



इंडियन रेलवे कटरिंग एव 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. DEP-02/2025

No. 2024/IRCTC/HRD/Deputation/Exemption (RNP-Maneri)

Date: 28.01.2025

JOINT SECRETARY, RAILWAY BOARD, RAIL BHAWAN, NEW DELHI.

THE PRINCIPAL CHIEF PERSONNEL OFFICER, ALL INDIAN RAILWAYS.

CMD/MD/CHAIRMAN, ALL RAILWAY PSUs

- Organization : Indian Railway Catering and Tourism Corporation Ltd. (IRCTC LTD)
- Title : Deputy General Manager (E4)/ Manager (E3)/Asstt. Manager (E2) – Rail Neer
- No. Of posts : 1 Post
- Location : Maneri Rail Neer Plant, Jabalpur (M.P.) under IRCTC/West Zone
- Duration : Three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier.
- Service/Department : Any Department of Indian Railways
- Terms of appointment : Deputation
- Age : Below 55 years as on closing date of the vacancy notice
- Scale of Pay : Parent Pay plus Deputation Allowance & All Other Perks and allowances applicable as per IRCTC policy.
- Educational- Qualification : Graduate in any discipline.
- Job description : The officer is required to supervise the setting up of Rail Neer Plants include Plants & Machineries, Co-ordination with all Rail Neer Plants, Tender Preparation, Preparation of specifications, Conducting of pre-bid meetings, correspondences with Railway and firms/vendor, etc.
- Experience : Working in any department of Railways with knowledge & experience of tendering, procurement. Officers/Supervisors of Indian Railways having experience in handling works & contracts. Knowledge of tender preparation,

28/1/25

कॉरपोरेट कार्यालय: 4 वां तल, टावर-डी, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली -110029, दूरभाष: 011-011-26181550, 26181551

Corporate Office : 4th Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi -110029. Tel.: 011-26181550, 26181551



इंडियन रेलवे कैंटरिंग एंव टूरिज्म कॉर्पोरेशन 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

preparation of specifications & procurement, experience of conducting pre-bid meetings, correspondence with Railways etc.

Eligibility

:

For DGM/E4:-

Rs. 15600-39100 GP 5400 6th CPC/Level- 10, CDA pattern
(or)

Rs. 70,000-2,00,000 IDA Scale, E4 or its equivalent.

For Manager/E3:-

Rs. 9300-34800, GP 4800, 6th CPC/Level- 08, CDA pattern, Gr. 'B', Gazetted
(or)

Rs. 60,000-1,80,000 IDA Scale, E3 or its equivalent.

For Asstt. Manager/E2:-

Rs. 9300-34800, GP 4600, 6th CPC/Level- 07, CDA pattern, with more than
three years in the GP/Level,
(or)

Rs. 50,000-1,60,000 IDA Scale, E2 or its equivalent.

Note

:

Cut Off date for age and eligibility would be reckoned as on
closing date of vacancy

Web Address

:

www.irctc.com- HR & Career -Recruitment- Deputation

Closing Date

:

26.02.2025

Candidates shall apply through proper channel for selection on deputation basis to the above-mentioned vacancy in the prescribed proforma attached herewith. Zonal Railways, concerned HR departments, etc. May forward the applications of eligible candidate's along with Vigilance/D&AR Clearance, and APARS of last 03 years to GM(HR&CC)/IRCTC Corporate Office, 4th Floor, Tower-D, World Trade Centre, Nauroji Nagar, 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.

+17 28/11/25
(M VASU)

ADDL. GENERAL MANAGER/HRD

कॉर्पोरेट कार्यालय: 4 वां तल, टावर-डी, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली -110029, दूरभाष: 011-011-26181550, 26181551

Corporate Office : 4th Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi -110029, Tel.: 011-26181550, 26181551

**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:-

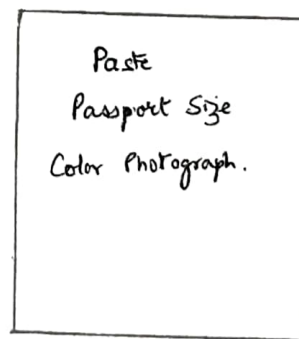
SNo.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG	From	To

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: _____

(A Govt. of India Enterprises)
 Corporation office, 12th 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

(Employer with Seal)