



# इंडियन रेलवे कैंटरिंग एण्ड टूरिज्म कॉर्पोरेशन लिमिटेड

(भारत सरकार का उद्यम (मिनी रत्न - CIN : L74899DL1999GOI101707

**INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.**  
(A Govt. of India Undertaking - Mini Ratna) CIN : L74899DL1999GOI101707

पश्चिम क्षेत्र कार्यालय फोर्ब्स बिल्डिंग ग्राउंड एवं तीसरी मंजिल फ्लोर चरणजीत राइ मार्ग, फोर्ट मुंबई 40001 :

West Zone Office: Forbes Building, Ground & Third Floors, Charanjit Rai Marg, Fort, Mumbai 400001.

Tel. 022-47509565/8815, Website : www.irctc.co.in / www.irctctourism.com , E-mail:ggmmumbai@irctc.com

संख्या/No: 2024/IRCTC/WZ/HRD/Consultant (HRD)/Mumbai

दिनांक/Date:31.12.2024

## Advertisement for engagement of Consultant on Temporary basis in Human Resource Development (HRD) Department of IRCTC/WZ

IRCTC, a Government of India Enterprise (Mini Ratna) under the administrative control of the Ministry of Railways requires dynamic, experienced and result oriented retired Government/PSU official for re-engagement as "Consultant" for HR Department at IRCTC/West Zone/Mumbai.

The eligibility of the retired Govt./PSUs officials, qualification and Experience criteria , who can apply against **01 (ONE) Post** are as mentioned below :

SN	Department & Location	Work profile	No. of posts	Eligibility/Experience
1	Human Resource Development/ IRCTC/West Zone/Mumbai	He/She will have to deal with the matters related to Promotion, Recruitment, Selection, Cadre dealing, RTI, DAR cases, Maintaining APARs/APRs, reimbursement of salary bills, verification of TA/DA, NHA, NDA, Salary etc., Court and Labour related matters and any other Work assigned by higher up regarding any day to day working of HRD Department.	01	The applicant should have minimum 20 years of work experience in the Personnel/HRD Department of Central Govt/PSUs. having experience in dealing with personnel matters in Railway, and having proficiency of work in MS-office/Excel, etc. Candidates conversant with HRMS, Labour laws, Court matters will be given preference.

**Age: Not more than 64 years of age as on Date of Notification**

**Minimum Educational Qualification:** possessing a Degree in any discipline from any recognized university.

**Duration:** Initially for **ONE (01) year**. The tenure can be extended as per the requirements//performance of the retired official and at the sole discretion of IRCTC. The re-engagement can be terminated pre-maturely on One month's notice by either side. However, IRCTC can cancel the engagement at any time without providing any reason for it.

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31/12/24



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West Zone Office: Forbes Building, Ground Floor, Charanjit Rai Marg, Fort, Mumbai 400001.

Tel. 022-22618062-64, 54925 (Rly.), Website : www.irctc.co.in / www.irctctourism.com , E-mail:ggmmumbai@irctc.com

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**Remuneration:** The remuneration of consultants 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 contract. There will be no annual increment/percentage increase during the contract period. No increment and Dearness Allowance shall be allowed during the term of the contract; with further instructions that "the word pay may be treated as a Basic Pay."

In case of requirement to proceed to an outstation in connection with the completion of given assignment, Expenses incurred on account of Travelling, Boarding & Lodging will be reimbursed as per applicable TA-DA Rules.

**Selection/Interview:** The selection will be done through personal interview/VC for which date and time will be intimated separately.

**Submission of Application:** The interested eligible applicants may submit their application in the prescribed format (Copy attached) along with other requisite documents viz. PAN Card, AADHAR Card, Proof of Educational Qualification, PPO, Service Certificate etc. to IRCTC, latest by **17.01.2025** through mail on email id : [swati.chitnis@irctc.com](mailto:swati.chitnis@irctc.com) or at the following address:-

**Additional General Manager (HRD)**  
**IRCTC Ltd. West Zone Office,**  
**Forbes Building, Ground and Third Floors,**  
**Charanjit Rai Marg, Fort, Mumbai - 400001**

DA : As above

(अनिल ताकसांडे/Anil Taksande)  
अपर महाप्रबंधक (मा.स.वि)/AGM (HRD)

**APPLICATION FORM (FOR RETIRED EMPLOYEES)**

APPLY HERE

APPLY HERE  
PROGRAM

Post applied for		
Notification No		
1.	Name of retired employees (in <b>BLOCK</b> letters)	
2.	Father's Name (in <b>BLOCK</b> 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	
	(c) Residential address during last 5 years or present corresponding address	

	Name of the responsible person of your society: _____	
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 services 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				
9.	Any other relevant information (Award, special work done etc.)				
10.	Proficiency in computer knowledge of MS word				

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email ID: \_\_\_\_\_

## 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 who 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 REGARDING J&AR/VIGILANCE STATUS FOR RE-ENGAGEMENT IN IRCTC**

In reference to my application for re-engagement in IRCTC against the Notification No. \_\_\_\_\_ dated \_\_\_\_\_, I, \_\_\_\_\_ (full Name) given the declaration that there is no J&AR and Vigilance cases pending against me. My re-engagement in IRCTC as consultant is subject to pending 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.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_  
Name of the Applicant: \_\_\_\_\_  
Designation at the time of retirement: \_\_\_\_\_  
Dept. from where retired: \_\_\_\_\_