



इंडियन रेलवे कॅटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम-मिनी रत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.  
(A Govt. of India Enterprise-Mini Ratna)  
CIN: L74899DL1999GOI101707  
Website: [www.irctc.com](http://www.irctc.com), Email: [info@irctc.com](mailto:info@irctc.com)

Vacancy Notice No. 18/2024

No. 2023/IRCTC/CO/HRD/SCZ/Posts

Date: 08.08.2024

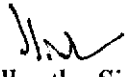
The Director (Deputation), Railway Board, Rail Bhawan, New Delhi.  
The Principal Chief Personnel Officer, All Zonal Railways & ALL PUs.

Sub.: - Filling up One (01) post of Sr. Executive(E1)/Executive(E0) in Catering Department at Secunderabad on deputation basis.

Indian Railway Catering and Tourism Corporation Ltd. is desirous to fill up post of Sr. Executive(E1)/ Executive(E0) in Catering Department Secunderabad on deputation basis from Railway officials, on usual terms of deputation.

The enclosed Vacancy Notice may please be circulated and applications of willing staff may be sent to this office so that the same are received in this office well before 06.09.2024.

DA: As above.

  
(Sidhartha Singh)

Addl. General Manager (HRD)

**INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.**

(A Govt. of India Enterprises)

Corporate office, 12<sup>th</sup> floor, Statesman House,  
Barakhamba Road, New Delhi-110 001

Applications are invited from the employees of different Zonal Railways/Railway Board/PUs for filling up One (01) post of Sr. Executive(E1)/ Executive(E0) in Catering Department Secunderabad on deputation basis from Railway officials, on usual terms of deputation.

The applications of eligible & willing candidates, who are in the age of maximum 55 years as on closing date of application and can be spared immediately for posting on deputation basis, may be forwarded to this office or on before 06.09.2024 positively. The service particulars, experience, educational qualification, etc. should be clearly indicated in Bio-data and the same should be certified. The up-to-date APARs Dossiers/rating for last three years (2020-21, 2022-23 & 2023-24) along with Vigilance/D&AR history may be sent positively to the GGM (HRD), IRCTC, Corporate Office, 12<sup>th</sup> Floor, Statesman House, Barakhamba Road, New Delhi-110 001.

**Name & No. of the post:** One (01) post Sr. Executive(E1)/ Executive(E0) in Catering Department Secunderabad.

**Place of Posting:** 01 post at Secunderabad (Job/Posting may be changed as per business requirement)

**Scale of pay:** - As per the DPE guidelines, Government employees in CDA scale on their selection for deputation would be eligible to draw their pay, perks and allowance of their parent cadre only along with prescribed Deputation, Uniform, Fitment allowance & Lease/HRA at prescribed rate etc. If opted for, they will be eligible for IRCTC indoor medical facilities with reimbursement of outdoor medical expenses as per extant rules of IRCTC.

**Job description:** -

Managing of Zonal Control activities and Co-ordination with Railways, IRCTC Zonal and Central Controls, etc.

**Pay scale & age eligibility:** -


1. Rs. 9300-34800 GP 4600 (6<sup>th</sup> CPC)/Level-7 (7<sup>th</sup> CPC) with less than three years in the GP/level (Eligibility for E1 level)
  2. Rs. 9300-34800 GP 4200 (6<sup>th</sup> CPC)/Level-6 (7<sup>th</sup> CPC) with more than three years in the GP/level (Eligibility for E0 level).
- Candidate must be below 55 years of age.

Candidates working in regular Grade/Grade Pay /Level will only be considered as "Eligible" for the above mentioned post. Candidates working in Grade/GP/level on MACP/adhoc basis will be considered as per their substantive Grade/Scale only so candidates are required to mention their regular/substantive pay as well as pay on MACP/Adhoc both, if any.

**Selection Criteria:** As per the procedure advised by Ministry of Railways Letter No. 2017/E(O)II/41/5 dated 25.05.2017.

**Web Address:** [www.irctc.com](http://www.irctc.com)

Candidates may apply through proper channel for selection on deputation basis to the above-mentioned vacancies in the prescribed proforma attached herewith. Zonal Railways, PU's etc. may forward the applications of eligible candidate's along-with Vigilance history/D&AR Clearance and APARs of last 03 years (2021-22, 2022-23 & 2023-24,) to Railway Board for onward transmission to IRCTC/Corporate Office, New Delhi. A scanned copy of application in the enclosed format duly filled may also be sent by candidate in advance through e-mail to [deputation@irctc.com](mailto:deputation@irctc.com). Candidates are advised to paste latest Passport Size Colour photograph on the application form.

  
(Sidhartha Singh)

Addl. General Manager (HRD)

**(A Govt. of India Enterprises)**  
**Corporation office, 12<sup>th</sup> floor, Statesman House,**  
**Barakhamba Road, New Delhi-110 001**

**(APPLICATION FORMAT)**

1. Name of the post applied for:.....
2. Candidate's Name (In capital letters):.....
3. Father's/Husband's Name (In capital letters):.....
4. Date of Birth :
5. Date of Initial Appointment:
6. Date of Retirement:
7. Date of appointment in present organization:
8. Present Pay Band + Grade Pay/Pay scale:
9. Date of entry in present Pay Band/Pay scale:
10. Educational Qualification (Academic & professional) possessed by the officer:

| Examination passed | Name of Institute/ University | Maximum Marks | Year of passing | Marks Obtained | % of marks (upto 2 decimals) |
|--------------------|-------------------------------|---------------|-----------------|----------------|------------------------------|
|                    |                               |               |                 |                |                              |
|                    |                               |               |                 |                |                              |
|                    |                               |               |                 |                |                              |
|                    |                               |               |                 |                |                              |
|                    |                               |               |                 |                |                              |

11. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.

| Name and Address of Employer | Department | Designation & scale of pay | Period of Service |    | Total Experience in years | Clearly indicate the nature of experience. Also mention the name of the project/unit where worked |
|------------------------------|------------|----------------------------|-------------------|----|---------------------------|---|
|                              |            |                            | From              | To |                           |   |
|                              |            |                            |                   |    |                           |   |
|                              |            |                            |                   |    |                           |   |
|                              |            |                            |                   |    |                           |   |

12. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent:
13. In case the present employment is held on deputation/contract basis, please state-
  - a) The date of appointment on deputation/contract basis:
  - b) Period of appointment on deputation/contract:
  - c) Name of the parent office/organization to which you belong:

14. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.:
- b) State Govt.:
- c) Autonomous Organization:
- d) Government Undertaking:
- e) Others:

15. Details of pay particulars:

- a) Are you in CDA or IDA pay scale :
- b) If in CDA, please indicate the bay band and substantive Grade Pay :
- c) The grade pay held under MACP, if any :
- d) If in IDA, please indicate the pay scale :
- e) Whether in pre revised or revised scale of pay (CDA/IDA) :
- f) Give the date from which the revision took place-  
and also indicate the pre-revised/revised scale :

16. Total emolument per month now drawn (give the break-up) :

17. Additional information, if any, which you would like to mention in support of your suitability for the post. (this among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the advertisement) (Note: Enclose a separate sheet, if the space is insufficient).

18. Whether belongs to OBC/SC/ST :

19. (a) Whether any punishment awarded to the applicant during the last 10 years : Yes/No

(b) Whether any action or inquiry is going on against him as far as his knowledge goes : Yes/No

20. Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional/bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet, if the space is insufficient).

Please affix one recent passport size Photograph without attestation

Signature of the candidate

21. Permanent Address:

|                         |        |           |            |
|-------------------------|--------|-----------|------------|
| Name:                   |        |           |            |
| Address (Present):      |        |           |            |
| District:               | State: | Pin Code: | Mobile No: |
| Tel. No. with STD Code: |        | Email:    |            |

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby certify and declare that (i) have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum Vitae duly supported by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post, (ii) All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, action can be taken against me by the IRCTC and my candidature/appointment shall automatically stand cancelled/terminated, (iii) I further declare that I fulfill all the conditions of eligibility prescribed for the post applied for (iv) In case my application is not received by IRCTC within the stipulated date due to postal delay or otherwise, IRCTC will not be responsible for such delay.

**22. List of Enclosures:**

Place:

(Signature of the Applicant)

Date:

- Mb. No  
- E mail id

Countersigned

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(Employer with Seal)