



इंडियन रेलवे कैटरिंग एंड टूरिज्म कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.  
(A Govt. of India Enterprise)

No. 2024/IRCTC/HRD/NZ/Consultant/Station Offices

Date: - 22.01.2025

**Notification**

**Advertisement for engagement of Consultant in Control Office and Railway Station/Field offices under IRCTC, North Zone on Temporary basis**

IRCTC, a Govt. of India Enterprises (Mini Ratna) under the administrative control of the Ministry of Railways, requires dynamic, experienced and result – oriented retired Indian Railways employees of Operating/Commercial Deptt. for re-engagement as consultant for manning of IRCTC Control office and various Railway stations / Field Offices of IRCTC.

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

| S.N. | Post  | Controlling Officer  | No. of Posts | Required Qualification   | Experience/Age   |
|------|---|--|--------------|--|--|
| 1    | <b>Consultant for Control Office</b><br>(Retired from Level- 6 to 10 (7 <sup>th</sup> CPC) from Operating/Commercial Departments of Indian Railways)  | North Zone Control/New Delhi                                 | 01           | 10 <sup>th</sup> pass from recognized Board. Preferably Graduate in any stream from any recognized University. | Retired Railway Staff Having minimum 20yrs of work experience in Operating/Commercial Department having knowledge of movement of Trains/Control Office/Public handling on Indian Railways.                     |
| 2    | <b>Consultant for Station Offices</b><br>(Retired from Level- 6 to 10 (7 <sup>th</sup> CPC) from Operating/Commercial Departments of Indian Railways) | North Zone<br>(one each at ASR, JP, JU, JHS, GWL, BSB, KURJ) | 07           | 10 <sup>th</sup> pass from recognized Board. Preferably Graduate in any stream from any recognized University. | Retired Railway Staff of other Departments can also be considered, if possess good knowledge of movement of Trains/Control Office/Public handling<br>Age:- Not more than 64 years on the 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. 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.

**3. Remuneration & Scope of Work:** - As per extant policy of IRCTC. Monitoring of the movement of Trains, Coordination with the Indian Railways along with State Govt. and looking after all the Catering, Railneer and Tourism activities (including on board services) at the respective Stations or as decided by the Controlling Office.

**4. Selection/interview:** -The selection will be done through Interview/Interaction for which date and time will be intimated separately to the 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](mailto:recruitmentnz@irctc.com) latest by 22-02-2025 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 photograph.

**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)**

Self Attested  
Photograph

|   |   |   |
|---|---|---|
| Notification No.  |   |   |
| Post applied for (Tick any one option)<br><br><b>N.B.</b> - If anyone desires to apply for posts under different Zones, he will have to submit separate applications for different Zones. |   | 1. Consultant for Control Office <input type="checkbox"/><br>2. Consultant for Station Offices <input type="checkbox"/> |
| Specify Controlling Office  |   |   |
| If applying for S.No.-2 (Consultant for Station Offices), submit 03 choices from that Zone in order of preference   |   | 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/>   |
| 1.  | Name (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                                    |   |
| 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.  | (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                 | 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. \_\_\_\_\_

e-mail id: \_\_\_\_\_

### 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: \_\_\_\_\_

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

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

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

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

e-mail id: \_\_\_\_\_

**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.

Signature of the applicant:\_\_\_\_\_

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

Name of the applicant:\_\_\_\_\_

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

Designation at the time of retirement:\_\_\_\_\_

Dept. from where retired:\_\_\_\_\_