



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

2024/IRCTC/CO/HRD/IA/Finance

Date: 08.10.2024

VACANCY NOTICE No. 29/2024

REQUIREMENT OF DGM (E4) - 01 at IRCTC Corporate Office/New Delhi and 01 at IRCTC West Zone/Mumbai in Finance 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).

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	Deputy General Manager/ Finance	E4	70000-200000	01 (One)	Corporate office, New Delhi. (Transferable anywhere in India as per business requirements)	Immediate absorption basis.
2	Deputy General Manager/ Finance	E4	70000-200000	01 (One)	West Zone/Mumbai. (Transferable anywhere in India as per business requirements)	Immediate absorption basis.

ELIGIBILITY CRITERIA FOR THE ABOVE POST: -

Service Required	Officers working in Indian Railways, Railway PSUs, other Central Govt. Ministries & Depts, their PSUs, State Govts and their PSUs, Autonomous Bodies, etc.
Required Scale of Pay	15600-39100 GP 5400 6 th CPC/Level- 10, CDA pattern (7 th CPC) or 70000-200000 (IDA scale) or its equivalent. Officers on higher pay scale willing to work at the above post (E4 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	(A) For Railways/State Govt./Central Govt. and Govt. owned autonomous bodies like CRIS etc - degree in any discipline. (B) For PSU candidate - Chartered Accountant / Cost & Management Accountant.
Experience Criteria	Working post qualification experience of minimum 12 years in accounts/finance/taxation department.

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JOB DESCRIPTION OF THE ABOVE POST: -

Job description of	The officer is required to look after the finance and accounts activities related to various segment of IRCTC like Catering, Tourism, Rail Neer, Taxation Internet Ticketing, e-catering, Budget Hotel, Infra and other new project etc. Note: - Job and posting may be change as per business requirement.
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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 at E4 level- 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: -

3. As the post is to be filled on Immediate Absorption basis, the candidates working in Private Sector are not eligible to apply.
4. 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.
5. Before applying, the candidate shall ensure that they fulfil all eligibility criteria as mentioned in this vacancy notice for the post.
6. 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.
7. 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.
8. 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.
9. In case of absence of four years continuous APARs/ACRs, the candidature will not be considered.

HOW TO APPLY: -

10. Advertisement will be displayed on company's website www.irctc.com under "HR & Career". The vacancies of E-3 and above level will also be displayed on website of Railway Board.
11. 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 10th Certificate/Date of birth certificate.
 - ii. Class 12th 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.
12. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.
13. 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.
14. 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.



15. The completed application may be sent in advance along with requisite documents through email at immediateabsorption@irctc.com.
16. 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, 12th Floor, Statesman House, Barakhamba Road, New Delhi- 110001.*

SELECTION PROCESS: -

17. The crucial date for determining eligibility criteria, experience and age will be the closing date of vacancy notice.
18. Based on the eligibility, candidates meeting the criteria will be called for interview.
19. The venue, date, time and mode of interview will be informed in advance.
20. 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.
21. 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.
22. 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: -

23. 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.
24. 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.
25. Teaching or freelancing experience shall not be considered as qualifying experience.
26. Any revision, clarification, addendum, corrigendum, extension, etc. to the above Vacancy Notice will be displayed on company's website www.irctc.com under "HR & Career". Candidates are requested to visit the website regularly to keep themselves updated.
27. 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.
28. Canvassing by the applicant, directly or indirectly will result in disqualification of candidature.
29. The selected candidate who joins the post will be governed by the rules of IRCTC.


(Sidhartha Singh)
Addl. General Manager/HRD

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

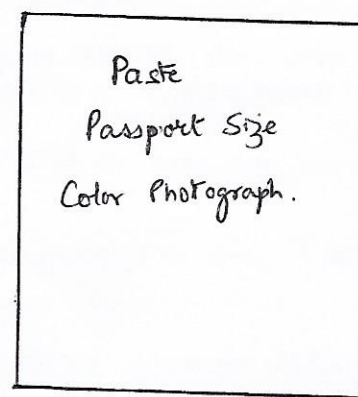
14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

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: _____