

Notification for Walk-in-Interview
Engagement of 'Qualified CA/CMA/CS' on Contractual basis
IRCTC – Corporate Office/North Zone

No.2023/IRCTC/HRD/CO/Contractual/Finance/CA_CMA_CS

Dated: 01-06-2023

Eligible and Qualified candidates are invited to appear for walk-in-interview for engagement as 'Qualified CA/CMA/CS' on Contract basis.

Name and Number of Posts	Mode of Selection	Remuneration	Educational Qualification	Experience	* Upper age limit as on 01.06.2023	Place of Posting
<p>“Qualified CA/CMA” <u>7 posts (06 posts for Corporate Office & 01 post for North Zone)</u></p> <p>[Reservation as per Govt. of India policy for SC, ST, OBC-NCL, PwBD, EWS, Ex. Servicemen]</p> <p>For a period of 2 years initially and extendable for one (01) year based on requirement and satisfactory performance</p>	Walk-in Interview	Total CTC: Rs.70,000/- per month (incl. Statutory deductions) and other allowances as applicable.	Chartered Accountant (CA)/ Cost & Management Accountant (CMA)	Minimum 02 years post-qualification experience: Essentials: 01-year Working exposure of ERP/SAP, Oracle & 01-year Working experience of accounting & taxation other than audit	40 years for UR. Age relaxation will be given to SC/ ST/ OBC/ PwBD / Ex-Serviceman applicants as per Government guidelines. Upper age is relaxable by 5 years for SC/ST applicants, by 3 years for OBC applicants and by 10 years for PwBD applicants. Ex-Service Men - Up to the extent of service rendered in defence plus 3 yrs.	The selected candidates may be posted in Corporate Office and North Zone Offices located at New Delhi. However candidates may be deployed/ posted anywhere in India at the discretion of IRCTC.
<p>“Qualified CS” <u>01 post for Corporate Office</u></p> <p>[Reservation as per Govt. of India policy for SC, ST, OBC-NCL, PwBD, EWS, Ex. Servicemen]</p> <p>For a period of 3 years initially and extendable for one (01) year based on requirement and satisfactory performance</p>	Walk -in Interview	Total CTC: Rs.65,000/- per month (incl. Statutory deductions) and other allowances as applicable.	Qualified Company Secretary (CS) candidate having undergone the Management training/ internship prescribed by the Institute of Company Secretaries of India (ICSI) in a Public Sector Undertaking (PSU) or any other reputed organisation	04 years & above post qualification experience. The candidate should be well versed with the Companies Act, 2013, SEBI Regulations and Secretarial Standards issued by ICSI. The candidate should have good communication, presentation skills, proficiency in drafting of agenda and minutes of Board/General Meetings, etc.; Compliance with statutory requirements of Companies Act, SEBI Regulation, etc.	40 years for UR. Age relaxation will be given to SC/ ST/ OBC/ PwBD / Ex-Serviceman applicants as per Government guidelines. Upper age is relaxable by 5 years for SC/ST applicants, by 3 years for OBC applicants and by 10 years for PwBD applicants. Ex-Service Men - Up to the extent of service rendered in defence plus 3 yrs.	The selected candidates may be posted in Corporate Office located at New Delhi. However candidates may be deployed/ posted anywhere in India at the discretion of IRCTC.

Selection Process:

Candidates are requested to fill in the application form (attached along with this notification) duly completing in all respects. The completed application form has to be submitted at the venue of the interview for verification along with original documents, one set of attested copies of requisite documents and two recent passport size photographs. Interview will be conducted and based on the credentials & performance in the personal interview the candidates will be shortlisted. The offer of engagement shall be issued to the suitable candidates in the order of merit and based on number of vacancies, subject to verification of antecedents. In addition selected candidates against the notified vacancies, equal number of candidates will be placed on Reserved Panel, subject to availability of the suitable candidates.

Medical fitness:

Engagement of selected candidates shall be subject to being medically fit as prescribed by IRCTC.

Remuneration and other allowance:

CTC : As indicated above.

Service Conditions: The rules & regulations, as applicable for personnel engaged on contractual basis in IRCTC, will be equally applicable for these 'Qualified CA/CMA & CS', viz. Leave, Bonus/performance award, Night Duty Allowance, re-imbusement of insurance, etc.

Scope of work:

- Amongst the selected candidates for 'Qualified CA/CMA', 06 will be posted in the Finance Deptt. of Corporate office/New Delhi and 01 will be posted at Finance Deptt. of North Zone/New Delhi. And the candidate selected for 'Qualified CS' will be posted in Company Secretary's Secretariat at Corporate Office/New Delhi.
- Work related to ERP entries, Auditing, taxation, finalisation of accounts, Annual closing, banking, payroll accounts, reconciliation, etc.
- Secretarial matters like drafting of agenda, minutes, official letters, conducting of board/committee and general meetings, etc.

General Information:

- a) This engagement is purely contractual in nature and will not entitle any candidate to claim for regular/permanent employment in IRCTC.
- b) Contract may be terminated by giving one month notice by either side. If performance during contract period is not found satisfactory the contract may be terminated without any notice.
- c) Only Indian Nationals are eligible to apply.
- d) Those working in Govt. / PSUs may apply through proper channel or submit NOC at the time of Interview or should submit proper relieving letter from present employer in the event of selection in IRCTC.
- e) IRCTC reserves the right to cancel/ amend the advertisement and/or the selection process at any time without prior notice.
- f) The number of vacancies to be filled (including Reserve Panel) may increase or decrease depending on the requirement of IRCTC at the time of engagement.
- g) Candidates should ensure that they fulfil the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after engagement that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services will be summarily terminated.
- h) The selected candidate(s) have to furnish security deposit of Rs. 25,000 in the form of Demand-Draft.
- i) No TA/DA will be paid to the candidates for attending the walk in interview.
- j) Knowledge of computer (MS Office), preparation of reports is desirable.
- k) Ability to solve problems and to make rational decisions.

Place/ Date of walk-in-Interview:

IRCTC, 10th Floor, Statesman House, B-148,

21st June, 2023 for Qualified Chartered Accountant

Barakhamba Road, New Delhi-110001

(CA)/Cost & Management Accountant (CMA)

28th June, 2023 for Qualified Company Secretary (CS)

- Note:** 1. In case of turning up of more than 40 candidates for a post, the interview of first 40 candidates shall be held on same day and the remaining candidates shall be interviewed in subsequent days.
2. In case of extension of interview date, candidates will have to arrange their own stay and food.

- 1) **Any corrigendum/clarifications to this notification(incl. Date & Place of interview), if necessary, will be uploaded on IRCTC website (www.irctc.com) only and no separate press coverage will be given in the news paper.**

Proforma for submission of application for engagement as 'Qualified CA/CMA/CS' on 'Contract basis' in IRCTC at Corporate Office/New Delhi and North Zone/New Delhi

Ref.: No.2023/IRCTC/HRD/CO/Contractual/Finance/CA_CMA_CS dated 01.06.2023

1	Name of the Applicant (BLOCK LETTERS)				Photo
2	Father/Spouse Name				
3	Category (SC/ST/OBC-NCL/PwBD/EWS/Ex.SM) (Enclose self-attested copy of latest Certificate issued by competent authority in support of claim)				
4	Present Address				
	Landline/Mobile No.				
	Email ID				
5	Permanent Address				
6	Date of Birth & Age (as on 01.06.2023)				
7	Gender				
8	Marital Status				
9	Aadhaar number				
11	Professional/Technical/Educational Qualification: (Enclose self attested copies)				
S.No	Name of the Graduate/ PG degree(s) Passed	Duration & (Full time/Part time/distance), Year of Passing	% marks	Institution/ University	
A	10 th				
B	12 th				
C	Graduation				
D	CA/CMA/CS				
11	Particulars of Post Qualification Experience				
S No	Organisation	Post Held & Scale/ pay drawn	Period : From-To	Experience (Yrs-Mths)	Job description /Responsibility areas
A					
B					
12	Languages Known	Speak			
		Write			
13	Document to be attached a) Proof of educational Qualification b) Proof of experience c) Proof of Date of Birth d) Proof of Category(SC/ST/OBC*/PwBD/EWS/Ex.SM) *OBC-NCL- Should submit OBC-NCL certificate in the format prescribed by Govt. of India e) Others (pl. Specify)				

The above information is true to the best of my knowledge and belief. My candidature will be rejected, if any information given above is found to be incorrect/ incomplete or false.

Place:

Date:

(Signature)