



इंडियन रेलवे कैंटरिंग एण्ड टूरिज्म कॉर्पोरेशन लिमिटेड

(भारत सरकार का उद्यम - मिनी रत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Undertaking – Mini Ratna) CIN: L74899DL1999GOI101707

पश्चिम क्षेत्र कार्यालय: तल एवं तीसरा माला, फोर्ब्स भवन, चरणजीत राय मार्ग, फोर्ट मुंबई - 400001

West Zone Office: Ground & Third Floor, Forbes Building, Charanjeet Marg, Fort, Mumbai - 400 001.

Tel. 022-22618062-64, 54925 (Rly.), Website : www.irtct.com / www.irtcttourism.com, E-mail: gmmumbai@irtct.com

Notification for engagement of 'APPRENTICE' in Trade 'Computer Operator and Programming Assistant (COPA)' At IRCTC/West Zone/Mumbai

No. 2024-25/IRCTC/WZ/Apprentice/COPA

Date :18-02-2025

IRCTC/West Zone invites application for engagement as 'Apprentice' trainees under the Apprenticeship Act in various trades as per the following details:

Name and Number of Post	Department	No. of positions	Eligibility Criteria	Duration	Upper age limit (as on 01/04/23)	Place of posting
Computer Operator and Programming Assistant (COPA)	All Dept	18	Matriculation & ITI Certificate affiliated to NCVT / SCVT.	12 months	Age limit : 15 (completed) to 25 years.	Mumbai or its Regional Offices/Units under IRCTC/West Zone
Executive – Procurement	Catering Dept	04	Graduation Pursuing in Commerce / CA Inter/ Supply Chain/ or similar	12 months	(Relaxation to SC/ST-5 yrs, OBC-3 yrs, Ex-Servicemen-10 yrs*, PwBD-10 yrs)	
HR Executive – Payroll and Employee Data Management	Finance Dept	02	Graduate (in any discipline)	12 months		
Marketing Operations and Analytics	Tourism Dept	05	Graduate (in any discipline)	12 months		

Note - Cut-off date - The cut-off date for qualifications and age criteria will be 18- February-2025.

*Ex-servicemen upper age limit is relaxed upto additional 10 years to the extent of service rendered in Defense Forces plus 03 years provided they have put in a minimum of 6 months service at a stretch, except ex-servicemen who have already joined the Govt. Services on Civil side after availing the Ex-servicemen status for the purpose of their engagement. Ex-servicemen, their children and children of Armed Force personnel will be engaged for Apprenticeship as per the details mentioned below :

- Children of deceased/disabled Ex-servicemen including those killed/disabled during peace time.
- Children of Ex-servicemen.
- Children of Serving Jawans.
- Children of Serving Officer.
- Ex-Servicemen.



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Important Dates:

Commencement of Online applications by Candidates	18.02.2025
Last date of online application	02.03.2025

Essential Qualifications: The Applicants should have already passed / pursuing the prescribed qualification as notified against each positions on 18.02.2025. Candidates should have passed Matriculation Examination with minimum 50% marks in aggregate from recognized Board.

Reservation of Vacancies : Government guidelines for SC/ST/OBC/PwD/Ex-Serviceman candidates shall be followed with applicable age relaxation.

Reservation for Economically Weaker Sections (EWS): Government guidelines for EWS candidates shall be followed

Mode of Selection:

- Selection will be based on the merit list prepared on the basis of percentage of marks obtained in matriculation examination. In case of grading system of marking than average of highest and lowest marks will be taken.
- In case of two applicants are having the same marks the applicants having older age shall be preferred. In case the dates of birth are also same, then the applicants who passed matriculation exam earlier shall be considered first. There will be no written test or viva.
- Final selection of applicants would be subject to verification of original testimonials.
- Candidates in the Stand-by list will be offered to join only on receipt of details of absentees and rejected candidates from the Merit list.
- The offers will be issued strictly in the order of Merit.
- Candidates who shall be shortlisted should be in readiness to report to concerned office for Document/Certificate Verification at short notice.

Training Period & Stipend:

Training Period:- One Year/Two Year (as mentioned against each Post)

Stipend:- Selected candidates engaged as Apprentices will be paid monthly stipend as per the prescribed rates by Apprenticeship Act.

General Instructions:

- Applicants should ensure their name, father's name, date of birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment.
- Applicants have to produce details of registration made on <https://www.apprenticeshipindia.gov.in> portal.



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3. In case of Selection, applicants are required to report for Document/Certificate Verification with their Originals.
4. Applicants are required to submit their EWS Certificate, if he/she is claiming against EWS Quota.

Documents to be Submitted:-

Applicants are required to submit the legible self-attested scanned copy of following documents;

- (i) 10th Standard Mark Sheet and ITI standard mark sheet.
- (ii) Graduation Degree & Marksheet for trades where the eligibility criteria is based on Graduation.
- (iii) Certificate for proof of date of birth (Standard 10 or its equivalent certificate or mark sheet indicating date of birth or School Leaving Certificate indicating date of birth).
- (iv) Consolidated ITI mark sheet of all semesters of the trade in which applied/Provisional National Trade Certificate indicating marks.
- (v) National Trade Certificate issued by NCVT/SCVT or Provisional National Trade Certificate issued by NCVT/SCVT.
- (vi) Caste certificate for SC/ST/OBC Applicants.
- (vii) Disability certificate, in case of PwBD Applicants.
- (viii) Discharge Certificate/Serving Certificate, in case of applicants applied against ExServicemen quota.
- (ix) Applicants are required to submit hard copy of their colour photograph (size 3.5 cm x 4.5) taken not later than three months from the date of application with clear front view of the Applicants without cap and sunglasses. Applicants may note that IRCTC may, at any stage, reject the applications for submitting old/unclear photograph or for any significant variations between photograph submitted in the application form and the actual physical appearance of the applicants. Applicants are advised to keep two additional copies of the same photograph ready with them and carry the same at the time of Document/Certificate Verification.

Note:- Shortlisted candidates would require to submit original documents along with 2 self-attested photocopies on the day of Document verification.

Important Instructions:

- (i) The decision of IRCTC in all matters relating to eligibility, acceptance or rejection of the applications and mode of selection etc. shall be final.
- (ii) No correspondence for engagement will be entertained.
- (iii) Canvassing in any form will disqualify the candidature and no correspondence will be entertained in the matter.
- (iv) Candidature of the Applicants shall be cancelled if he/she fails to produce the required original testimonials for verification or any other discrepancy noticed.
- (v) No daily allowance/conveyance allowance or travelling allowance will be paid to the applicants called for document verification.



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- (vi) After selection for engagement, request of applicants to change the trade will not be entertained.
- (vii) Applicants will be trained only for the Trade in which they have been selected.
- (viii) Applicants selected for training will not be allowed to withdraw from training except for reasons, which are beyond their control.

Important Advisory: Applicants will be selected purely as per merit. IRCTC has not appointed any agents for action on its behalf. Applicants are warned not to fall under the lure against any such claims being made by Persons/Agencies.

Impersonation/Suppression of Facts – Warning:

Any applicants found using unfair means of any kind in the document verification, sending someone else in his/her place to appear in the document verification and attempt to impersonate will be disqualified.

Applicants found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges shall lead to rejection of their candidature.

Applicants shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the engagement. Candidature of such applicants are liable to be rejected.
