



इंडियनरेलवेकेटरिंग एण्ड टूरिज्मकॉरपोरेशनलिमिटेड

(भारत सरकार का उद्यम-नवरत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise – Navratna)

"CIN-L-74899DL1999GOI101707" E-mail: info@irctc.com Website: www.irctc.com

Vacancy Notice No. Dep. - 08/2025

No. IRCTC/HRD/Deputation/Finance

Date: 17.03.2025

GENERAL MANAGERS

ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS

ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN

ALL RAILWAY PSUs

Sub.: - Filling up of Six(06) posts of AM(E2)/Sr. Exe(E1)/Exe(E0) in Finance Department-02 posts each at South Zone-Chennai, West Zone-Mumbai and East Zone-Kolkata on deputation basis in IRCTC.

Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) is desirous to fill up Six (06) posts of AM(E2)/Sr. Exe(E1)/Exe(E0) in Finance Department -02 post each at, South Zone-Chennai, West Zone-Mumbai and East Zone-Kolkata on deputation basis in IRCTC.

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 **15.04.2025**.

DA: As above

(M. Vasu)

Addl. General Manager/HRD

कॉरपोरेट कार्यालय: 4 वां तल, टावर-डी, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली -110029, दूरभाष: 011-011-26181550, 26181551

Corporate Office : 4th Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi -110029, Tel.: 011-26181550, 26181551



IRCTC

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- Organization** : Indian Railway Catering and Tourism Corporation Ltd. (IRCTC LTD)
- Title** : AM(E2)/Sr.Exe (E1)/Exe(E0)
- Department** : Finance
- No of posts** : Six (06) posts
- Location** : 02 posts each in IRCTC-South Zone-Chennai, West Zone-Mumbai and East Zone-Kolkata
- Duration** : Three years or till IRCTC is exempted from the rule of Immediate absorption, whichever is earlier.
- Service/Department** : Finance & Accounts Department
- Term of appointment** : Deputation
- Age** : Below 55 years as on closing date of the vacancy notice
- Scale of Pay** : For CDA: - Parent Pay plus Deputation Allowance. All Other Perks and allowances applicable as per IRCTC policy.
For IDA: - Parent Pay plus allowances applicable as per IRCTC policy.
- Educational Qualification** : (A) For Railways/State Govt./Central Govt. and Govt. owned autonomous bodies like CRIS etc - Graduation in any discipline.
(B) For PSU candidate - Chartered Accountant / Cost & Management Accountant.
- Experience** : Proficiency of work in Finance/Accounts field and working knowledge of MS-office/excel/word/access, etc.
- Job Description** : The officer is required to look after the finance and accounts activities related to various segments of IRCTC like Catering, Tourism, Railneer, Taxation Internet Ticketing, e-Catering, Budget Hotel, Infra and other new project etc.
Note: - Job and place of posting may be change as per business requirement.
- Eligibility** : **For Assistant Manager/E2:-**Rs. 9300-34800 GP 4800 (6th CPC)/Level-8 (7TH CPC), Group C, Non-Gazetted, CDA Pattern -

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→ 17/3/25



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or –Rs. 9300-34800 GP 4600 (6th CPC)/Level-7 (7TH CPC) with more than three years in the GP/level –

OR-

Rs. 50,000-1,60,000 IDA Scale, E2 or its equivalent

For Sr. Executive /E1:-Rs. 9300-34800 GP 4600 (6th CPC)/Level-7 (7TH CPC) with less than three years in the GP/level–

OR-

Rs. 40,000-1,40,000 IDA Scale, E1 or its equivalent

For Executive /E0:-Rs. 9300-34800 GP 4200 (6th CPC)/Level-6 (7TH CPC) with more than three years in the GP/level-

OR-

Rs. 30,000-1,20,000 IDA Scale, E0 or its equivalent.

NOTE

- Cut Off date for age and eligibility would be reckoned as on closing date of vacancy
- Candidates working in regular Grade Pay /Level will only be considered as “Eligible” for the above-mentioned post. Candidates working in GP/level on MACP/adhoc basis will be considered as per their substantive Grade/Scale (GP/level on regular basis) only. Candidates are required to fill up the substantive (regular) GP/level carefully in the application form.

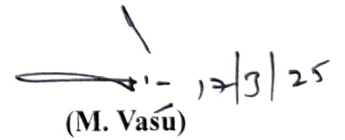
Web Address

: www.irctc.com- HR & Career – [Recruitment- Deputation](#)

Closing Date

: 15.04.2025

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


(M. Vasu)

Addl. General Manager/HRD

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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)