagement will be purely on temporary basis for a period of one year.

Type of recruitment	No. of vacancy	Age limit	Remuneration per month
HR Consultant	01 at IRCTC, Zonal Office, Kolkata	Maximum age limit is 64 years as on the date of Notification.	Remuneration will be fixed as per the rules of IRCTC.

The details including eligibility criteria, term of reference etc. of the above engagement are placed at Annexure – I. The shortlisted candidates on the basis of applications received will be intimated through e-mail for appearing in interview, dates of which will be intimated in due course.

Interested candidates, who fulfil the eligibility criteria, possess good health and are in a position to join immediately may submit their application in the prescribed proforma (Annexure-II) along with relevant documents in support of educational qualifications and experience in sealed cover subscribed “Engagement of Consultant in Human Resource Department in IRCTC/EZ on temporary basis” which should reach this office **on or before 30.12.2024** (5:00pm) at the following address:

**The Group General Manager,
Indian Railway Catering and Tourism Corporation Ltd,
3, Ground Floor, Koilaghat Street,
Kolkata – 7000 001.**

In addition to the hard copy the scanned application form along with enclosures has to be sent mandatorily to email ID hrdkolkata@irctc.com on or before the closing date. (Application received in hard copy on the above address of office before due date will be final)

IRCTC reserves the right to increase/decrease/withdraw the advertisement at any stage of recruitment process. No enquiry will be entertained during the recruitment process.

**उप-महाप्रबंधक (मा.सं.वि.) /पूर्वी क्षेत्र
Dy. General Manager-HRD
IRCTC/EZ/Kolkata**

No. IRCTC//HRD/EZ/Consultant-HRD Kolkata, Dated: 29.11.2024

1. Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) is a “Mini Ratna (Category-I)” Central Public Sector Enterprise under Ministry of Railways, Government of India. IRCTC was incorporated on 27th September, 1999 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 to promote domestic and international tourism through development of budget hotels, special tour packages, information & commercial publicity and global reservation systems.
2. IRCTC requires experienced and result oriented retired employee from Human Resource Department of Indian Railways for need-based re-engagement in HR department for its **Zonal Office, Kolkata** on Consultant basis for a vacancy of **01 (One)** & for 1 year.
3. The deployment of the selected retired employee through the said selection procedure will be made as per administrative requirement/need basis for posting in IRCTC in its various offices (if required). The empanelment of Retired employees will be as per the eligibility criteria laid down in HR policy and as revised/amended from time to time, based on the Level/pay-scale (7th CPC/3rd PRC) from which the employee has retired. The eligibility of the retired employees who can apply for re-employment is mentioned as under:-

Department	Eligibility of retired employees who can apply and attend the said walk-in-interview
Human Resource	Retired employee from Indian Railways with sufficient experience of Human Resource Department and retired from E2 (Rs.50000-160000)/E3 (Rs.60000-180000) OR Level 8/Level 9 (Group B Gazetted) or Level 10.

Note: Only substantive/regular pay level/grade pay will be considered. MACP pay level/Grade pay held at the time of retirement will not be considered.

4. Further details are as under:

I. Age: As per HR policy, the re-employed employees will be allowed to work up to the maximum age limit of 65 years. On the date of issue of notification, the age of retired employee should not exceed 64 years of age.

II. Duration: The selected candidates will be placed on the panel and will be re-employed/deployed based on requirement, initially for a period of one year, which can be extended as per the requirements/performance of the retired employee and at the sole discretion of company i.e. IRCTC. The re-employment can be terminated pre-maturely on one month's notice by either side.

III. Remuneration: A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. Entitlement for Conveyance allowance and Mobile charges will be governed as per IRCTC's policy. No other allowance is admissible. In case of tour on duty, TA/DA/lodging charges admissibility will be as per rates defined for equivalent scales in IRCTC as per IRCTC's policy.

IV. Leave: Re-employment/consultant personnel will be granted 1.5 days leave for each completed month of service in IRCTC and such leave shall not have any specific nomenclature like CL, Earned Leave etc. The accumulated leave cannot be carried forward to the next calendar year.

V. Selection Process: Through the process of calling of applications from the eligible retired personnel for forming a panel against the above-mentioned posts on re-employment basis on the basis of interview, for which date and location will be intimated separately.

VI. Those candidates suffering from COVID-19 or COVID-19 like symptoms will not be allowed for interview.

VII. Medical Examination: The selected candidates will be issued offer of appointment as per requirement. They will have to undergo medical examination /health check-up and will be considered for re-employment only if they are found medically fit, in addition to fulfilling other criteria.

IX. How to Apply:

(I) Retired employees from Indian Railways fulfilling the eligibility criteria laid down above, should send duly filled in prescribed proforma enclosing therewith self-attested photocopies of the requisite documents i.e. PPO (as per 7th CPC), Service certificate, Last Pay slip, Aadhar card, Pan card etc.

(ii) The retired employees shall have to produce original Service Certificate, PPO and other documents for verification in original at the time of interview. The candidates will not be allowed for interview, if they don't bring the documents on the date of interview. If any of the particulars stated by the retired Railway employee is found that he has wilfully suppressed any material fact/information relevant to the consideration of his/her case without prejudice to any other action that may be taken in concurrence thereof his/her candidature will be summarily rejected and will not be interviewed.

(iii) In addition, the proof of identity and residence, last pay slip and two recent passport size photographs and documents as mentioned in the application Format and working experience on the proforma will be required.

(iv) Duly filled in application, along with documents, should be sent at following address to reach on or before **30.12.2024**

**The Group General Manager,
Indian Railway Catering and Tourism Corporation Ltd,
3, Ground Floor, Koilaghat Street,
Kolkata – 7000 001.**

Applications received after last date will not be entertained.

X. General:

(i) No TA/DA/journey expense will be paid to the retired employees for appearing in the interview. The retired employees are advised to make necessary arrangements for his/her travel/stay will in advance, so as to reach the interview venue in time.

(ii) The re-employment will not confer any right for regularization in IRCTC.

(iii) Any dispute with regard to re-employment against this advertisement will be under the jurisdiction of Court in Delhi only.

(iv) The retired employees who had earlier worked in IRCTC in any capacity but terminated from service for any reason or extension of re-employment not granted will not be considered for interview.

Annexure - II**APPLICATION FORM (FOR RETIRED EMPLOYEES)**Attested
Photograph

Post applied for		
Notification No.		
1.	Name of retired employees (in BLOCK letters)	
2.	Father's Name (in BLOCK letters)	
3.	Name & address of office from where retired/ superannuated	
	I. Date of Retirement and last Designation	
	II. Pay scale held at the time of retirement (Regular)	
	III. Pay scale in MACP (if applicable)	
	IV. Date of initial appointment	
4.	Date of Birth	
	I. Age as on the date of Notification	___ Days, ___ Months, ___ Year
5.	Aadhar number/Voter ID	
6.	Present address	
	H.No./ Street No./ Lane	
	Block/Area/Village	
	Tehsil & District	
	State & Pin code	
7.	(a) Place of birth, District and State in which situated	

	(b) Permanent Address	
8.	Name of two responsible persons of your locality & their address	I. II.
9.	(a)(i) Have any departmental proceedings/vigilance proceedings or any other case is under process during service/pending after retirement/at present against you? (Yes/No) if yes give the detail	
	(a)(ii) Have you ever been awarded any punishment while in service as minor penalty or major penalty, if so give details of the same.	
	(b) Have you ever been arrested/prosecuted/remained under detention or any criminal proceedings pending against you? (Yes/No)	
	(c) If the answer to any of the questions mentioned is yes give full particulars of the case/arrest/detention/conviction punishment etc. and the nature of the case pending in the court/department/PSU etc.(Yes/No)	
10.	Submit a copy of complete Bio-data, service certificate, PPO No., PAN no., etc.	

NOTE

1. The furnishing of false information or suppression of any factual information in the form would be a disqualification for the re-engagement of a retired/Govt./PSU employment.
2. If the fact that information has been furnished or that there has been suppression of any factual information in the form comes to notice at any time during the engagement of retired employee, engagement/contract will be terminated without any notice immediately and the remuneration paid will be refunded/deposited by me. Any action as deemed fit by IRCTC may be taken.

I certify that the above information is correct and complete to the best of my knowledge and belief.

Signature: _____

Name: _____

Mobile No.: _____

Working Experience

1.	Name of the retired employee				
2.	Name & Address of office from where Retired/ Superannuated				
3.	Designation at the time of retirement				
4.	Pay scale/Grade pay				
5.	Date of Birth				
6.	Date of appointment				
7.	Length of service				
8.	Posting/working experience during last 20 years.				
Form	To	Post Held	Place	Pay-Scale/GP/Level	Duties responsibilities
9.	Any other relevant information (Award, special work done etc.)				
10.	Proficiency in computer knowledge of MS word				

Signature: _____

Name: _____

Mobile No. _____

Email D: _____

VERIFICATION FORM

1.	Name of applicant (in Block letters)	
2.	Father's Name (In Block letters)	
3.	Present Address	
	H.No./Street no./Lane	
	Block/Area/Village	
	Tehsil & District	
	State & Pin code-	
	Police station	
4.	Nationality	
5.	Date of Birth	
	Age as on date	
6.	(a) Place of birth, district, State in which situated	
	(b) Permanent Address	
	Residential address during last 5 years or present corresponding address.	
7.	Aadhar Number /Voter ID	
8.	Name of two responsible persons of your locality & their addresses or two references to whom you are known (with ID)	
	(I)	(II)

NOTE: Please also fill up and submit the self-declaration form regarding your vigilance status attached herewith:

Signature : _____

Name: _____

Mobile No: _____

DECLARATION REG. D&AR/VIGILANCE STATUS FOR RE-ENGAGEMENT IN IRCTC

In reference to my application for re-engagement in IRCTC against the Notification

No. _____ dated _____, I, Shri/Smt./Ms. _____

(Full Name) give the declaration that there are no D&AR and Vigilance cases pending against me.

My re-engagement in IRCTC as Consultant is subject to my vigilance clearance;

I also accept the following conditions:-

(i) No payment will be made to me until vigilance clearance is received.

(ii) Subsequently, if anything adverse is found in my vigilance clearance report my services of re-engagement in IRCTC will be terminated immediately without giving any notice to me.

Signature of the Applicant: _____

Name of the Applicant: _____

Place: _____

Designation at the time of retirement: _____

Date: _____

Dept. from where retired: _____

IRCTC