

**Notification for Walk-in-Interview Engagement of 'Qualified CA/CMA' on Contractual Basis**

**IRCTC – East Zone**

**No.2023/IRCTC/HRD/EZ/Contractual/Finance/CA\_CMA/2023**

**Dated: 30-08-2023**

Eligible and Qualified candidates are invited to appear for walk-in-interview for engagement as '**Qualified Chartered Accountant (CA) / Cost & Management Accountant (CMA)**' on Contract basis for an initial period of 2 years and extendable by one (01) year based on requirement and satisfactory performance.

<b>Name and Number of Posts</b>	<b>Mode of Selection</b>	<b>Remuneration</b>	<b>Qualification</b>	<b>Post Qualification Experience (As on 31-08-2023)</b>	<b>Upper age limit as on 31-08-2023</b>	<b>Place of Posting</b>
<b>"Qualified CA/CMA"</b> <b>2 posts</b> [ Reservation as per Govt. of India policy for SC - 15%, ST - 7.5%, OBC-NCL - 27%, PwBD-4%, EWS-10%, Ex Servicemen - 10% ]	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 - Upto the extent of service rendered in defence plus 3 yrs.	The selected candidates will be posted in Zonal Office/East Zone, Kolkata. 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 complete 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:**

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, re-imbusement of insurance, etc.

**Scope of work:**

- Work related to ERP entries, Auditing, taxation, finalization of accounts, Annual closing, banking, payroll accounts, reconciliation, 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/- only** 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 is essential.

**Place/ Date of walk-in-Interview:**

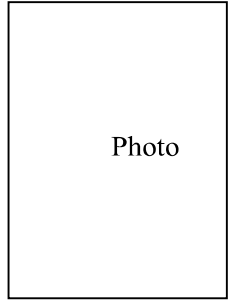
<b>IRCTC Zonal Office 3.Koilaghat Street Ground Floor Kolkata-700001</b>	<b>16<sup>th</sup> September 2023</b>
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**Note:** In case of extension of interview date, candidates will have to arrange their own stay and food.

**Any corrigendum/clarifications to this notification (incl. date & place of interview), if necessary, will be uploaded on IRCTC website ([www.irctc.com](http://www.irctc.com)) only and no separate press coverage will be given in the newspaper.**

**Proforma for submission of application for engagement as 'Qualified CA/CMA' on 'Contract Basis' in IRCTC / East Zone**

Ref: No.2023/IRCTC/HRD/EZ/Contractual/Finance/CA\_CMA/2023, dated 30-08-2023.



**(Application to be filled in BLOCK LETTERS)**

1	Name of the Applicant				
2	Father`s/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 31.08.2023)				
7	Gender				
8	Marital Status				
9	Aadhaar number				
10	Professional/Technical/Educational Qualification: (Enclose self-attested copies)				
<b>S. No</b>	<b>Name of the Graduate / PG degree(s) Passed</b>	<b>Duration &amp; (Full time / Part time / distance), Year of Passing</b>	<b>% marks</b>	<b>Institution / University</b>	
a.	10 <sup>th</sup>				
b.	12 <sup>th</sup>				
c.	Graduation				
d.	CA/CMA				
e.	Others (Please specify)				
11	Particulars of Post Qualification Experience				
<b>Sl</b>	<b>Organization</b>	<b>Post held &amp; Scale / Remuneration</b>	<b>Period: From &amp; To</b>	<b>Experience (Years &amp; Months) (as on 31.08.2023)</b>	<b>Job description Responsibility</b>
a.					
b.					

c.					
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)  *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)**

