INDIAN RAILWAY CATERING AND TOURISM CORPORATION LIMITED
(A Miniratna PSU under Ministry of Railways)

Recruitment Advertisement no. 2011/IRCTC/HRD/Employees/5

Indian Railway Catering and Tourism Corporation Limited (IRCTC), a premier Miniratna Public Sector Undertaking under the Ministry of Railways invites applications for appointment to the following posts in our Rail Neer Plant and Finance Department through open direct recruitment :

Post Scale (IDA)		**Number of Posts(including shortfall and back log vacancies)**					**Educational Qualification & Working Experience**
Assistant Manager Pay Scale: (Rs. 20600-3%-46500) (IDA) Grade (E2)							
Post Code	**Post Name**	**GEN (Un reserved)**	**OBC**	**SC**	**ST**	**Total**	
11	**Asst. Plant Manager (Technical)**	3	0	0	0	3	**Essential :-** Bachelor Degree in Electrical/Mechanical Engineering from any recognized university with minimum 60% marks. **Experience :-** 02 yrs minimum work experience as given below: **Electrical Engineer:** Maintenance of sub stations, Transmission Lines, Electrical Power distribution/Power Supply to Buildings, Air Conditioning System/ Electrical Machines. **Mechanical Engineer:** Maintenance of Blow Molding Machines, Filling and Capping Machines / Pumps, Compressors, Cooling towers, D.G.Set/Water Treatment Plant. Candidates from private sector having a CTC of minimum Rs. 4 lakhs per Annum will be eligible to apply. **Upper age limit: 35**
12	**Assistant Manager (Finance)**	2	2	1	-	5	Graduate with Chartered Accountant or ICWA or MBA (Finance) from UGC/ AICTE recognized university/institution having minimum 6 years post qualification experience in finalization of Accounts, in computerized, preferably ERP environment. Candidates from private sector having a minimum CTC of Rs.7.5 lakhs per annum will be eligible for applying. **Upper age limit: 35**

Executive **Pay Scale : (Rs. 12600-3%-32500) (IDA) (E0)**							
13	**Micro-biologist**	3	0	0	0	3	MSC Microbiology/ Food technology from regular college and recognised university with Minimum Three years post qualification in quality control in packaged drinking water/ food & beverage industry. **Upper age limit : 35**
Assistant Supervisor **Pay Scale:(Rs. 10000-3%-22900) (IDA) (S1)**							
14	**Assistant Supervisor (Finance)**	11	5	3	1	20	Commerce Graduate with exposure to Computerized Accounting environment. Experience in ERP is preferred. **Upper age limit: 28**
15	**Supervisor Quality Control**	2	0	0	0	2	B.SC in Environmental science or equivalent from regular college and recognised university. **Or** B.SC in Chemistry/ Microbiology/ Food Technology from regular college and regular university. Minimum three years post qualification experience in quality control in packaged drinking water/ beverage industry. **Upper age limit : 30**

TERMS & CONDITIONS:

Appointment of a person to services of Corporation is subject to satisfactory verification of character & antecedent by the civil/police authority and medical fitness. The candidate appointed for the post will initially be on probation for a period of 2 years. If their services are satisfactory they will be confirmed in the post & grade in which appointed, otherwise probation period can be extendable further as per Corporation's requirement or their services will be terminated.

1) The incumbent will draw pay at the minimum of the scale of the post along with allowances as admissible to the post.

2) Leased residential accommodation as per Corporation's rules and entitlement can also be availed at the place of posting in lieu of HRA in E0 and above posts.

3) **Place of Posting**: Anywhere in India in IRCTC's offices.

4) Reservations of posts for SC/ST/OBC will be as per Government directives. Candidates belonging to SC/ST/OBC category should enclose an attested copy of Caste/Tribe certificate issued by the Competent Authority.

5.) Candidates employed in Govt./PSUs should produce a "No Objection Certificate" at the time of Interview, if short-listed and called for the interview.

(a) In case of Internal Candidates from IRCTC in IDA scale of pay, he/she must have minimum one year of experience in one level below the post applied for.

(b) Candidates from other Public Sector undertakings (PSU) in IDA scale of pay must have a minimum two years experience in one scale of pay below the post applied for.

(c) In case of candidates in CDA pay scale from other PSUs/Central Government department/Armed Forces, DPE/DOPT guidelines will be followed to determine the equivalence of minimum two years experience in one scale of pay and rank below the post applied for.

6) The candidates applying against OBC reserved vacancies should note that they have to produce a valid certificate in support of their belonging to OBC community by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to 'Creamy Layer' of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC since IRCTC is a Central Government's PSU. OBC certificate should not be issued more than one year back.

7) 3% Reservation for persons with disability will be as per Government of India norms.

8) Reservation for Ex-Serviceman is also applicable as per Government of India guidelines.

9) No traveling expenses will be paid to the candidates for appearing in the Written Test/lnterview. However SC/ST candidates called for the interview will be reimbursed 3rd AC class to and fro rail fare by the shortest route on production of tickets.

10) No correspondence will be entertained from the candidates found ineligible and not called for written test/interview or for non-selection.

11) Canvassing in any form will disqualify a candidate.

12) Selection will be based on Written Test followed by interview for the short listed candidates who qualify in the written test. The Written Test will be held at 1) Chennai, 2) Delhi, 3) Hyderabad 4) Kolkata and 5) Mumbai.

13) The candidates are to note that the option of the centre once exercised cannot be changed. However, in the event of not holding the examination in a particular city, due to administrative reasons, the examination center may be allotted in some other city and a candidate will have to appear for the Written Examination at the Centre/ City finally allocated by the Corporation.

14)Candidates can apply only for one post as the written test for all the posts mentioned in the advertisement will be held on same day and same time.

15) **HOW TO APPLY**

Eligible candidates have to apply only through online registration system of IRCTC i.e. through **www.irctc.com**

Online submission of the applications will be allowed on the website between **15-Nov-2011** to **30-Dec-2011.** No other means/mode of application shall be accepted.

While applying On-Line, candidate should have the following readily available.

- Two E-mail ID 's (from different service providers which must be valid for at least one year from the date of registration)

- Crossed demand draft/pay order of Rs. 300/- as processing and Examination fees from General & OBC candidates only which will be attached to the Registration slip and dispatched to Post Bag No. 7, Sriniwaspuri Post Office, Sriniwaspuri, New Delhi -110065 **latest by 07-Jan-2012. SC/ST/PWD candidates are exempted from processing and examination fees.**

- **SC/ST/OBC/PWD candidates will have to submit their caste / disability certificate along with the registration slip.**

- **Candidates will have to submit details of relevant post qualification experience with date in chronological order along with the registration slip.**

- The DD details (if applicable) and valid e-mail ID are mandatory fields without which applications will not be registered.

- The Demand Draft is non refundable and should be drawn in favor of **"Indian Railway Catering and Tourism Corporation Ltd." payable at New Delhi only**. Demand drafts payable at locations other than New Delhi will not be accepted. Money Order / Postal Order or any other mode of payment is not acceptable.

16) Candidates are advised to give specific information and proof by way of attaching photocopies of the original documents/certificates in support of their experience etc. as filled in the relevant fields.

17) Candidates must ensure before applying that they fulfill all the educational and other requirements and possess the essential qualifications as earmarked at the time of applying for the post.

18) Decision of IRCTC in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of written test, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IRCTC in this behalf.

19) The cutoff date for determining upper age limit and experience will be as on **01.11.2011.**
Relaxation of age for five years for SC/ST, three years for OBC and relaxation of age for PWD/Ex-Serviceman & employees of Government of India, State Government, PSUs and Autonomous Bodies will be applicable as per Government of India guidelines.

20) In case of any dispute, the Jurisdiction of Court will be Delhi/New Delhi only.

21) In case on any discrepancy in the translated version of this advertisement in Hindi or other language, the text of the advertisement in English language will prevail.

22) The selected candidates will be under bond obligations for serving the Corporation for 3 years from the date of appointment. Candidates selected against Executive grade (E-2 & E-0) and Supervisory grade (S1) have to furnish bank guarantee of Rs. 40,000/- and Rs. 20,000/- respectively for serving the corporation during the bond period of three years.

23) IRCTC reserves the right to increase or decrease or not to fill up the vacancies without assigning any reason.

24) **STEPS FOR APPLYING :-**

STEP 1: Visit www.irctc.com. website

STEP 2: Go to link Careers@ IRCTC<New Job> to view the full Advertisement Details.

STEP 3: Read the details of advertisement very carefully before applying.
("Apply" & "Reprint Registration Slip" links are placed at the bottom of this page)

STEP 4: Click on "Apply" to fill up the application form.

STEP 5: After you fill the Application form, click SAVE to take a print of the registration slip

STEP 6: Paste a recent passport size photograph on the registration slip, attach the DD, Caste / Disability Certificate (as applicable) and attested copies of its testimonials in support as proof of age, educational qualification, Post Qualification work experience with dates in chronological order and pay scale/salary details etc. and send the same by ordinary post to the Post Bag No. 7, Sriniwaspuri Post Office, Sriniwaspuri, New Delhi -110065, so as to reach latest by **7-Jan-2012.** Only original registration slip (no photocopy) shall be accepted. Do not send any original testimonials.

STEP 7: If your candidature is found eligible you will be intimated by letter or e-mail regarding the written test. You will receive the admit cards for the written test by registered post / speed post. If you do not receive the admit card by post, print the email received with a photograph pasted and duly attested for appearing in the Written Test

NOTE : Please do not try to retain/copy the Application Form as well as the Registration Slip on your computer as you can reprint the registration slip till the offer is open.

IMPORTANT DATES :

Commencement of online registration of applications by candidates	***15 November 2011***
Last date for receipt of online applications	**30th December, 2011**
Last date for accepting registration slips with required documents by post	7th **January , 2012**