

**Notification for engagement of Public Relations Officer/Consultant on Temporary basis at
IRCTC/West Zone/Mumbai**

IRCTC/West Zone requires 01 consultant (retired from Indian Railways) to be engaged as Public Relations Officer at Zonal Office/ Mumbai/IRCTC/West Zone, on temporary basis, for a period of **ONE YEAR**.

Details are as given below:

SN	Department & Location	Work profile	No. of consultants required	Experience/ Eligibility
1	Public Relations Cell/IRCTC/ Mumbai	1.He/She will be instrumental in fostering mutual understanding and positive relations between IRCTC and its various Stakeholders, including passengers, employees, Government bodies and the general public. 2.He/She will have to Sholder the responsibilities like managing communication strategies, addressing public enquirjes and disseminating information about services and policies and enhancing the organization's image, in coordination with the PR Department Corporate Office. 3. Any other Work regarding day to day working of PR Department.	01	Retired Railway staff/officer of Public Relations Department having experience in dealing with matters related to Public Relations in Railway, possessing a Degree in any discipline and having proficiency in MS-office/Excel, etc.

Age limit: Upto 64 years.

The remuneration of Consultants shall be admissible arrived at by deducting the basic pension from the Pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of 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; with further instructions that "the word pay may be treated as a Basic Pay."

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 applicable TA-DA Rules.

The interested applicants may send their latest resume along with supporting documents i.e. PPO, Service Certificate etc. to IRCTC latest by **22.10.2024** through mail on email id : swati.chitnis@irctc.com or at the following address:-

**Additional General Manager (HRD)
IRCTC Ltd. West Zone Office,
Forbes Building, Ground and Third Floors,
Charanjit Rai Marg, Fort, Mumbai - 400001**

APPLICATION FORM (FOR RETIRED EMPLOYEES)

Self Attested
Photograph

Notification No.		
Post applied for (Tick any one option) N.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"/>	
	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				Pay-scale/ GP/Level	Duties/responsibility (in brief)
	Post held	From	To	Place of posting		
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.

Place: _____

Date: _____

Signature: _____

Name: _____

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.

Place: _____

Date: _____

Signature of the applicant: _____

Name of the applicant: _____

Designation at the time of retirement: _____

Dept. from where retired: _____