



इंडियन रेलवे कॅटरिंग 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](http://www.irctc.com), Email: [info@irctc.com](mailto:info@irctc.com)

No. 2022/IRCTC/HRD/Consultant/CO

Dated:02.08.2024

**Notification**

**Advertisement for engagement for Advisor (HR) at  
Corporate Office/IRCTC/New Delhi on Temporary basis.**

IRCTC, a Govt. of Indian Enterprise (Mini Ratna) under the Administrative control of the Ministry of Railways, requires dynamic, experienced and result-oriented **retired Govt./PSU officers** for re-engagement as **Advisor for HR Deptt. at Corporate Office/IRCTC/New Delhi**:

The eligibility of the retired Govt./PSUs officers, Qualification and Experience criterion, who can apply against one (01) post is as under:

Post	No. of Post	Minimum Educational Qualification	Experience/Age
Advisor/HRD (Retired Govt. Employee in HAG or above OR CPSE Officer of rank of Directors i.e. E9 or above)	01	Should be a Bachelor from any UGC/AICTE recognized University/ Institution	<b>Experience:</b> Having at least 10 years of experience of handling HR Policy matters. <b>Age:</b> not more than 64 years of age as on date of notification.

**2. Work assignment/Project:**

Review of HR related Policy Matters of IRCTC; Matters related to Direct and Contractual Recruitment; Reservation Rosters and Cadre Review etc.

**3. Duration:** – Initially for Six (06) months or till the completion of the project, whichever is earlier.

The tenure can be extended as per the requirements/performance of the retired officer 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 appointment at any time without providing any reason for it.

**4. Remuneration:**

- The remuneration for the post of Advisor is Rs.6700/- per diem
- In case their services are utilized for half a day, the remuneration will be 60% per diem rate.
- The monthly remuneration shall be restricted to 15 days per month. However, the remuneration per month together with pension will be restricted to Rs.2,25,000/- or last pay drawn, whichever is lower.
- Rs.1000/- per day for transport charges (on claim basis).
- TA/DA shall be applicable as per entitlement of E9 level officer of IRCTC.

Other terms and conditions will be as per extant policy on the subject matter.

**5. Selection/Interview:** The selection will be done through Interview/Interaction for which date and time will be intimated separately.

**6. Submission of Application:** The application is to be submitted in the prescribed format (copy enclosed) along with other requisite documents i.e. PPO/Service Certificate, copy of Aadhar Card and two passport size photographs to the following address or through email at [agmhrd@irctc.com](mailto:agmhrd@irctc.com) latest by **23.08.2024** by 17:00 hrs.:

**Additional General Manager (HRD)  
HR Department, IRCTC Ltd.  
12<sup>th</sup> Floor, Statesman House,  
Barakhamba Road, New Delhi-110001**

(Sidhartha Singh)

Addl. General Manager/HRD-I /IRCTC

Encl: As above.

(E-Office file no.32631)

**ANNEXURE-I****APPLICATION FORM (FOR RETIRED EMPLOYEES)**Self 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					
	II. Designation at the time of retirement					
	III. Pay scale/Level held at the time of retirement (Regular)					
	IV. Pay scale in MACP (if applicable)					
	V. Date of initial appointment					
4.	Date of Birth					
	Age as on the date of Notification		_____ Days _____ Months _____ Year			
5.	Aadhar number/voter ID					
6.	Address for correspondence					
	H.No/ Street No./Lane					
	Block/Area/Village					
	Tehsil & District					
	State & Pin code					
7.	Work Experience in last 20 years					
	Post held	From	To	Place of posting	Pay-scale/ GP/Level	Duties/responsibility (in brief)

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8.	(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 details.	
	(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)	
9.	Any other relevant information (Award, Special work done, etc.)	
10.	Please attached the attested copies (Tick)	Yes
	PPO	No
	Service Certificate	
	PAN Card	
	Aadhar Card	

**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.

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

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

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

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

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

**VERIFICATION FORM**

1.	Name of applicant (in block letters)	
2.	Father' name (In block letters)	
3.	Present Address	
	H.No./Street no./Lane	
	Block/Area/Village	
	Tehsil & District	
	Police Station	
	State & Pin code	
4.	Nationality	
5.	Date of Birth	
6.	(a) Place of birth, district, State in which situated	
	(b) Permanent Address	
	Residential address(es) during last 5 years or present corresponding address.	
7.	Aadhar number/Voter ID	
8.	Name of two responsible persons of your locality & their address with phone numbers	
(i)		(ii)

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

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

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

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) hereby declare that there is no D&AR and Vigilance case/cases pending against me. My re-engagement in IRCTC as Consultant/Advisor 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: \_\_\_\_\_