



इंडियन रेलवे केटरिंग 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. 31/2023

No. IRCTC/HRD/Manpower/Legal

Date: 11.08.2023

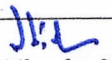
SECRETARY, ALL MINISTRIES & DEPARTMENTS UNDER GOVT. OF INDIA, GOVT. OF STATES & UTs.

GENERAL MANAGERS, ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS, ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN, ALL RAILWAY PSUs & OTHER CENTRAL PSUs/State PSUs and Autonomous Bodies

Organisation	Indian Railway Catering And Tourism Corporation Ltd. (IRCTC)
Title & No. of Posts	Joint General Manager (E5)/Deputy General Manager (E4) - Legal - 01 post.
Location	New Delhi (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	Indian Railways/Indian Railway PSUs/Central Govt. Dept. & Ministries /CPSUs.
Scale of Pay & Age eligibility	Rs. 15600-39100 GP 6600 6 <sup>th</sup> CPC/Level- 11, CDA pattern or 80000-220000, IDA pattern (Eligible for E5) -OR- Rs. 15600-39100 GP 5400 6 <sup>th</sup> CPC/Level- 10, CDA pattern or 70000-200000, IDA pattern (Eligible for E4) <b>Maximum Age 55 years.</b>
Job description	The officer is required to look after the work of legal department of IRCTC at Corporate Office, New Delhi. Note: Job/Posting may be changed as per business requirement.
Qualification/ Experience	1. Degree in Law from recognised university. 2. At-least 03 (three) years of experience in Legal department of Indian Railways/Indian Railway PSUs/Central Govt. Dept. & Ministries /CPSUs. 3. Officers working in Indian Railways as APO/DPO/ACM/DCM/Law Officer/Asstt. Law officer or equivalent grades are eligible to apply - OR - Officers working in equivalent grades in legal department of Indian Railway PSUs/Central Govt. Dept. & Ministries /CPSUs are eligible to apply subject to their pay scale eligibility as indicated above.
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	11.09.2023
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 2020-21, 2021-22 & 2022-23) to Railway Board for onward transmission to IRCTC Corporate Office/IRCTC, New Delhi. Other departments/PSUs may forward the applications through concerned HR/Personnel dept. to GGM/HRD, IRCTC Corporate Office, 12 <sup>th</sup> floor, Statesman House, Barakhamba Road, New Delhi -110001. A scanned copy of application in the enclosed format duly filled may also be sent by candidate in advance through e-mail to <a href="mailto:deputation@irctc.com">deputation@irctc.com</a> . 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

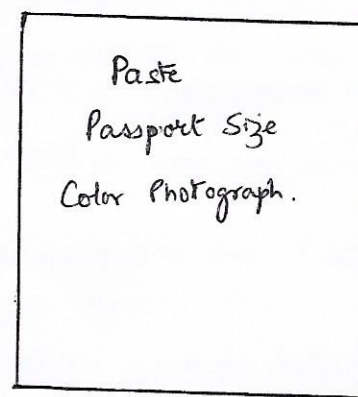
14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

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: \_\_\_\_\_