



इंडियन रेलवे केटरिंग एंड टूरिज्म कॉरपोरेशन लिमिटेड

(भारत सरकार का उद्यम)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise)

No. 2024/IRCTC/NZ/HRD/Consultant-HR

Dated: 30.12.2024

Notification

Advertisement for engagement of Consultant (HR) at North Zone Office, New Delhi on Temporary basis

IRCTC, a Govt. of India 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 Consultant for HR Deptt. at Zonal Office/North Zone/New Delhi.

The Eligibility of the retired Govt./PSUs officers, Qualification and Experience criterion, who can apply are as under:

Post	No. of Posts	Minimum Educational Qualification	Experience/age
Consultant/HR (Retired from Central Govt./PSU from level - 6 to 10 (7 th CPC)	01	Should be Graduate or equivalent in any discipline from any UGC/AICTE recognized University/Institution	The applicant should have minimum 20 years of work experience in Govt./PSU organization. It is desirable that the applicant should have worked in HRD/Personnel Deptt. and have working knowledge of Performance Management System, HRMS, Leave Management, Service Record, D&AR, Promotion, Recruitment, APARs/APRs, Labour related matters etc. and having Good Knowledge of MS-Office & Excel in computer. Age: Not more than 64 years of age as on date of notification.

2. **Duration:** - Initially for One (01) year on temporary basis. 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.

3. Remuneration & Scope of work: - As per extant policy of IRCTC. Consultant HR will be assigned to work with in the HR department and will handle HR related task specific to North Zone.

4. Selection/interview: - The selection will be done through Interview/Interaction for which date and time will be intimated separately to shortlisted candidates through email/Mobile only.

5. Submission of Application: - The application is to be submitted to the following address or through email at recruitmentnz@irctc.com latest by 20-01-2025 by 18.00 hrs, in the prescribed format (copy enclosed) along with other requisite documents i.e. PPO/Service Certificate, copy of Aadhar Card and passport size photographs.

**Additional General Manager (HRD)
IRCTC North Zone Office,
Rail Yatri Niwas Building, New Delhi Rly. Station complex,
Ajmeri Gate side, New Delhi-110002**

Application received incomplete or after due date will not be considered. IRCTC reserves the right to increase/decrease/withdraw the notification at any stage of engagement process.

-sd-
**Addl. General Manager/HRD
IRCTC/North Zone
New Delhi**

Encl: As above.

Application form (For Retired Employees)

Annexure – 1

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 & Department 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	_____	Year	_____	Month	_____	Days
5.	Aadhar Number/voter ID						
6.	Address for correspondence						
	H. No/Street No./Lane						
	Block/Area/Village						
	Tehsil & District						
	State & Pin code						
	Contact no.						
	e-mail id.						
7.	Work Experience in last 20 years						
	Post held	From	To	Place of Posting	Pay-Scale/ GP/Level	Duties/Responsibility (In brief)	

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, so give full details.				
	(a) (ii) Have you ever been awarded any punishment while in services as minor penalty or major penalty? (Yes/No) if yes, so give full details.				
	(b) Have you ever been arrested/prosecuted/remained under detention or any criminal proceedings pending against you? (Yes/No), if yes, so give full details.				
9.	Any other relevant information (Award, Special work done etc.)				
10.	Attached attested copies (Tick)	Yes	No		
	PPO				
	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	
2.	Father's Name	
3.	Present Address	
	H. No/Street No./Lane	
	Block/Area/Village	
	Tehsil & District	
	State & Pin code	
	Police Station	
4.	Nationality	
5.	Date of Birth	
6.	Place of birth, district, state in which situated	
	Permanent Address	
	Residential address (es) during last 05 years or present corresponding address.	
7.	Aadhar No/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 form 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 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.

	Signature of the applicant: _____
Place: _____	Name of the applicant: _____
	PPO & Employee no: _____
Date: _____	Desg. at the time of retirement: _____
	Dept. from where retired: _____