

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

Recruitment Advertisement no.IRCTC/Officers/2011/3

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 Tourism Department on contract basis through open direct recruitment:

Post Code	Name of the Post & Grade	No of Vacancies	Place of Posting	Type of appointment	Max. Age Limit (as on 01.04.2011)	Eligibility Criteria (Educational Qualification & Post qualification working Experience (As on 01.04.2011))	Consolidated Pay
011	Assistant Manager (E-2)	03 (un-reserved)	Major Cities	On Contract Basis	35	<p>Essential: Regular Master degree in Tourism Management or Administration/MTM / 2 years regular Post Graduate Diploma in Tourism Management from a UGC/AICTE recognized University/Institute. Working Knowledge of MS-Office is essential.</p> <p>Desirable: Certificate or Diploma in Tourism or Hospitality courses from International professional organization such as IATA/**UFTAA would be preferred.</p> <p>Experience : A minimum of 4 years of post qualification experience out of which at least 2 years in executive cadre in a PSU or reputed travel and tourism organization, in operation marketing and management. No part of teaching experience would qualify for the above stipulated experience</p>	Rs.50000/- consolidated pay + Incentives

						requirements. Candidates from private sector having a minimum CTC of Rs.4 lakhs per annum will be eligible for applying.	
012	Executive (E-0)	24 (un-reserved: 14, OBC: 6, SC:3, ST: 1)	Major Cities	On Contract Basis	30	<p>Essential: Regular Bachelors degree in Tourism Studies or Tourism Management, from a UGC/AICTE recognized University/Institute. Working knowledge of (MS-Office) essential.</p> <p>Desirable: Knowledge of a foreign language.</p> <p>Experience : Minimum 3 years post qualification work experience in a PSU or reputed travel and tourism organization, in operations/marketing.</p> <p>Candidates from private sector having a minimum CTC of Rs.2.5 lakhs per annum will be eligible for applying.</p>	Rs.30000/- consolidated pay + Incentives
013	Sr. Supervisor (S-3)	27(un-reserved: 15, OBC:7, SC:4, ST:1)	Major Cities	On Contract Basis	28	<p>Essential: Bachelors in any stream with 1 year regular Diploma in Travel and Tourism from a UGC/AICTE recognized University/Institute/ International Professional Organizations such as *IATA/**UFTAA. Working knowledge of MS-Office is essential.</p> <p>Experience : One year working experience in a PSU or</p>	Rs.25000/- consolidated pay + Incentives

						reputed travel and Tourism organization in operations and marketing. Candidates from private sector having a minimum CTC of Rs.1.5 lakhs per annum will be eligible for applying.	
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TERMS & CONDITIONS:

- 1) **PLACE OF POSTING:** Anywhere in India.
- 2) **PERIOD OF CONTRACT:** The initial contract period will be of three years which can be extended by another two years based on satisfactory performance of the selected candidates and requirement of the organization. However, management reserves the right for regularizing the services of outstanding performers in the selected post after completion of initial contract period and based on requirement of the organization.
- 3) **PERKS, INCREMENT AND INCENTIVES :** Annual increment of 10% will be paid on consolidated pay. Performance based incentive will also be payable in addition to the consolidated pay which can be as high as upto 30% of consolidated pay for outstanding performers. The selected candidates will be provided medical insurance and group personal accident insurance covers as per IRCTC policy and will also be entitled for traveling, boarding and lodging expanses while on official tours. No other perks and allowances will be admissible.
- 4) **GOVT/ PSU CANDIDATES :** 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.
- 5) **RESERVATIONS :** 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.
- 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 Central Government Employment indicating 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.

- 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/interview. However SC/ST candidates called for the interview will be reimbursed 2nd 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 PROCESS:**

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 and will comprise of 200 objective type questions for three hours duration with negative marking for wrong answers. Written test will comprise of two parts; Part-I will have 100 question having questions on General Awareness, Reasoning, Numerical Ability and proficiency in English language and Part- II will have 100 questions to adjudge the professional ability of the concerned discipline. Candidates have to qualify both in written test and interview separately to be placed in merit list for selection. The interview will be held at New Delhi.

- 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) **HOW TO APPLY**

Eligible candidates of Indian Nationality 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 **2nd May 2011** to **23rd May 2011**. No other means/mode of application shall be accepted.

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

- Two E-mail IDs (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. 007, Srinivaspuri Post Office, New Delhi -110065** by **31st May 2011**. No other means/mode of application shall be accepted.

- 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.

15) 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.

16) 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.

17) 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.

18) The cutoff date for determining upper age limit and experience will be as on **01.04.2011**. **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.**

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

20) 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.

21) The last date of receipt of application will not be extended under any circumstances.

22) Candidates serving in Government / Public Sector Undertakings (including Public Sector Banks) should send their application through proper channel only. They are required to produce a "No Objection certificate" from their employer clearly indicating their vigilance/ D&AR clearance at the time of interview, in the absence of which their candidature will not be considered.

23) 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 (E0 & E2) and Supervisory grade (S3) 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.

24) Corrigendum/ amendments / clarifications if any in respect of this recruitment advertisement will only be published in IRCTC website. Candidates are advised to visit the website on regular intervals.

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

26) 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. 007, Srinivaspuri Post Office, New Delhi -110065**, so as to reach latest by **31st May 2011**. 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 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	2nd May, 2011
Last date for receipt of online applications	23rd May 2011
Last date for accepting registration slips with required documents by post	31st May 2011

