



इंडियन रेलवे कैटरिंग एण्ड टूरिज्म कारपोरेशन लिमिटेड
(भारत सरकार का उधम - मिनी रत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise – Mini Ratna Company)

CIN: L74899DL1999GOI101707, Website: www.irctc.com, Email: info@irctc.com

No. 2023/IRCTC/HRD/Deputation-SVDK-SINA

Date: 10.01.2025

Joint Secretary, Railway Board, Rail Bhawan, New Delhi.


The Principal Chief Personnel Officer, All Indian Railways.

Sub.: Filling up One post of Asstt. Manager (E2)/Sr. Executive (E1)/Executive(E0) in Catering Department at Srinagar, Jammu & Kashmir on deputation basis.

Indian Railway Catering and Tourism Corporation Ltd (IRCTC Ltd.) is desirous to fill up One (01) post of Asstt. Manager (E2)/ Sr. Executive (E1)/ Executive (E0) in Catering Department at Srinagar, Jammu & Kashmir, from Railway officials on deputation basis.

The enclosed Vacancy Notice (**VACANCY NOTICE No. DEP-01/2025 dated 10.01.2025**) may please be circulated and applications of willing staff may be forwarded along with requisite documents as specified in the said notification, to this office well before **08.02.2025**.

DA: As above.


(M Vasu) 10/01/25
Addl. General Manager (HRD)

Copy to: GGM/NZ- for information please.

पंजीकृत एवं कॉर्पोरेट कार्यालय : 4वीं मंजिल, टॉवर-डी, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029

दूरभाष : 011-23314775, फैक्स : 011-23701186

Corporate Office: 4TH Floor, Tower –D, World Trade Centre, Nauroji Nagar, New Delhi-110029

Tel: 011-23314775, Fax: 011-23701186



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VACANCY NOTICE No. DEP-01/2025

No. 2023/IRCTC/HRD/Deputation-SVVK-SINA

Date: 10.01.2025

JOINT SECRETARY, RAILWAY BOARD, RAIL BHAWAN, NEW DELHI.

THE PRINCIPAL CHIEF PERSONNEL OFFICER, ALL INDIAN RAILWAYS.

Organization	:	Indian Railway Catering and Tourism Corporation Ltd. (IRCTC Ltd)
Title	:	Asstt. Manager (E2) /Sr. Executive (E1) / Executive (E0)
No. of Post(s)	:	ONE (1) Post
Location	:	Srinagar, Jammu & Kashmir
Duration	:	Three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier
Service/Department	:	Commercial/Traffic/Operating Department
Terms of appointment	:	Deputation
Age	:	Below 55 years as on closing date of the vacancy notice
Scale of Pay	:	Parent Pay plus Deputation Allowance (All Other Perks & Allowances applicable as per IRCTC policy)
Educational Qualification	:	Graduate in any discipline.
Experience	:	
(a) Essential	:	10 years experience in commercial/ Traffic/ Operating department in Railways.
(b) Desirable	:	i). Having experience of train operations, conducting inspections, promoting tourism activities in the region, monitoring catering operations etc. ii). Liaisoning with Railway / Govt. Authorities etc., Co-ordination with Rly. Divisional Controls and acquaintances with working of control of monitoring of tourism trains. iii). Preference will be given to the candidates having experience of working in Jammu/Katra/Banihal/Srinagar/Baramulla section.

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(भारत सरकार का उधम - मिनी रत्न)

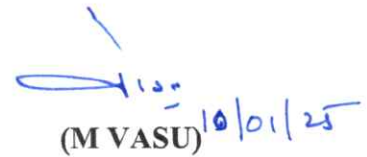
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CIN: L74899DL1999GOI101707, Website: www.irctc.com, Email: info@irctc.com

- Eligibility** : **For Asst. Manager (E2)** : Officials working in level-8 (7th CPC)/GP- 4800 (6th CPC), Group C, Non- Gazetted, CDA pattern (or) level-7 (7th CPC)/GP-4600 (6th CPC) with more than three years in the level/GP.
- For Sr. Executive (E1)**: Officials working in level-7 (7th CPC)/GP-4600 (6th CPC) with less than 03 years in the grade.
- For Executive (E0)**: Officials working in level-6 (7th CPC)/GP-4200 (6th CPC) with minimum of 03 years in the Level/GP.
- Note** : Cut Off date for age and eligibility would be reckoned as on closing date of vacancy
- Web Address** : www.irctc.com - HR & Career -Recruitment - Deputation
- Closing Date** : **08.02.2025**

Candidates shall apply through proper channel for selection on deputation basis to the above mentioned vacancy in the prescribed proforma attached herewith. Railway Board/ Zonal Railways, concerned Personnel departments etc. may forward the applications of eligible candidates along with Vigilance/D&AR Clearance and APARs of last 03 years to **General Manager (HR&CC), IRCTC Ltd., Corporate Office, 4th Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi-110029**. 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.


(M VASU) 15/01/25

ADDL. GENERAL MANAGER (HRD)

पंजीकृत एवं कॉर्पोरेट कार्यालय : 4^{वीं} मंजिल, टॉवर-डी, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029

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(A Govt. of India Enterprises)
Corporation office, 12th 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

(Employer with Seal)