



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)

No. 2024/IRCTC/HRD/CO/IA/AM/Manager-Catering

Date: 24.05.2024

VACANCY NOTICE No. 07/2024

REQUIREMENT OF ASSISTANT MANAGER/MANAGER (CATERING DEPARTMENT) ON IMMEDIATE ABSORPTION BASIS.

Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) is a "Mini Ratna (Category-I)" Central Public Sector Enterprise under Ministry of Railways, Government of India. IRCTC was incorporated on 27th September, 1999 as an extended arm of the Indian Railways to upgrade, professionalize and manage the catering and hospitality services at stations, on trains and other locations and to promote domestic and international tourism through development of budget hotels, special tour packages, information & commercial publicity and global reservation systems.

The core activities of the Company are Catering & Hospitality, Travel & Tourism, Internet Ticketing and Packaged Drinking Water (Rail Neer).

At present the Company is operating through: - 1) Fourteen Rail Neer Plants; 2) Eleven Base Kitchens; 3) Five Zonal Offices at New Delhi, Mumbai, Kolkata, Chennai & Secunderabad; 4) Ten Regional Offices at Lucknow, Chandigarh, Jaipur, Bhopal, Ahmadabad, Guwahati, Bhubaneswar, Patna, Ernakulam and Bangalore; 6) One Internet Ticketing Office at New Delhi; 7) One Tourism office at New Delhi and 8) One Corporate Office at New Delhi.

To be a part of the journey of IRCTC, interested and eligible candidates can apply for the following post on Immediate Absorption basis:-

SN	Post	Level	Pay Scale of the post (Rs.)	Number of Vacancy	Location of the vacancy	Nature of employment
1	Assistant Manager/Manager-Catering Department	E2/E3	50000-160000 60000-180000	01 (One)	Corporate office, New Delhi.  (Transferable as per business requirements)	Immediate absorption basis.

ELIGIBILITY CRITERIA FOR THE ABOVE POST: -

Service Required	Officers working in Catering Department of Central/State Govt, Central/State PSUs, Autonomous Bodies may apply for the post.
Required Scale of Pay	Level-8 or 9, Group-B' Gazetted (eligibility for E3 level)- OR- Level-8 Group-c' Non-Gazetted (eligibility for E2 level)- OR- Level-7 with more than three years in the GP/Level (eligibility for E2 level)- OR- Rs. 60,000-1,80,000 IDA Scale, E3 or its equivalent. OR-

*Handwritten signature*



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: L74899DL1999GOI1101707

Website: [www.irctc.com](http://www.irctc.com), Email: [info@irctc.com](mailto:info@irctc.com)

	Rs. 50,000-1,60,000 IDA Scale, E2or its equivalent.  Officers on higher pay scale willing to work at the above post (E2/E3 level) may apply subject to submission of undertaking/declaration that they shall not claim a higher post/level till the due date of their next promotion. (Format enclosed)
Maximum Age	55 years as on closing date of vacancy notice. No relaxation in age is allowed on Immediate Absorption.
Required Qualification/ Experience criteria.	Graduate degree from a recognised university.

**JOB DESCRIPTION OF THE ABOVE POST: -**

Job description of AM/Manager-Catering	The official is required for planning, finalisation of clusters of trains on Pan-India basis, identification of Base Kitchens on route, implementation of concept post tendering and subsequent monitoring, co-ordination with Railways, Railway Board, etc. Note: Job/Posting may be changed as per business requirement.
--	--

**CLOSING DATE OF APPLICATION: -30** (Thirty) days from the date of issue of vacancy notice.

**EMOLUMENTS, PERKS AND BENEFITS ON IMMEDIATE ABSORPTION: -**

As applicable to regular employees of IRCTC in the same grade. Basic pay of the grade, Dearness allowance in Industrial pattern at applicable rates, basket of allowances (35%) under cafeteria approach.

Other benefits and allowances as per extant Company Rule as below: - (E2/E3 grade)

Laptop reimbursement, Mobile handset reimbursement, Outdoor Medical Treatment expenses, Leased accommodation, Brief case/bag, Broadband/Internet reimbursement, Indoor Medical Facilities, Leave Travel Concession, Leave encashment; and other allowances (if any as per IRCTC Rules).

**SERVICE BOND AND PROBATION PERIOD: -**

1. Candidate joining on Immediate Absorption basis is required to sign an agreement for serving at-least 05 years in IRCTC. The same shall be executed in Rs. 100/- non-judicial stamp paper as per the standard format.
2. The employee has to undergo a probation period of One year from the date of joining of services in IRCTC.

**NOTE:-**

1. As the post is to be filled on Immediate Absorption basis, the candidates working in Private Sector are not eligible to apply.
2. As per extant instructions of Government of India, reservation rule is not applicable in deputation & absorption. However, the eligible SC/ST applicants will be considered for selection among the others.



इंडियन रेलवे कॅटरिंग 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)

3. Before applying, the candidate shall ensure that they fulfil all eligibility criteria as mentioned in this vacancy notice for the post.
4. Candidates claiming equivalence (of other PSUs, State Govts, Autonomous bodies, organisation not having similar pay scales as IRCTC/CPSE/Central Govt) in the Pay Scale shall be required to produce a copy of equivalence certificate issued by his/her organisation.
5. The pay scale held by the candidates on temporary capacity such as on contract, on ad-hoc, on deputation basis, etc. shall not be taken into account for the purpose of eligibility.
6. The applicants should have earned minimum 04 preceding years of APARs/ACRs (FY 2020-21, 2021-22, 2022-23 & 2023-24) either from parent organisation or on deputation. In case of absence of latest APAR/ACRs (FY 2023-24), the last four years APAR/ACRs may be considered.
7. In case of absence of four years continuous APARs/ACRs, the candidature will not be considered.

**HOW TO APPLY: -**

1. Advertisement will be displayed on company's website [www.irctc.com](http://www.irctc.com) under "HR & Career". The vacancies of E-3 and above level will also be displayed on website of Railway Board.
2. Before applying, the candidates are advised to go through detailed instructions and apply in the attached formats along with requisite documents. The following documents are required while applying: -
  - i. Class 10<sup>th</sup> Certificate/Date of birth certificate.
  - ii. Class 12<sup>th</sup> Certificate.
  - iii. Degree Certificate with specialisation/stream and marksheet.
  - iv. Post Graduate Degree/PG Diploma Certificate with specialisation/stream and marksheet.
  - v. Appointment letter, Joining Order and last three months' salary slip of the present organisation.
  - vi. Copies of last four years APARs/ACRs/Appraisal reports.
  - vii. Experience Certificate/Service Certificate/ Reliving orders issued by previous organisations.
  - viii. Pay equivalency certificate in case the equivalency required for the post doesn't match. (for candidates from other PSUs, State Govts, Autonomous bodies, organisation not having similar pay scales as IRCTC/CPSE/Central Govt).
  - ix. Applications must be duly forwarded along with latest Vigilance and D&AR clearance. If the application is not duly forwarded/NOC not received at-least one day before the date of interview, the candidate shall not be allowed to appear for the interview.
3. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.
4. Application formats must be complete in all respect mentioning the Correct name, complete educational qualifications, details of employment in chronological order, correct pay particulars like Substantive pay, regular pay, pay in MACP/ACP type schemes, pasting of passport size photograph, etc. The incomplete application will be summarily rejected.
5. Candidates are advised to take utmost care to furnish the completed details of his/her employment in chronological order along with the exact dates and no. of months of experience at each level as these details are required in selection process.
6. The completed application may be sent in advance along with requisite documents through email at [deputation@irctc.com](mailto:deputation@irctc.com).



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)

7. The Railway officers applying for the post must get their applications forwarded through the Railway Board. The officers working in other departments/PSUs, etc. shall get their duly forwarded applications through their concerned HR/Personnel dept. to *GGM/HRD, IRCTC Corporate Office, 12<sup>th</sup> Floor, Statesman House, Barakhamba Road, New Delhi- 110001.*

**SELECTION PROCESS: -**

1. The crucial date for determining eligibility criteria, experience and age will be the closing date of vacancy notice.
2. Based on the eligibility, candidates meeting the criteria will be called for interview.
3. The venue, date, time and mode of interview will be informed in advance.
4. Request for change in date and time of interview must be requested by candidate within 24 hours of the time of issuing of call letter for interview. No change in date and time of the interview will be entertained if not requested within 24 hours.
5. The weightage will be given to various attributes such as APARs; Educational/Professional qualifications; Experience Profile; and Personality, General Awareness & Communication skills assessed through interview.
6. The document verification of candidates shall be done on the date of interview. The candidates are required to carry his/her original certificates to facilitate the document verification.

**OTHER INSTRUCTIONS: -**

1. The candidate should ensure to mention correct & valid mobile number and email address. All correspondences with the candidate will be through email only. The candidate must check their email inbox/spam folders to get updated.
2. IRCTC reserves the right to raise the minimum eligibility standards. IRCTC also reserves the right to fill or not to fill all or any of the above positions and cancel/restrict/enlarge/modify /alter the recruitment/selection process without any further notice or assigning any reasons whatsoever.
3. Teaching or freelancing experience shall not be considered as qualifying experience.
4. Any revision, clarification, addendum, corrigendum, extension, etc. to the above Vacancy Notice will be displayed on company's website [www.irctc.com](http://www.irctc.com) under "HR & Career". Candidates are requested to visit the website regularly to keep themselves updated.
5. No person shall be eligible for appointment who has previously been dismissed, removed, or compulsorily retired from the service of the corporation or from a department of a State/Central Government or a local authority or PSU or autonomous body.
6. Canvassing by the applicant, directly or indirectly will result in disqualification of candidature.
7. The selected candidate who joins the post will be governed by the rules of IRCTC.

  
(Sidhartha Singh)

Addl. General Manager/HRD



13. State clearly whether educational & other qualifications required for the post are satisfied by you ( If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)																																									
14. Qualifications/Experience required for the post advertised for: Essential- (i) (ii) (iii) Desirable- (i) (ii)	Qualifications/experience Possessed by the officer: Essential- (i) (ii) (iii) Desirable- (i) (ii)																																								
15. Details of employment in chronological order. Enclose separate sheets/duly signed by you in case the space below is insufficient.	<table border="1"> <thead> <tr> <th data-bbox="309 763 491 898">Office /Institute/ Organization</th> <th data-bbox="491 763 628 898">Post held</th> <th data-bbox="628 763 762 898">From</th> <th data-bbox="762 763 896 898">To</th> <th data-bbox="896 763 1062 898">Total Experience in Months</th> <th data-bbox="1062 763 1197 898">Scale of pay</th> <th data-bbox="1197 763 1331 898">Nature of duties</th> <th data-bbox="1331 763 1497 898">Name of unit/project where worked</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Office /Institute/ Organization	Post held	From	To	Total Experience in Months	Scale of pay	Nature of duties	Name of unit/project where worked																																
Office /Institute/ Organization	Post held	From	To	Total Experience in Months	Scale of pay	Nature of duties	Name of unit/project where worked																																		
16. Nature of Present employment: a) Permanent b) Deputation c) Temporary, or d) Ad-hoc/Contract																																									
17. In case the present employment is held on deputation/contract basis, please state: a) The date of initial appointment, b) Period of appointment on deputation/contract , c) Name of the parent office/organization to which you belong.																																									
18. Please state whether working under; a) Central Government, b) State Government c) Government undertakings, d) Autonomous organization, e) University f) Others (Please specify)																																									
19. Indicate the details of pay particulars: a) Are you in CDA or IDA scale b) If in CDA, please indicate the pay level and Basic pay c) The pay level 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)		
20.	Total emoluments per month currently drawn (give the break-up)		
21.	Remarks: The Candidates may indicate information with regard to a) Research publications and reports and special projects b) Awards/Scholarship/Official Appreciation c) Affiliation with the professional bodies/ Institution/societies and d) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

**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 with the documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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/appointment, action can be taken against me by the IRCTC and my candidature/appointment shall automatically stand cancelled/terminated.

I further declare that I fulfill all the conditions of eligibility prescribed for the post applied for and in case my application is not received by IRCTC within the stipulated date due to postal delay of otherwise, IRCTC will not be responsible for any such delay.

(Signature of Applicant)

Place:

Date:

List of Enclosures:

- 1.
- 2.
- 3.

*Ar*

ANNEXURE- B

CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY

Certified that the information /details furnished in the above application by the applicant are true and correct as per the records available. He/ She possesses the educational qualification, experience and fulfils the conditions as required under the vacancy notification. If selected, he/she will be relieved immediately.

2. It is also certified-

(i) That there is no vigilance/disciplinary case pending or contemplated against Shri/Smt./Ms \_\_\_\_\_.

(ii) That his/her integrity is certified as 'Beyond Doubt'.

(iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last four years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, or equivalent are enclosed.

(iv) That no major/minor penalty has been imposed on him/her during that last ten years or a list of major /minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and in the event of his/her selection, he/she will be relieved within One Month of the offer.

Signature of the forwarding officer

Name:

Designation:

Telephone;

E- Mail ID:

(Office Stamp)





## Declaration cum Undertaking

The undersigned has applied for the post of Manager (E3)/ Assistant Manager (E2) in .....department against IRCTC Vacancy Notice No. ....dated.....on immediate absorption basis and is willing to serve at .....level.

I hereby submit my undertaking that I will not claim for a higher post/level till the due date of my next promotion if selected for the above post.

Place:

Date :

(Signature of Candidate)

Name of Candidate:

Designation :

Office Address: