



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. 22/2023

No. 2013-15/HRD/Dep./Services/Part File

Date: 14.06.2023

The Director (Deputation), Railway Board, Rail Bhawan, New Delhi.  
The Principal Chief Personnel Officer, All Indian Railways.

Sub.- Filling up Two (02) posts of Sr. Executive (E1)/Executive(E0) in Services Department each at Mumbai & Kolkata on deputation basis.

Indian Railway Catering and Tourism Corporation Ltd. is desirous to fill up Two (02) posts of Sr. Executive (E1)/Executive(E0) in Services Department each at Mumbai & Kolkata on deputation basis from Railway officials, on usual terms of deputation of three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier. Presently the exemption is under process.

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 14.07.2023.

DA: As above.

(Sidhartha Singh)  
Addl. General Manager/HRD

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprises)

Corporate office, 12<sup>th</sup> floor, Statesman House,  
Barakhamba Road, New Delhi-110 001

Applications are invited from the employees of different Zonal Railways/Railway Board for Two (02) posts of Sr. Executive (E1)/Executive (E0) in Services Department each at Mumbai & Kolkata on deputation basis from Railway officials for a period of three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier. The present exemption is under process.

The applications of eligible & willing candidates, who are in the age of maximum 55 years as on closing date of application and can be spared immediately for posting on deputation basis, may be forwarded to this office or on before 14.07.2023 positively. The service particulars, experience, educational qualification, etc. should be clearly indicated in Bio-data and the same should be certified. The up to date APARs Dossiers/rating along with Vigilance/D&AR history for last three years (FY 2020-21, 2021-22 & 2022-23) may be sent to the GGM (HRD), IRCTC, Corporate Office, 12<sup>th</sup> Floor, Statesman House, Barakhamba Road, New Delhi-110 001.

**Name & No. of the post:** Two (02) posts of Sr. Executive (E1)/Executive (E0) in Services Department.

**Place of Posting:** One (01) post each at Mumbai (under West Zone) & Kolkata (under East Zone) - Job/Posting may be changed as per business requirement.

**Scale of pay:-** As per the DPE guidelines, Central Government employees, on their selection for deputation would be eligible to draw their pay, perks and allowance of their parent cadre only along with prescribed deputation allowance. Medical Allowance (outdoor)-7% of basic pay if opted for Medical facilities of IRCTC & reimbursement of Medical expenses for hospitalization, Uniform fitment Allowance - 7% of the basic pay, Lease/HRA at prescribed rate, etc.

**Eligibility & Experience Criteria:-**

1. Officials working in Mechanical Department of Indian Railways.
2. Officials working in Level-6 (7<sup>th</sup> CPC) with minimum of 03 years in the level will be eligible for Executive (E0) level - OR- Officials working in Level-7 (7<sup>th</sup> CPC) with less than 03 years in the level will be eligible for Sr. Executive (E1) level.
3. Candidate must be below 55 years of age.

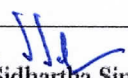
Candidates working in regular Grade/Grade Pay /Level will only be considered as "Eligible" for the above mentioned post. Candidates working in Grade/GP/level on MACP/adhoc basis will be considered as per their substantive (regular) Grade/Scale only, so candidates are required to mention their regular/substantive pay as well as pay on MACP/Adhoc both, if any.

**Job Description:-** 1) To coordinate with division, HQ, maintenance depots and workshop, slot/berthing of the BGT rake for reschedule maintenance/IOH/POH activities. 2) To coordinate with maintenance agencies for attention of items under AMC/CAMC. 3) To coordinate with division/depots for timely placement and removal of rake from washing line/depots. 4) To coordinate with depots & ensure proper attention of all electrical and mechanical repairs. 5) Timely procurement & provision of items for Bharat Gaurav Train. 6) Timely placement & operation of contracts for repair and maintenance of Bharat Gaurav Train. 7) Preparation of proposals for new equipment, material, renovation/interior repair and other procurement and work related to trains, related to services department. 8) To coordinate with depot for proper and timely maintenance of the rake including mechanical and electrical repairs. 9) To ensure proper attention of defective items including interior repairing, Bio toilet system, all kitchen items, air conditioners, all filters and RO system before departure of the rake from washing line. 10) To coordinate with divisional and station authorities for shunting of the Bharat Gaurav rake for attachment and detachment of coaches. 11) To ensure timely placement of trains for maintenance and its movement. 12) To assist GGM/JGM/DGM in procurement of items & processing AMC/CAMC cases and follow up with finance/accounts. 13) To work as TS as per requirement. 14) Any other work assigned from time to time.

**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:-** [www.irctc.com](http://www.irctc.com)

Candidates shall apply through proper channel for selection on deputation basis to the above mentioned vacancies in the prescribed proforma attached herewith. Zonal Railways, etc. to forward the applications of eligible candidate's alongwith Vigilance history/D&AR Clearance and APARs of last 03 years (2020-21, 2021-22 & 2022-23) 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](mailto:deputation@irctc.com) as to reach us 14.07.2023.

  
(Sidhartha Singh)  
Addl. General Manager/HRD



**(A Govt. of India Enterprises)**  
**Corporation office, 12<sup>th</sup> 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

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(Employer with Seal)