



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](http://www.irctc.com), Email: [info@irctc.com](mailto:info@irctc.com)

VACANCY NOTICE No. 19/2023

Date: 24.05.2023

No. 2023/IRCTC/CO/HRD/RNP POSTS

GENERAL MANAGERS, ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS, ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN, ALL RAILWAY PSU.

Organisation	Indian Railway Catering And Tourism Corporation Ltd. (IRCTC)
Title & No. of Posts	Manager (E3)/Asstt. Manager (E2) - Rail Neer - 1 post
Location	IRCTC Corporate Office (transferable as per business requirements)
Duration	Three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier.
Term of appointment	Deputation
Service	Mechanical or Electrical Engineering department of Indian Railways
Scale of Pay & Age eligibility	Rs. 9300-34800, GP 4800, 6 <sup>th</sup> CPC/Level- 08, CDA pattern, Gr. 'B', Gazetted (Eligible for Manager/E3) -OR- Rs. 9300-34800, GP 4600, 6 <sup>th</sup> CPC/Level- 07, CDA pattern, with more than three years in the GP/Level, (Eligible for Asstt. Manager/E2) <b>Maximum Age 55 years.</b>
Job description	The officer is required to supervise the setting up of Rail Neer Plants include Plants & Machineries, Co-ordination with all Rail Neer Plants, Tender Preparation, Preparation of specifications, Conducting of pre-bid meetings, correspondences with Railway and firms/vendor, etc. Note: Job/Posting may be changed as per business requirement.
Qualification/ Experience	<b>For Manager (E3):-</b> Junior scale Group B officer of Railways working in Mechanical or Electrical departments of Indian Railways, having worked in maintenance depots, field units, etc. <b>For Asstt. Manager (E2):-</b> Supervisors in Mechanical or Electrical department of Indian Railways have experience in handling works & store contracts. Have worked in IREPS and GeM contract systems. He/she should have sound knowledge of tender preparation, preparation of specifications & procurement, experience of conducting pre-bid meetings, correspondence with Railways and firms/vendors. He/She should be able to manage existing running contracts, grievance and disputes. He/She should also have experience of working in M.S. Office and Excel etc. <b>Note:</b> The number of years of experience and nature of experience of the candidate in the specific areas as per requirement will be taken into consideration.
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.
Web address	<a href="http://www.irctc.com">www.irctc.com</a>
Closing date	26.06.2023
Note	Cut off date for age and eligibility would be reckoned as on closing date.

Candidates shall apply through proper channel for selection on deputation basis to the above mentioned vacancies in the prescribed proforma attached herewith. Zonal Railways, PUs, Railway PSUs, etc. to forward the applications of eligible candidate's alongwith Vigilance history/D&AR Clearance and APARs of last 03 years (FY 2019-20, 2020-21 & 2021-22) to Railway Board for onward transmission to IRCTC 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](mailto:deputation@irctc.com). 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**

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

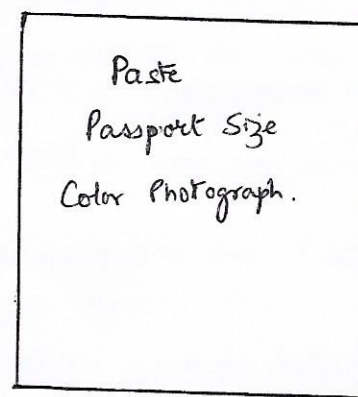
14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

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: \_\_\_\_\_