

Notification for Walk-in-Interview
Engagement of ‘Qualified CA/CMA’ on Contractual
basis IRCTC – South Central Zone

No.2025/IRCTC/3/HRD/SCZ/Contractual/Finance/CA_CMA

Dated: 05-02-2025

Eligible and Qualified candidates are invited to appear for walk-in-interview for engagement as Qualified ‘Chartered Accountant (CA) / Cost & Management Accountant (CMA)’ on Contract basis or an initial period of 2 years and extendable for one (01) year based on requirement and satisfactory performance.

Name and Number of Posts	Mode of Selection	Remuneration (CTC)	Educational Qualification	Experience	* Upper age limit as on 01-01-2025	Place of Posting
<p>“Qualified CA /CMA” 01 post [Reservation as per Govt. of India policy for SC, ST, OBC-NCL, PwBD, EWS, Ex. Servicemen is applicable]</p>	Walk-in Interview	Total CTC: Rs.70,000/- per month (incl. Statutory deductions) and other allowances as applicable.	Chartered Accountant (CA)/ Cost & Management Accountant (CMA)	Minimum 02 years post-qualification experience: Essentials: 01-year Working exposure of ERP/SAP, Oracle & 01-year Working experience of accounting & taxation other than audit	40 years for UR. Age relaxation will be given to SC/ ST/OBC/ PwBD / Ex-Serviceman applicants as per Government guidelines. Upper age is relaxable by 5 years for SC/ST applicants, by 3 years for OBC applicants and by 10 years for PwBD applicants. Ex-Service Men - Upto the extent of service rendered in defense plus 3 yrs.	The selected candidates will be posted in Zonal Office/SCZ; Secunderabad However, candidates may be deployed/ posted anywhere in India at the discretion of IRCTC.

Selection Process:

Candidates are requested to fill in the application form (attached along with this notification) duly completing in all respects. The completed application form has to be submitted at the venue of the interview for verification along with original documents, one set of attested copies of requisite documents and two recent passport size photographs. Interview will be conducted and based on the credentials & performance in the personal interview the candidates will be shortlisted. The offer of engagement shall be issued to the suitable candidates in the order of merit and based on number of vacancies, subject to verification of antecedents. In addition, selected candidates against the notified vacancies, equal number of candidates will be placed on Reserved Panel, subject to availability of the suitable candidates.

Medical fitness:

Engagement of selected candidates shall be subject to being medically fit as prescribed by IRCTC.

Remuneration and other allowance:

CTC : As indicated above.

Service Conditions:

The rules & regulations, as applicable for personnel engaged on contractual basis in IRCTC, will be equally applicable for these ‘Qualified CA/CMA’, viz. Leave, Bonus/performance award, Night Duty Allowance, re-imbursement of insurance, etc.

Scope of work:

- The selected candidates for ‘Qualified CA/CMA’ will be posted in the Finance department of Zonal Office / SCZ, Secunderabad.
- Work related to ERP entries, Auditing, taxation, finalization of accounts, Annual closing, banking, payroll accounts, reconciliation, etc.

General Information:

- a) This engagement is purely contractual in nature and will not entitle any candidate to claim for regular / permanent employment in IRCTC.
- b) Contract may be terminated by giving one month notice by either side. If performance during contract period is not found satisfactory the contract may be terminated without any notice.
- c) Only Indian Nationals are eligible to apply.
- d) Those working in Govt. / PSUs may apply through proper channel or submit NOC at the time of Interview or should submit proper relieving letter from present employer in the event of selection in IRCTC.
- e) IRCTC reserves the right to cancel/ amend the advertisement and/or the selection process at any time without prior notice.
- f) The number of vacancies to be filled (including Reserve Panel) may increase or decrease depending on the requirement of IRCTC at the time of engagement.
- g) Candidates should ensure that they fulfil the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after engagement that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services will be summarily terminated.
- h) The selected candidate(s) have to furnish security deposit of Rs. 25,000/- in the form of Demand-Draft.
- i) No TA/DA will be paid to the candidates for attending the walk-in interview.
- j) Knowledge of computer (MS Office), preparation of reports is desirable.
- k) Ability to solve problems and to make rational decisions.

Place/ Date of walk-in-Interview:

IRCTC Zonal Office / South Central Zone, 1 st Floor, Oxford Plaza, SD Road, Secunderabad – 500 003	05-03-2025 (can be extended based on response)
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Note: In case of extension of interview date, candidates will have to arrange their own stay and food.

Any corrigendum/clarifications to this notification (incl. date & place of interview), if necessary, will be uploaded on IRCTC website (www.irctc.com) only and no separate press coverage will be given in the newspaper.

Proforma for submission of application for engagement as 'Qualified CA/CMA' on 'Contract basis' in IRCTC / South Central Zone

Ref: No. 2025/IRCTC/3/HRD/SCZ/Contractual/Finance/CA_CMA dated 05-02-2025.

1	Name of the Applicant (BLOCK LETTERS)				
				Photo	
2	Father`s/Spouse Name				
3	Category (SC/ST/OBC-NCL/ PwBD/ EWS/ Ex.SM) (Enclose self-attested copy of latest Certificate issued by competent authority in support of claim)				
4	Present Address				
	Landline/Mobile No.				
	Email ID				
5	Permanent Address				
6	Date of Birth & Age (as on 01-01-2025)				
7	Gender				
8	Marital Status				
9	Aadhaar number				
11	Professional/Technical/Educational Qualification: (Enclose self-attested copies)				
S. No	Name of the Graduate/ PG degree(s) Passed	Duration & (Full time/Part time/distance), Year of Passing	% marks	Institution/ University	
a.	10 th				
b.	12 th				
c.	Graduation				
d.	CA/CMA				
12	Particulars of Post Qualification Experience				
S No	Organization	Post Held& Scale/ pay drawn	Period: From & To	Experience (Yrs - Mths)	Job description /Responsibility areas
a.					
b.					
13	Languages Known	Speak			
		Write			
14	Document to be attached a) Proof of educational Qualification b) Proof of experience c) Proof of Date of Birth d) Proof of Category (SC/ST/OBC*/PwBD/EWS/Ex.SM) *Should submit OBC-NCL certificate in the format prescribed by Govt. of India e) Others (pl. Specify)				

The above information is true to the best of my knowledge and belief. My candidature will be rejected, if any information given above is found to be incorrect/ incomplete or false.

Place:

Date:

(Signature)

OBC (NON-CREAMY LAYER) CERTIFICATE
(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR
APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri / Smt. / Kum.*.....
son/daughter* of Shri..... of Village/Town
..... District..... in
State belongs to..... community which is recognized as
Backward Class under : (indicate the Sub Caste above)

- 1) Resolution No.12011/68/93-BCC@dated 10th September 1993, published in the Gazette of India - Extraordinary-part 1, Section 1, No.186, dated 13th September 1993.
- 2) Resolution No.12011/9/94-BCC, dated 19th October 1994, published in the Gazette of India - Extraordinary-part 1, Section 1, No.163, dated 20th October 1994.
- 3) Resolution No.12011/7/95-BCC, dated 24th May 1995, published in the Gazette of India - Extraordinary-part 1, Section 1, No.88, dated 25th May 1995.
- 4) Resolution No.12011/44/96-BCC, dated 6th December 1996, published in the Gazette of India - Extraordinary-part 1, Section 1, No.210, dated 11th December 1996.
- 5) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 129, dated the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 164, dated the 1st September 1997.
- 7) Resolution No.12011/99/94-BCC, published in the Gazette of India - Extraordinary-No. 236, dated the 11th December 1997.
- 8) Resolution No.12011/13/97-BCC, published in the Gazette of India - Extraordinary-No. 239, dated the 3rd December 1997.
- 9) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 166, dated the 3rd August 1998.
- 10) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 171, dated the 6th August 1998.
- 11) Resolution No.12011/68/98-BCC, published in the Gazette of India - Extraordinary-No. 241, dated the 27th October 1999.
- 12) Resolution No.12011/88/98-BCC, published in the Gazette of India - Extraordinary-No. 270, dated the 6th December 1999.
- 13) Resolution No.12011/36/99-BCC, published in the Gazette of India - Extraordinary-No. 71, dated the 4th April 2000.

Shri/Smt./Kum* _____ and/or his/her family ordinarily reside(s)
in the _____ District of the _____ State. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 (of the Schedule
to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt (SCT), dated
8.9.1993) and modified vide Government of India, Department of Personnel and Training O.M. No.
36033/3/2004-Estt. (Res) dated 09.03.2004.

Place:

Date:

Signature of Issuing Authority with seal of office

*Strike out whichever is not applicable

NB: (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950.

(b) The Authorities competent to issue caste certificates are indicated below :

- (i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector / 1st class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluk Magistrate / Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate
- (iii) Revenue officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.