



इंडियन रेलवे कैंटरिंग एवं टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम-मिनी रत्न)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GO1101707". E-mail : info@irctc.com, Website : www.irctc.com

VACANCY NOTICE No. 21/2022

Date: 30.08.2022

No. 2013-15/HRD/IRCTC/DEP/SERVICES

GENERAL MANAGERS
ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS
ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN
ALL RAILWAY PSUs

Organisation	Indian Railway Catering And Tourism Corporation Ltd. (IRCTC)
Title & No. of Posts	JGM (E5)/DGM(E4)/Manager(E3) - 01 Post in Services 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	Stores services of Indian Railway/IRSS
Scale of Pay & Age eligibility	Rs. 15600-39100 GP 6600 (6 th CPC)/Level - 11 (7 th CPC), CDA Pattern. (Eligible for E5 level) - OR- Rs. 15600-39100 GP 5400 (6 th CPC)/Level-10 (7 th CPC), CDA pattern. (Eligible for E4 level) -OR- Rs. 9300-34800 GP 4800 (6 th CPC)/Level- 8 (7 th CPC), Group B, Gazetted, CDA Pattern. (Eligible for E-3 level).
Job description	The officer is required for specialised contracting work of various categories, to take care of contracting processes such as drafting tender documents, tender opening, drafting TC minutes, placement of contracts, awarding through GeM and work experience to handle arbitrations, court matters, other statistics on regular reports of miscellaneous & general nature. Well conversant of complete e-office working.
Qualification/ Experience	1. Officer should have sound knowledge of tendering & contracting method & updated policy on public procurement. 2. Adequate experience in tender preparation, opening 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.
WebAddress	www.irctc.com
Closing date	30.09.2022
Note	Cut off date for age and eligibility would be reckoned as on closing date of vacancy notice.
Candidates may apply through proper channel for selection on deputation basis to the above mentioned vacancies in the prescribed proforma attached herewith. Zonal Railways etc. may forward the applications of eligible candidate's alongwith Vigilance/D&AR Clearance and APARs of last 03 years 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 by 30.09.2022. 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

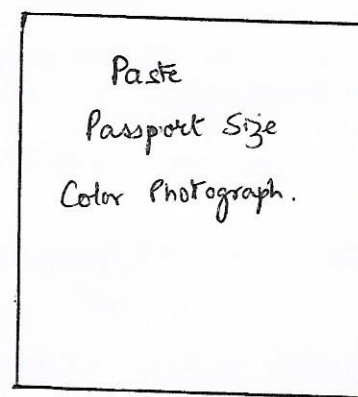
14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

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: _____