



इंडियन रेलवे कैंटरिंग 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-L74899DL1999CO111707" E-mail: info@irctc.com Website: www.irctc.com

VACANCY NOTICE NO.09/2020

No. 2020/IRCTC/HRD/Deputation/GAZ

Date: 11.09.2020

GENERAL MANAGERS ALL RAILWAYS/PRODUCTION UNITS
DIRECTOR GENERAL'S/DIRECTORS ALL RAILWAY TRAINING INSTITUTES
CMD/MD/CHAIRMAN ALL RAILWAY PSU's

Organisation	Indian Railway Catering And Tourism Corporation Ltd.
Title & No. of Posts	Joint General Manager(E5) / Dy. General Manager(E4) 01 post.
Location	West Zone/Mumbai
Duration	Three years or till IRCTC is exempted from the rule of immediate absorption, which ever is earlier.
Term of appointment	Deputation
Service	Finance
Scale of Pay & Age	Rs.15600-39100 GP-6600 (6 th CPC)/Level-11 (7 th CPC), CDA pattern. Maximum age 55 years. -OR- Rs.15600-39100 GP-5400 (6 th CPC)/Level-10 (7 th CPC), CDA pattern. Maximum age 55 years.
Job description	To take care of Accounting through ERP, Direct/Indirect Taxation, Railway Co-ordination, Departmental Catering, Tender Vetting, New Project Monitoring, Funds Management, Debtors and creditors management, Budgets cost control and Internal Audit & other works as assigned by higher officials.
Qualification/Experience	1. Officer should be graduate from recognised university. 2. Proficiency of work in Accounts field and working knowledge of MS-office/Excel/Access, etc.
Perks & Benefits	1. Parent Pay Plus Deputation Allowance as applicable and all other perks and allowances applicable as per IRCTC policy. 2. Medical Allowance (outdoor)-7% of the basic pay if opted for medical facilities of IRCTC & reimbursement of medical expenses for hospitalization. 3. Uniform fitment allowance-7% of the basic pay and HRA/ Lease at prescribed rate etc.

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
Closing date	30 days from the date of issue.
Note	Cut off date for age and eligibility would be reckoned as on closing date of vacancy notice.

Candidates may apply through proper channel for selection on deputation basis to the above mentioned vacancies in the prescribed proforma attached herewith. Zonal Railways etc. may forward the applications of eligible candidate's alongwith Vigilance/D&AR Clearance and APARs of last 03 years to Corporate Office/IRCTC, New Delhi. 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 as to reach us by 11.10.2020.



(Surendra Kumar)
Group General Manager (HRD)

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Important <i>(please don't leave blanks)</i>	Vacancy Notice No. <i>(appears on the top right side of notice)</i>	
	File No. <i>(appears on the left side of vacancy notice)</i>	
	Post against which application has been submitted	
	Choice of station <i>(wherever applicable)</i>	

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS <i>(Date of entry into Time Scale)</i>	:	
8.	Date of entry in Gr.B <i>(wherever applicable)</i>	:	
9.	Present pay band with Grade Pay and basic pay as on date of application	:	
10.	Present Designation & Railway	:	
11.	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

12. Educational Qualifications:-

S.No.	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

13. Experience Details:-

SNo.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG)	From	To

14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date: