

**Subject: Notification for engagement of Consultant — HR on Temporary basis in IRCTC/
South Central Zone (Location – Secunderabad) - Reg.**

Indian Railway Catering and Tourism Corporation Ltd, South-Central Zone, Secunderabad invites applications from dynamic, experienced and result-oriented retired Indian Railways employees of Personnel Deptt. for re-engagement as Consultant — HR for handling HR related tasks. The engagement will be purely on temporary basis for a period of one year (from the date of joining).

The minimum eligibility criteria. Qualification and Experience criterion for filling the following no, of post from the retired railway employees are as under:

Sl. No.	Post	Controlling Office	No of posts	Required Qualification	Experience
1	Consultant HR (Retired from Level- 6, 7, 8, 9 or 10 (7th CPC) from Personnel Department of Indian Railways)	Zonal Office / South Central Zone /Secunderabad	01	10th pass from recognized Board. Preferably Graduate in any stream from any recognized University.	Retired Railway Staff having minimum 20 years of work experience It is desirable that the applicant should have worked in D&AR cell, Experience in handling Legal issues pertaining to Service matters, Promotion, Recruitment process - maintenance of rosters, labor related matters, maintenance of employee service records / registers and Pay Bills and also having Good Knowledge of MS- Office & Excel in computer

Duration: Initially for One (01) year 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. Re-engagement as Consultant 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.

The Other details including eligibility criteria, Application, Terms and Conditions, Remuneration calculation, Verification Form & Declaration regarding D&AR/Vigilance status for re-engagement in IRCTC etc. are enclosed as Annexures – 'A', 'B', 'C' & 'D'.

Interested candidates, who fulfill the eligibility criteria, possessing good health and are in a position to join immediately may submit their application in the prescribed proforma (**Annexure-B**) along with relevant documents in support of experience in sealed cover subscribed "Engagement of Consultant- HR on temporary basis in IRCTC/SCZ which should reach this office on or before **03-02-2025 (17:00hrs)** at the following address:

**The Group General Manager (I/c),
Indian Railway Catering and Tourism Corporation Ltd,
Zonal Office – SCZ, 1st Floor, Oxford Plaza,
S.D. Road, Secunderabad – 500003.**

It is also mandatory to send the scanned application form along with enclosures to email ID teamhrscz@irctc.com on or before the closing date.

IRCTC reserves the right to increase/decrease/withdraw the advertisement at any stage of recruitment process.

Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated through e-mail for appearing for the interview. The dates will be intimated later.

Sd/-
Deputy General Manager (HRD) / SCZ

Eligibility Criteria

- A. Name of Position : Consultant — HR
- B. No. of persons to be engaged: 01 nos (Secunderabad-1)
- C. Eligibility criteria:
 - (i) The applicant should have retired from Railways Level- 6, 7, 8, 9 or 10 (7th CPC) from Personnel Department of Indian Railways.
 - (ii) It is desirable that the applicant should have worked in D&AR cell, Experience in handling Legal issues pertaining to Service matters, Promotion, Recruitment process - maintenance of rosters, labor related matters, maintenance of employee service records / registers and Pay Bills and also having Good Knowledge of MS-Office & Excel in computer.

Remuneration

The remuneration of consultant will be fixed as per the rules of IRCTC. The remuneration calculation indicated as below.

If a retired Central Govt. employee is having last pay as Rs 86,100/- in level 8, his / her pension will be Rs 43,050/-. And if the retired employee is re- engaged / re-employed, his/her remuneration will be fixed as Rs.43,050/- [Rs 86,100 (-) Rs 43,050] as elaborated in para 6 of the Deptt. of Expenditures OM dated 09.12.2020. On similar, patterns the remuneration in respect of retired PSU as well as the Central Govt. employees who joined service on or after 01.01.2004 & covered under NPS, will be fixed as 50% of the last pay. The word 'Pay' may be treated as the 'Basic Pay'.

APPLICATION FORM (FOR RETIRED EMPLOYEES)

Self-Attested
Photograph

Notification No.						
1.	Name (in BLOCK letters)					
2.	Father's Name (in BLOCK letters)					
3.	Name & address of office from where retired/ superannuated					
	Date of Retirement					
	Designation at the time of retirement					
	Pay scale/Level held at the time of retirement (Regular)					
	Pay scale in MACP (if applicable)					
	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					
7.	Details of Educational Qualification: -					
8.	Work Experience in last 20 years					
	Post held	From	To	Place of posting	Pay-scale/ GP/Level	Duties/responsibility (in brief)

9.	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.		
	Have you ever been awarded any punishment while in services as minor penalty or major penalty, if so, give details of the same.		
	Have you ever been arrested / prosecuted/ remained under detention or any criminal proceedings pending against you? (Yes/No)		
	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.	Any other relevant information (Award, Special work done, etc.)		
11.	Please attached the 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.

Signature: _____

Name: _____

Mobile No: _____

e-mail id: _____

Place:

Date:

Terms and Conditions

1. Period of engagement

The engagement shall be for a period of One Year.

2. Selection procedure

The engagement will be purely on temporary basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Interview.

3. Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement for the Retired Central Government Employees covered under the Pension rules viz. CCS Pension Rules, Railway Services Pension Rules, etc. For PSU employees or the Central Govt. Employees covered under NPS, the remuneration should be fixed as 50% of the last pay. The word 'pay' may be treated as the 'Basic Pay'. The remuneration calculation indicated as Annexure-D

The amount of remuneration so fixed shall remain unchanged for the term of the 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.

Other charges/allowances like as Conveyance charges Mobile (including internet) charges per month as per prevailing IRCTC policy. 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 relevant TA-DA Rules.

4. Scope of Duties

During the period of such engagement, the consultant would be required to perform work related to HRD/Personnel Deptt. The applicants shall possess working knowledge of D&AR cell, Experience in handling Legal issues pertaining to Service matters, Promotion, Recruitment process - maintenance of rosters, labor related matters, maintenance of employee service records / registers and Pay Bills and also having Good Knowledge of MS-Office & Excel in computer

5. Leave

The Consultant would be entitled to leave as per Policy of IRCTC.

6. Office time and working hours

Engagement of consultant would be on full time / Shift basis. They will not be allowed to take any other assignment (full time/part time) during the period of engagement in IRCTC. The Consultant may be called on Gazetted holidays, if required.

7. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

8. Confidentiality of data and documents

The engaged consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. Conflict of interest

The Consultant engaged by this office, shall in no case represent or give opinion or advice to any matter which is adverse to the interest of the office.

10. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving one month's notice which can be curtailed/extended depending upon the workload.

11. Guidelines for the submission of the application

The duly completed applications in prescribed proforma should be submitted so as to reach the office before the closing date. It is also mandatory to send the scanned application form along with enclosures to email ID teamhrscz@irctc.com on or before the closing date. Any application received after the last date will not be entertained.

The application should be submitted with the copy of retirement notification and PPO duly self-certified.

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.

Signature: _____

Name: _____

Mobile No: _____

e-mail id: _____

Place:

Date:

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.

- A. No payment will be made to me until vigilance clearance is received.
- B. 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: _____

Desig. at the time of retirement: _____

Dept. from where retired: _____