



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: L74899DL1999GOI1101707

Website: www.irctc.com, Email: info@irctc.com

No. IRCTC/HRD/Manpower/Legal

Date: 04.03.2021

Group General Manager
NZ, EZ, WZ, SZ, SCZ & CO
IRCTC

Sub.: Filling up the post in Legal Department of IRCTC in the grade of E-2 (Assistant Manager) and E-0 (Executive) by internal employees of IRCTC.

It has been decided to fill up 01 post of Assistant Manager (Legal)/E-2 grade, pay scale Rs. 50000-160000 (IDA pattern) and 01 post of Executive (Legal)/E-0 grade, pay scale 30000-120000 in Legal Department by Internal Regular employees of IRCTC. The selected candidate will be posted at Corporate Office, New Delhi of IRCTC in legal department. The detailed Specifications/requirements of the post is enclosed as Annexure -I.

It is requested that the above posts may kindly be circulated amongst the internal regular employees of IRCTC under your jurisdiction.

Duly forwarded application in the prescribed Proforma of the eligible candidates who can be spared immediately on selection, alongwith the mentioned documents be forwarded to **The Group General Manager (HRD), Indian Railway Catering and Tourism Corporation Ltd., 12th Floor, Statesman House, Barakhamba Road, New Delhi-110001 (email id. deputation@irctc.com), latest by 20th March, 2021.**

Applications received without the requisite certificate & necessary documents will not be entertained.

DA: As above.

(Sandip Trivedi)
Group General Manager (HRD)

Copy to:-

All HR heads of IRCTC Zones:- for wider circulation amongst internal regular employees.

Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) invite applications from willing Internal Regular employees working in Asstt. Manager and Executive Grades for filling up **01 post of Assistant Manager (Legal)/Assistant Law Officer, E-2 grade, pay scale 50000-160000(IDA pattern) & Executive (Legal), E-0 grade, pay scale 30000-120000 (IDA pattern)** in Legal Department at Corporate Office of IRCTC. The cadre of the employee will remain same even after selection in the legal department.

ELIGIBILITY CRITERIA

Qualification and Specific requirement for both the above posts-

- (i) Bachelor's Degree in Law from a recognised university.
- (ii) Desirable Qualification: - Two years experience in handling legal matters.

Note: 1. Employees working in the E-2 grade having relevant qualification and experience shall be eligible to apply for Asstt. Manager (Legal)/ Asstt. Law Officer.
2. Employees working in the E-0 grade having relevant qualification and experience shall be eligible to apply for Executive (Legal).

Scale of Pay and other benefits.

Pay scales, emoluments and benefits will be the same as in parent cadre of the employee.

Place of Posting:-

The selected candidate will be posted at Corporate Office, New Delhi. However, the services can be transferred anywhere in India.

Candidates interested to apply for the above posts may visit the company's website: www.irctc.com under 'HR & Career' for details and application form.

Duly forwarded application in the prescribed Proforma of the eligible candidates whose can be spared immediately on selection, alongwith the under mentioned documents be forwarded to **The Group General Manager (HRD), Indian Railway Catering and Tourism Corporation Ltd., 12th Floor, Statesman House, Barakhamba Road, New Delhi- 110001 (email id. deputation@irctc.com), latest by 20th March, 2021.**

Applications received without the requisite certificates & necessary documents will not be entertained.

- i. Duly forwarded by the concerned HR of the zone.
- ii. Copies of Educational & Professional Qualifications.
- iii. Experience Certificate in legal matters.
- iv. Copies of Commendations/Awards Certificates, if any.
- v. D&AR clearance certificate.
- vi. Copies of APARs for the last three years (2017-18, 2018-19, 2019-20)

Group General Manager (HRD)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprises)

Corporate office, 12th floor, Statesman House, Barakhamba Road, New Delhi-110001

PRESCRIBED PROFORMA FOR SUBMISSION OF APPLICATIONS FOR THE POST OF ASSISTANT MANAGER (E2)/ EXECUTIVE (E0)/LEGAL DEPARTMENT/IRCTC CORPORATE OFFICE

Vacancy Notice/ File No. & Date	
Post against which application has been submitted	

Personal Data

1	Name	
2	Father's Name	
3	Present Designation & Grade	
4	Place of posting/Office address	
5	Date of Initial Appointment	
6	Date of Birth	
7	Date of Retirement	
8	Present Pay/ Level/Basic Pay/Pay scale	
9	Date of entry in present Grade	
11	Contact Details :-	
	(a) Email ID	
	(b) Telephone (O)	
	(d) Mobile Number	

12. APAR ratings/gradings for the last 03 years:

SN	APAR for the year	Gradings/ratings
01	2019-20	
02	2018-19	
03	2017-18	

13. Educational/Professional Qualifications:- (Graduation and Above)

S.N	Qualification Degree/Diploma /PG	Name of the University/ Institute	Year of Passing	Duration of the Course	Passing Grade/ Division/ Percentage
01					
02					
03					

14. Details of employment in chronological Order with Experience Details pertaining to Legal Matters:-

Name & address of employer	Department	Designation & pay	Period of service		Total Experience in dealing with legal matters.	Clearly indicate the nature of experience.
			From	To		

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:

