



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

**VACANCY NOTICE NO.03/2020**

No. 2016/IRCTC/HRD/Depu/GAZ

Date: 17.03.2020

Secretary, Railway Board,  
GENERAL MANAGERS  
ALL RAILWAYS/PRODUCTION UNITS  
  
DIRECTOR GENERAL'S/DIRECTORS  
ALL RAILWAY TRAINING INSTITUTES  
  
CMD/MD/CHAIRMAN  
ALL RAILWAY PSUs

<b>Organisation</b>	Indian Railway Catering And Tourism Corporation Ltd.
<b>Title &amp; No. of Posts</b>	ADDL. General Manager, E-6/ Joint General Manager(E5) / Dy. General Manager(E4) (HRD) - 01 post.
<b>Location</b>	NDLS
<b>Duration</b>	Three years or till IRCTC is exempted from the rule of immediate absorption, which ever is earlier.
<b>Term of appointment Service</b>	Deputation Group 'A' & Group 'B' officers of Personnel Department from Indian Railway.
<b>Scale of Pay &amp; Age</b>	Rs.15600-39100 GP-7600 (6 <sup>th</sup> CPC)/Level-12 (7 <sup>th</sup> CPC), CDA pattern. Maximum age 55 years.  -OR- Rs.15600-39100 GP-6600 (6 <sup>th</sup> CPC)/Level-11 (7 <sup>th</sup> CPC), CDA pattern. Maximum age 55 years.  -OR- Rs.15600-39100 GP-5400 (6 <sup>th</sup> CPC)/Level-10 (7 <sup>th</sup> CPC), CDA pattern. Maximum age 55 years.
<b>Qualification/Experience</b>	Group 'A' & Group 'B' officers of Indian Railway.
<b>Job Discription</b>	The post of AGM/JGM/DGM (HRD) is required to look after various HR related matters such Deputation and absorption cases, Promotion of employees, transfer, Pay fixation, Settlement cases, APARs, Pay roll, Parliament Qiestions, Court Cases related to HR and other Misc. staff matters and liaisoning with Railways for HR issues.

<b>Perks &amp; Benefits</b>	<ol style="list-style-type: none"> <li>1. Parent Pay Plus Deputation Allowance as applicable and all other perks and allowances applicable as per IRCTC policy.</li> <li>2. Medical Allowance (outdoor)-7% of the basic pay if opted for medical facilities of IRCTC &amp; reimbursement of medical expenses for hospitalization.</li> <li>3. Uniform fitment allowance-7% of the basic pay.</li> <li>4. Lease/HRA at prescribed rate etc.</li> </ol>
<b>Selection Criteria</b>	As per the procedure advised by Ministry of Railways Letter No.2017/E(O)II/41/5 dated 25.05.2017.
<b>Web Address</b>	www.irctc.com
<b>Closing date</b>	30 days from the date of issue.
<b>Note</b>	Cut off date for age and eligibility would be reckoned as on closing date of vacancy notice.
<p>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&amp;AR Clearance and APARs of preceding 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 <a href="mailto:deputation@irctc.com">deputation@irctc.com</a> as to reach us by 16.04.2020.</p>	



(Surendra Kumar)  
Group 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: