



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)

Vacancy Notice No. 10/2023

No. 2013-15/HRD/IRCTC/DEP/SERVICES

Date: 15.03.2023

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

Sub.-Filling up One post of Assistant Manager (E2 level) in Services Department under IRCTC Corporate office, New Delhi on deputation basis.

Indian Railway Catering and Tourism Corporation Ltd. is desirous to fill up One (01) post of Asstt. Manager (E2) in Services Department under IRCTC Corporate office 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.

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 17.04.2023

DA: As above.

(Sidhartha Singh)

Addl. General Manager (HRD)

**INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.**  
(A Govt. of India Enterprises)

Corporate office, 11<sup>th</sup> floor, Statesman House,  
Barakhamba Road, New Delhi-110 001

Applications are invited from the employees of different Zonal Railways/Railway Board/PUs for filling up One (01) post of Asstt. Manager (E2) in Services Department under IRCTC Corporate office 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.

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 17.04.2023 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 for last three years (2019-20, 2020-21 & 2021-22) along with Vigilance/D&AR clearance may be sent positively 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:** One (01) post of Asstt. Manager (E2) in Services Department.

**Place of Posting:** IRCTC Corporate office, New Delhi (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.

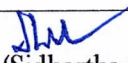
**Eligibility & Experience Criteria:-** Officials working as Senior Section Engineer (Mechanical Or Electrical) of Indian Railways working in Level-7 (7<sup>th</sup> CPC)/GP 4600 (6<sup>th</sup> CPC) with minimum of 03 years in the level/GP will be eligible for Asstt. Manager (E2). Candidate must be below 55 years of age.

Department	Job Description	Qualification/Experience
Senior Section Engineer (Mechanical) of Railways.	1) Liaisoning with Railways (Division/workshop/Depots) for Schedule maintenance of rakes. 2) To work as TS on the train services as and when required. 3) Initiation of tender/quotation as required for interior repairs of trains etc. 4) Any other work as required from time to time.	1) Should have experience of working in Technical departments of C&W/ Mechanical Workshop/Electrical Wing of Railways. 2) Should have sound knowledge of tendering & contracting including adequate knowledge in tender preparation, opening etc.

**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 vacancy in the prescribed proforma attached herewith. Zonal Railways, PUs, etc. to forward the applications of eligible candidate's alongwith Vigilance history/D&AR Clearance and APARs of last 03 years (FY 2019-20, 2020-21 & 2021-22) 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).

  
(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)