

Advt. No. :IRCTC/Officers/2009/2

Indian Railway Catering and Tourism Corporation Limited a leading Mini Ratna Public Sector Undertaking under Ministry of Railway, invites applications for various posts to be filled on Direct Recruitment / Contract/Deputation basis :

Post Code	Name of the post	Vacancies	Type of appointment	Max.Age Limit as on 01.11.2009.
001	Additional General Manager /Public Relations (E-6)	01	On Deputation / Direct Recruitment	50
002	Additional General Manager /Tourism (E-6)	02	On Deputation / Direct Recruitment	50 Yrs. for post filled on deputation /45 Yrs. for post filled on Direct Recruitment
003	Additional General Manager /Packaged Drinking Water (E-6)	02	On Deputation / Direct Recruitment	50
004	Additional General Manager /Catering (E-6)	03	On Deputation / Direct Recruitment	50
005	Additional General Manager /Procurement (E-6)	02	On Deputation / Direct Recruitment	50
006.	Additional General Manager /IT-ERP/Hardware/Software (E-6)	03 (01 each for ERP/Hardware/Software)	On Deputation / Direct Recruitment	50 Yrs. for post filled on deputation/45 Yrs. for post filled on Direct Recruitment.
007	Plant Manger (E-5)	01	On Contract	45
008.	Deputy General Manager /HRD (E-4)	03	On Direct Recruitment	40
009.	Deputy General Manager /Finance (E-4)	02	On Direct Recruitment	40
010.	Deputy General Manager /Tourism (E-4)	05	On Direct Recruitment	40
011.	Deputy General Manager Hospitality / Quality /Catering (E-4)	17	On Deputation / Contract	40
012.	Deputy General Manager / Catering -Accounts (E-4)	02	On Deputation / Contract	40
013.	Deputy General Manager/ Railneer (E-4)	02	On Deputation / Contract	40
014.	Deputy General Manager /Infrastructure. (E-4)	02	On Deputation / Contract	40
015.	Deputy General Manager /Procurement (E-4)	05	On Deputation / Contract	40

Compensation package

For Post to be filled by Direct Recruitment.

1. IDA Pay Scale for E-4 grade - Rs. 29100 -3%-54500
2. IDA Pay Scale for E-6 grade - Rs. 36600-3%-62000

Dearness Allowance (DA) and other admissible perks and allowances limited to 50% of basic pay will be payable as per the rules of IRCTC depending upon the place of posting. In addition leased accommodation (in lieu of HRA), Indoor Medical facilities etc are also admissible as per the rules of IRCTC.

For Post to be filled by Deputation on usual terms of deputation

The Government/PSU officers selected on deputation to IRCTC, will continue to draw

the salary as per their entitlement in parent Department along with deputation allowance.

For Post to be filled on Contract at E-4 level.

A monthly consolidated Pay of Rs. 55,000 will be paid during the contract period. The selected candidate will be provided medical and accident insurance covers as per policy of the company and will be entitled for reimbursement as per rules of IRCTC for traveling, boarding & lodging. No other perks & allowance will be payable. The contract appointment will be for a period of three years and extendable by two years. There will be no claim for regularization during or after the expiry of contract period.

For Post to be filled on Contract at E-5 level.

A monthly consolidated Pay of Rs. 60,000 will be paid during the contract period. The selected candidate will be provided medical and accident insurance covers as per policy of the company and will be entitled for reimbursement as per rules of IRCTC for traveling, boarding & lodging. No other perks & allowance will be payable. The contract appointment will be for a period of three years. There will be no claim for regularization during or after the expiry of contract period.

Eligibility Criteria for the post

1. Additional General Manager (Public Relations)- E6 level (POST CODE : 001)

Essential Qualification: Regular 2 yrs full time Post Graduate degree/diploma in Public Relations from UGC/AICTE recognized University/Institution.

Experience: Minimum 14 years post qualification experience in govt./PSUs in executive capacity in Public Relations functions.

2. Additional General Manager (Tourism)- E6 level (POST CODE : 002)

For Deputation Basis

Essential Qualification: Regular Master degree in Tourism Management or Administration/MBA (Tourism)/2 years regular Post Graduate Diploma in Tourism Management from a UGC/AICTE recognized University/Institution.

Should be conversant with Computer Application such as MS-Office etc.

Experience: Minimum 14 years of post qualification experience out of which at least 5 years in a PSU or in Government handling tourism activities.

For Direct Recruitment

Essential Qualification: Regular Master degree in Tourism Management or Administration/MBA (Tourism)/2 years regular Post Graduate Diploma in

Tourism Management from a UGC/AICTE recognized University/Institution.

Should be conversant with Computer Application such as MS-Office etc.

Experience: Minimum of 14 years of post qualification experience out of which at least 5 years in a PSU/Government or in reputed travel and tourism organization handling tourism activities i.e. tourism operation, tourism marketing and travel management etc.

Teaching experience would not qualify for the above stipulated experience requirement.

3. Additional General Manager (Packaged Drinking Water)- E6 level (POST CODE : 003)

Essential Qualification: Regular B.E./B.Tech in Mechanical/Electrical/Chemical Engineering from a UGC/AICTE recognized University/Institution.

Experience: 14 years post qualification experience in the areas of Operations & Maintenance of sophisticated bottled blowing machines, filling machines, utilities like chillers, compressors, generators including RO, UV treatment and ozonation equipments, Planning of material and equipment for O&M, procurement of raw materials, chemicals, spare parts, Annual Maintenance Contract, Monitoring O&M plan, achieving targets and overseeing production.

Teaching experience would not qualify for the above stipulated experience requirement.

4. Additional General Manager (Catering)- E6 level (POST CODE : 004)

Essential Qualification: Regular Degree in Hospitality or Hotel Management from the institute / University affiliated to NCHM/AICTE and / or Regular MBA from from a UGC/AICTE recognized University/Institution

Experience: Minimum 14 years of Post-qualification experience in reputed industrial/institutional catering organizations/flight kitchens. The candidate should be conversant with the HACCP norms and quality control systems.

Knowledge of procurement, accounting, food technology and procedures of the Government would be preferred.

Teaching experience would not qualify for the above stipulated experience requirement.

5. Additional General Manager (Procurement)- E6 level(POST CODE : 005)

Essential Qualification: (1) Regular M.Com/B.Tech in the field of

Engineering/Regular MBA from a UGC/AICTE recognized University/Institution.

And

(2) Graduate/Post Graduate Diploma in Materials Management from UGC/AICTE recognized institutes.

Experience: 14 years post qualification experience in procurement and inventory management in Catering/Hospitality industry/PSU/Reputed Private Catering Organization.

6. Additional General Manager (IT-ERP/Hardware /Software)- E6 level(POST CODE : 006)

Essential Qualification: Regular B.E./B.Tech/MCA from UGC/AICTE recognized University/Institution with First Class Certification in ERP/Jawa/ITIL, ISO/ISMS/PCI.

Experience(for AGM-IT/ERP): 14 years post qualification experience in managing Oracle ERP and experience in Oracle ERP implementation with specific Oracle ERP products. The candidate must be able to introduce a continuous improvement framework and lead future improvement initiatives around ERP and related business applications. Should have program managed at least Two ERP implementations across multiple locations and units out of which at least 1 should be in the Service industry.

Certification in Oracle/Oracle ERP is required.

Experience(for AGM-IT/Hardware): 14 years post qualification experience in designing, implementing & managing IT infrastructure i.e. network servers, LANs, WANs etc. by following Industry Standard Practices. Experience in designing & setting up Data Center following Standard Practices.

Experience(for AGM-IT/Software):

14 years Post Qualification Experience in development of eCommerce application using java, XML, J2EE Struts, AGILE. Sound knowledge of Enterprise Application like Weblogic/Net., and Oracle, SQL Server , and Windows/Linux. Experience in major project/release with full project life cycles from business development to final delivery.

7. Plant Manager - E5 Level (POST CODE : 007)

Essential Qualification & Experience:

Regular B.E in Chemical /Mechanical with PG diploma in Marketing from AICTE/UGC recognized Institute/university with minimum post qualification experience of 10 years in bottled water industry in senior management position with knowledge of blow moulding, bottle filling machines, different types of water treatment, RO, UV treatment and ozonation, dealer management,

development of new markets and nurturing existing markets.

8. **Deputy General Manager (HRD)- E4 level(POST CODE : 008)**
Essential Qualification & Experience :Regular MBA in HR/MHRD/Master of Personnel Management or 2 yrs full time regular Post Graduate degree/diploma in PM/IR/HRM from UGC/AICTE recognized University/Institution having minimum 8 years post qualification experience of which at least 5 years experience shall be in a executive capacity. LLB is preferable.
9. **Deputy General Manager (Finance)- E4 level(POST CODE : 009)**
Essential Qualification & Experience :Graduate with Chartered Accountant or ICWA or MBA(Fin) from UGC/ AICTE recognized university/institution having minimum 10 years post qualification experience in finalization of Accounts preferable in Manufacturing /Service Industry In a completely Computerized/ERP environment out of which minimum 2 years should be in a capacity of senior position not below Assistant Manager.
10. **Deputy General Manager (Tourism)- E4 level(POST CODE : 010)**
Essential Qualification & Experience :Regular Master degree in Tourism Management or Administration/2 years regular Post Graduate Diploma in Tourism Management from a UGC/AICTE recognized University/Institute. Certificate or Diploma in Tourism or Hospitality courses from international professional organization such as *IATA/**UFTAA would be preferred. A minimum of 8 years of post qualification experience out of which at least 5 years in managerial cadre (out of which at least 3 years in middle management level) in a PSU or reputed travel and tourism organization, in operation marketing and management. Working knowledge of MS-Office is essential. No part of teaching experience would qualify for the above stipulated experience requirements.
11. **Deputy General Manager, Hospitality / Quality /Catering -E4 level(POST CODE : 011)**
Essential Qualification & Experience :Degree/Diploma of three years duration in Hotel Management from institutions affiliated to NCHM or AICTE or State Technical Board. Minimum 10 years post qualification work experience after obtaining degree/diploma in Hotel Management in Hospitality/Catering Industry of repute. Out of these 10 years, minimum 4 years he/she must have worked at the level of Manager in a four/five star hotel.
12. **Deputy General Manager / Catering –Accounts- E4 level (POST CODE : 012)**
Essential Qualification & Experience :Graduate with Chartered Accountant or ICWA or MBA(Fin) from UGC/ AICTE recognized university/institution having minimum 10 years post qualification experience in finalization of Accounts preferable in Manufacturing /Service Industry In a completely Computerized/ERP environment out of which minimum 2 years should be in a capacity of senior position not below Assistant Manager

- 13. Deputy General Manager/ Railneer - E4 level (POST CODE : 013)**
Essential Qualification & Experience :Regular B.E./B.Tech in Chemical/Electrical Engineering from a UGC/AICTE recognized University/Institution. Minimum 8 yrs Post Qualification Experience in bottled water industry in managerial capacity with knowledge of blow moulding, bottle filling machines, different types of water treatment, RO, UV treatment and ozonation, development of new markets and nurturing existing markets.
- 14. Deputy General Manager/Infrastructure- E4 level (POST CODE : 014)**
Essential Qualification & Experience :Regular B.E./B.Tech in Civil Engineering from a UGC/AICTE recognized University/Institution. Minimum 8 yrs Post qualification experience in catering industry /construction field/site supervision with knowledge of AutoCAD, preparation of layout plans, vetting of Interior layout and civil works in respect of various projects, preparation of budgetary estimate, BOQ and Bid document/ tendering process for maintenance, civil and interior works, scrutiny of bills etc.
- 15. Deputy General Manager/Procurement.- E4 level (POST CODE : 015)**
Essential Qualification & Experience :Regular M.Com/B.Tech in the field of Engineering/MBA from UGC /AICTE recognized University/Institution. Candidates with Graduate /Post Graduate Diploma in Materials management from AICTE /UGC recognized institute will be preferred. Minimum 10 yrs experience in Procurement & Inventory Management in Catering/Hospitality Industry/ PSU out of which 2 yrs in senior managerial level.

TERMS & CONDITIONS

- 1. NATIONALITY/ CITIZENSHIP:** A candidate must be a citizen of India
- 2. RELAXATION IN UPPER AGE LIMIT**

Scheduled Caste / Scheduled Tribe candidates by 5 years;

Other Backward Classes candidates by 3 years;

Person with disability : As per Government Directives up to 10 years.

Ex-serviceman: As per Government Directives.

Government /PSU employees upto maximum of 5 years depending upon length of service in Govt/ PSU.

No relaxation of age is applicable for the post to be filled up on deputation basis.

- 3. APPLICATION FEE INCLUDING POSTAL CHARGES (NON REFUNDABLE):**
Nil of candidates belonging to SC / ST/PWD category.

For all others, including OBCs: Rs 300/- for each post, for candidates applying against direct recruitment / contract basis. Candidates applying on deputation basis need not pay any fee. Candidates who are applying for more than one post have to submit separate application for each post along with the Application fee and copies of relevant certificates/testimonials.

NOTE

- (a). The requisite application fee must be paid by means of a crossed Demand Draft / Pay Order issued by a Scheduled Commercial Bank in favour of "IRCTC", payable at New Delhi which must be purchased on or before the last date stipulated for submission of application and should be valid for minimum six months from the date of issue. Payment of application fee by Cash/Cheque/Money Orders/ Postal orders/Postal stamps etc will not be accepted. Candidates must write his/her name, post code & date of birth on the reverse of the Demand Draft / Pay Order.
- (4) **APPLICATION FROM GOVT/PSU OFFICIALS** : In addition to the minimum essential qualification and experience prescribed for the post , the Govt/PSU official have to fulfill the following conditions for consideration of their candidature :
- 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.
 - Candidates from other Public Sector undertakings (PSU) in IDA scale of pay must have a minimum two years experience in one grade below the post applied for.
 - Candidates from Govt/PSU in CDA scale of pay, he/she must be working in one grade below i.e. in scale of Rs. 12000-375-16500 (CDA pre revised) and 8000-275-13500 (CDA pre revised) respectively for a minimum period of two years experience for applying to the post of E-6 and E-4 level.
- (5) **APPLICATION FROM PRIVATE SECTOR CANDIDATES** : In addition to the minimum essential qualification and experience prescribed for the post , the private sector candidates have to fulfill the following conditions for consideration of their candidature :
- Candidates from private sector should having a CTC of minimum Rs. 6 lakhs per Annum will be eligible to apply for E4 level post.
 - Candidates from private sector should having a CTC of minimum Rs. 8 lakhs per Annum for the last two years will be eligible to apply for E6 level post.
- (6) **SELECTION PROCEDURE:** The selection for the posts will be on the basis of qualification, experience & performance of the candidate in **the interview**. Merely satisfying the eligibility norms do not entitle the candidate to be called for interview. The IRCTC reserves the right to call only the requisite number of candidates for interview after preliminary screening/short listing with reference to the candidate's qualification, suitability etc. However, the IRCTC reserves the right to conduct the written examination in case the number of

applications received from eligible candidates is reasonably high. The details of written examination, if any, shall be communicated to the candidates in advance.

- (7) Preference for Post Code 001 to 006 would be given to candidate from Govt/PSU willing to join on deputation basis. In case the post is not filled up through deputation then only direct recruitment will be considered.
- (8) The interviews will be held at New Delhi only. However, the IRCTC reserves the right to conduct interviews at any other place(s) at its sole discretion. The candidates called for interviews will be reimbursed 3 Tier AC fare for the shortest distance or the actual whichever is less. Railway officers, if called for interview should manage their journey by using Railway Privilege Pass.
- (9) **PROBATION:** There will be no probation for officer joining on deputation /contract basis. The candidates selected against direct recruitment will be on probation for a period of one years during which their performance will be reviewed periodically
- (10) IRCTC reserves the right to post any of the selected candidates against this advertisement at any of its office located within the country as per its requirements.
- (11) **HOW TO APPLY:** The eligible candidates are required to submit their application in the prescribed format as per the specimen provided in this advertisement. Applications not as per the prescribed format will be summarily rejected. There is no objection for using printed application form as long as the format is exactly the same as published. Application duly complete in all respects should be sent by ordinary post in a cover superscribed "Application for the post of____".(Post Code)

The application should be addressed to:

**The Deputy General Manager (HRD),
IRCTC Corporate Office,
5th Floor, STC Building, Tolstoy Marg, Jawahar Vyapar Bhawan,
Janpath, New Delhi-110001**

- (12) **LAST DATE:** Applications complete in all respects should reach the above address by post on or before 18:00 hrs by **30th January 2010**. The Applications received after the last date will not be entertained.
- (13) **CALL LETTERS:** Call letter for interview will be sent to the shortlisted candidates at the correspondence address given in their application form by registered post / speed post. Requests for sending call letters to different addresses subsequently will not be entertained.

- (14). **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:** Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies / testimonials. In case of any information being found false before / after selection, the candidature / services of the candidate shall be terminated.
- (15) **Educational qualification, post qualification experience and age should be as on 01.11.2009.**
- (16) **COMPUTER LITERACY: The candidate must have a good working knowledge of computers.**
- (17) **GENERAL INSTRUCTIONS**
- (i) Candidates should get the application neatly typed or fill it in CAPITAL LETTERS IN HIS/HER OWN HANDWRITING in the prescribed format and should use as far as possible only international forms of Indian numerals.
- (ii) Before applying for the post, candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement. IRCTC would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.
- (iii) Candidates seeking relaxation in Fee/Age must enclose attested copy of the certificate in support of his/her claim and should not send original certificates/testimonials. The cut off date for determining age limit and post qualification experience will be 01.11.2009.
- (iv) The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/ selection.
- (v) An application not accompanied by relevant certificate(s), wherever necessary or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- (vi) A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification.
- (vii) 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.
- (viii) Only candidates willing to serve anywhere in India should apply.
- (ix) 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 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.

- (x) Any request for change of address will not be entertained.
- (xi) Individual application for each post must be accompanied by Demand Draft/Pay Order in favour of IRCTC ,New Delhi payable at New Delhi; and Copies of under mentioned certificates :
 - Secondary School Certificate/School Leaving Certificate or any other documentary proof of age;
 - Certificate(s) in support of educational qualifications and experiences;
 - Candidates belonging to SC / ST /OBC(non-creamy layer)/PWD categories should attach an attested copy of certificate issued by competent authority in the prescribed format as stipulated for Government of India post. OBC Certificate should not be more than one year old as on the date of application:
 - Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, within a reasonable period of time.
 - Certificates(s) in support of Pay Scale (IDA/CDA) and Last drawn annual gross salary/CTC
- (xii) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of IRCTC. Further, the appointment will also be subject to the Service and Conduct Rules of IRCTC. Appointment of selected candidates will also be subject to suitable reference check / police verification of antecedents.
- (xiii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals/Forums situated in Delhi.
- (xiv) IRCTC takes no responsibility to connect any certificate / remittance sent separately. IRCTC takes no responsibility for any delay in receipt or loss in postal transit of application or communication.
- (xv) The advertisement may be viewed and application format may be downloaded from IRCTC's website: www.irctc.com and can be made used for submission. There is no objection for using the printed application form as long as the format is exactly same as published by IRCTC.
- (xvi) IRCTC shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution.
- (xvii) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- (xviii) IRCTC reserves the right to increase or decrease or not to fill up the vacancies without assigning any reason.
- (xix) The reservation of posts for SC, ST and OBC will be as per Govt. of India guidelines issued from time to time.

Candidates in their own interest are advised to submit the applications well in time before the last date to avoid possible delay in postal transit. Applications received after the last date shall not be accepted including those sent through proper channel.

Place : New Delhi

DEPUTY GENERAL MANAGER (HRD)