



इंडियन रेलवे कैंटरिंग 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, Email: info@irctc.com

VACANCY NOTICE No. 07/2023

No. 2022/IRCTC/CO/HRD/Dep/E2-E3-HRD

Date: 08.02.2023

GENERAL MANAGERS

ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS

ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN

ALL RAILWAY PSUs

CMD/MD/CHAIRMAN

ALL CENTRAL PSUs

Organisation	Indian Railway Catering And Tourism Corporation Ltd. (IRCTC)
Title & No. of Posts	Assistant Manager (E2)/ Manager (E3) - 01 Post in HR Dept. of IRCTC
Location	IRCTC Corporate Office (transferable as per business requirement)
Duration	Three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier.
Term of appointment	Deputation
Service	Personnel/HR Department of Indian Railways/Railway PSUs/Central PSUs or RBSS cadre.
Scale of Pay & Age eligibility	Rs. 9300-34800 GP 4800 (6 th CPC)/Level- 8 (7 th CPC), Group B, Gazetted, CDA Pattern. (Eligible for E3 level) -or- Rs. 60000-180000 or equivalent. (IDA) -OR- Rs. 9300-34800 GP 4800 (6 th CPC)/Level-8 (7 th CPC), Group C, Non-Gazetted, CDA Pattern (Eligible for E2 level) -or - Rs. 9300-34800 GP 4600 (6 th CPC)/Level-7 (7 th CPC) with more than three years in the GP/level (Eligible for E2 level) - or- Rs. 50000-160000 or equivalent (IDA) Maximum age 55 years as on closing date.
Job description	The officer is required to look after the various HR related matters such as Deputation, Absorption, Promotion, Transfer, Pay related matters, Settlement matters, APARs, Parliament Questions, Court cases, Recruitment, Time office management, Outsource matters, Training, Medical reimbursements, Empanelment of hospitals and hiring agency, Retirement, Resignation, PF related matters, Service Records, Liaisoning with Govt authorities, Compassionate appointments, and other miscellaneous staff matters as per the tasks assigned to him/her. Note: Job/Posting may be changed as per business requirement.
Qualification/ Experience	Officers working in Personnel/HR Department of Indian Railways/Railway PSUs/Other Central PSUs or RBSS cadre.
Perks & Benefits	1. Parent Pay Plus Deputation Allowance as applicable and all other perks and allowances applicable as per IRCTC policy. 2. Medical Allowance (outdoor)-7% of the basic pay if opted for medical facilities of IRCTC & reimbursement of medical expenses for hospitalization. 3. Uniform fitment allowance-7% of the basic pay. Lease/HRA at prescribed rate etc.
Selection Criteria	As per the procedure advised by Ministry of Railways Letter No. 2017/ E (O) II/41/5 dated 25.05.2017.
WebAddress	www.irctc.com
Closing date	09.03.2023
Note	Cut off date for age and eligibility would be reckoned as on closing date of vacancy notice.

Candidates shall apply through proper channel for selection on deputation basis to the above mentioned vacancies in the prescribed proforma attached herewith. Zonal Railways, HR Dept of PSUs, etc. to forward the applications of eligible candidate's alongwith Vigilance history/D&AR Clearance and APARs of last 03 years (2019-20, 2020-21 & 2021-22) to Corporate Office/IRCTC, 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 as to reach us 09.03.2023. The candidates who have applied against the Vacancy Notice No. 33/2022 dated 22.12.2022 for the above mentioned posts need not apply again as their applications will remain valid for this vacancy too. Candidates are advised to paste latest Passport Size Colour photograph on the application form.

(Sidhartha Singh)

Addl. General Manager (HRD)

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Important <i>(please don't leave blanks)</i>	Vacancy Notice No. <i>(appears on the top right side of notice)</i>	
	File No. <i>(appears on the left side of vacancy notice)</i>	
	Post against which application has been submitted	
	Choice of station <i>(wherever applicable)</i>	

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr.B <i>(wherever applicable)</i>	:	
9.	Present pay band with Grade Pay and basic pay as on date of application	:	
10.	Present Designation & Railway	:	
11.	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

12. Educational Qualifications:-

S.No.	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

13. Experience Details:-

SNo.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG)	From	To

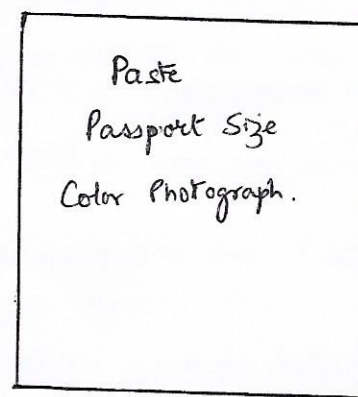
14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:



TO BE FILLED IN BY THE RAILWAY
WHILE FORWARDING APPLICATION FOR DEPUTATION

1.	Whether any disciplinary proceedings have been initiated against the officer during his career so far? If yes, details thereof	:	
2.	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter?	:	
3.	Whether the name of the officer appears in the Agreed List/ Secret List?	:	
4.	Whether the officer can be spared on deputation in the event of selection?	:	
5.	Please indicate ACR ratings for the last five years in respect of the officer. <i>(wherever applicable)</i>	:	

Signature
of the officer certifying the proforma

Name: _____

Designation: _____