



# इंडियन रेलवे कैटरिंग एंड टूरिज्म कॉर्पोरेशन लिमिटेड

(भारत सरकार का उद्यम - मिनी रत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise – Mini Ratna)

“CIN- L74899DL1999GOI101707” ई-मेल/E-mail : [info@irctc.com](mailto:info@irctc.com) वेबसाइट /Website : [www.irctc.com](http://www.irctc.com)

**Sub:** Advertisement for engagement of Consultant from Operating Department – On Temporary basis in IRCTC/East Zone

**Ref:** i. CO letter No. 2023/IRCTC/HRD/Re-emp/Re-eng/Policy, dated 15.05.2023 and  
ii. CO letter No. 2021/IRCTC/HRD/Consultants/Zones dated 11.01.2024

Indian Railway Catering and Tourism Corporation Ltd, East Zone, Kolkata invites applications from suitable candidates for engagement as Consultant – “One at Guwahati office and One at Patna Office” for re-engagement of Retired Officials, only from the Operating /Traffic department of Indian Railways viz Station Masters, Traffic Inspectors, Controllers, Chief Yard Masters, etc. The engagement will be purely on Temporary basis for a period of one year.

Name of the Post	No. of incumbents proposed to be empanelled	Age limit (as on the last date of receipt of applications)	Remuneration per month
Consultant	02 (01 for Guwahati and 01 for Patna)	Maximum age limit is 64 years as on the date of Notification.	Remuneration will be fixed as per the rules of IRCTC.

The details including eligibility criteria, term of reference etc. of the above engagement are placed at Annexure – I and III. The candidates shortlisted on the basis of applications received will be intimated through e-mail for appearing in interview, dates of which will be intimated in due course.

Interested candidates, who fulfil the eligibility criteria, possess good health and are in a position to join immediately may submit their application in the prescribed proforma (Annexure-II) along with relevant documents in support of educational qualifications and experience in sealed cover subscribed “Engagement of Consultant” on temporary basis in IRCTC/EZ which should reach this office on or before 19.01.2024 (05:00pm) at the following address:

**The Group General Manager,  
Indian Railway Catering and Tourism Corporation Ltd,  
3, Ground Floor, Koilaghat Street,  
Kolkata – 7000 001.**

The scanned application form along with enclosures has to be sent also mandatorily to email ID [hrdkolkata@irctc.com](mailto:hrdkolkata@irctc.com) on or before the closing date.

IRCTC reserves the right to increase/decrease/withdraw the advertisement at any stage of recruitment process.

**अपर महाप्रबंधक (मा.सं.वि.) /पूर्वी क्षेत्र**

**Addl. General Manager-HRD  
IRCTC/EZ/Kolkata**

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पुरानी कोईलाघाट बिल्डिंग, कोईलाघाट स्ट्रीट, कोलकाता-700 001.  
**East Zone Office :** #3, Ground Floor,  
Old Koilaghat Building, Koilaghat Street, Kolkata-700 001.

**रजि. व मुख्य व्यवसायिक कार्यालय:** 11वीं मंजिल, स्टेट्समैन हाउस  
बाराखम्भा रोड, नई दिल्ली- 110001  
**Regd. & Corporate Office :** 11<sup>th</sup> floor, Statesman House,  
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## Annexure – I

No.IRCTC/SZ/HRD/116/ Re-engagement

Dated:11.01.2024

Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) is a “Mini Ratna (Category-I)” Central Public Sector Enterprise under Ministry of Railways, Government of India. IRCTC was incorporated on 27<sup>th</sup> September, 1999 as an extended arm of the Indian Railways to upgrade, professionalize and manage the catering and hospitality services at stations, on trains and other locations and to promote domestic and international tourism through development of budget hotels, special tour packages, information & commercial publicity and global reservation systems.

2. IRCTC requires experienced and result oriented retired employees for need-based engagement in Office at **East Zone/Guwahati & Patna Regional Offices** on re-engagement basis for a total vacancy of **2** (number of vacancy). To meet the immediate requirement of manpower, the Company invites applications **from Retired Officials, only from the Operating /Traffic department of Indian Railways viz Station Masters, Traffic Inspectors, Controllers, Chief Yard Masters, etc.** to form need based panel through selection procedure.

3. The deployment of the selected retired employees through the said selection procedure will be made as per administrative requirement/need basis for posting in IRCTC in its various offices. The empanelment of Retired employees will be as per the eligibility criteria laid down in HR policy and as revised/amended from time to time, based on the Level/pay-scale (7<sup>th</sup> CPC/3<sup>rd</sup> PRC) from which the employee has retired. The eligibility of the retired employees who can apply for re-employment is mentioned as under:-

Department	Eligibility of retired employees who can apply and attend the said walk-in-interview
01 for Guwahati & 01 for Patna	Retired Officials, only from the Operating /Traffic department of Indian Railways viz Station Masters, Traffic Inspectors, Controllers, Chief Yard Masters, etc.

4. Further details are as under:

I. **Age:** As per HR policy, the re-employed employees will be allowed to work up to the maximum age limit of 65 years. On the date of issue of notification, the age of retired employee should not exceed 64 years of age.

II. **Duration:** The selected candidates will be placed on the panel and will be re-employed/deployed based on requirement, initially for a period of one year, which can be extended as per the requirements/performance of the retired employee and at the sole discretion of company i.e. IRCTC. The re-employment can be terminated pre-maturely on one month's notice by either side.

III. **Remuneration:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. Entitlement for Conveyance allowance and Mobile charges will be governed as per IRCTC's policy. No other allowance is admissible. In case of tour on duty, TA/DA/lodging charges admissibility will be as per rates defined for equivalent scales in IRCTC as IRCTC's policy.

IV. **Leave:** Re-employment/consultant personnel will be granted 1.5 days leave for each

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completed month of service in IRCTC and such leave shall not have any specific nomenclature like CL, Earned Leave etc. The accumulated leave cannot be carried forward to the next calendar year.

V. **Selection Process:** Through the process of calling of applications from the eligible retired personnel for forming a panel against the above-mentioned posts on re-employment basis & on the basis of interview, for which date and location will be intimated separately.

VI. Those candidates suffering from COVID-19 or COVID-19 like symptoms, will not be allowed for interview.

VII. **Medical Examination:** The selected candidates will be issued offer of appointment as per requirement. They will have to undergo medical examination /health check-up and will be considered for re-employment only if they are found medically fit, in addition to fulfilling other criteria.

IX. **How to Apply:**

- (i) Retired employees from Indian Railways fulfilling the eligibility criteria laid down above, should send duly filled in prescribed proforma enclosing therewith self-attested photocopies of the requisite documents i.e. PPO (as per 7th CPC), Service certificate, Last Pay slip, Aadhar card, etc.
- (ii) The retired employees shall have to produce original Service Certificate, PPO and other documents for verification in original at the time of interview. The candidates will not be allowed for interview, if they don't bring the documents on the date of interview. If any of the particulars stated by the retired Railway employee is found that he has willfully suppressed any material fact/information relevant to the consideration of his/her case without prejudice to any other action that may be taken in concurrence thereof his/her candidature will be summarily rejected and will not be interviewed.
- (iii) In addition, the proof of identity and residence, last pay slip and two recent passport size photographs and documents as mentioned in the application Format and working experience on the proforma will be required.
- (iv) Duly filled in application, along with documents, should be sent at following address.to reach **on or before 19.01.2024**

**The Group General Manager, Indian Railway Catering and Tourism Corporation Ltd,  
3, Ground Floor, Koilaghat Street, Kolkata – 7000 001.**

Applications received after last date will not be entertained.

(v) **General:**

- (i) No TA/DA/journey experience will be paid to the retired employees for appearing in the interview. The retired Railway employees are advised to make necessary arrangements for his/her travel/stay will in advance, so as to reach the interview venue in time.
- (ii) The re-employment will not confer any right for regularization in IRCTC.
- (iii) Any dispute with regard to re-employment against this advertisement will be under the jurisdiction of Court in Delhi only.
- (iv) The retired employees who had earlier worked in IRCTC in any capacity but terminated from service for any reason or extension of re-employment not granted will not be considered for interview.

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## Annexure - II

### APPLICATION FORM (FOR RETIRED EMPLOYEES)

Attested  
Photograph

Post applied for			
Notification No.			
1.	Name of retired employees (in <b>BLOCK</b> letters)		
2.	Father's Name (in <b>BLOCK</b> letters)		
3.	Name & address of office from where retired/ superannuated		
	I. Date of Retirement and last Designation		
	II. Pay scale held at the time of retirement (Regular)		
	III. Pay scale in MACP (if applicable)		
	IV. Date of initial appointment		
4.	Date of Birth		
	I. Age as on the date of Notification	Days,	Months, Year
5.	Aadhar number/voter ID		
6.	Present address		
	H.No/ Street No./ Lane		
	Block/Area/Village		
	Tehsil & District		
	State & pin code		
7.	(a) Place of birth, district and state in which situated		
	(b) Permanent Address		
	(c) Residential address during last 5 years or present corresponding address		
8.	Name of two responsible persons of your locality & their	I.  II.	

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9.	(a)(i) Have any departmental proceedings /vigilance proceedings or any other case is under process during service/pending after retirement/at present against you? (Yes/No) if yes give the detail	
	(a)(ii) Have you ever been awarded any punishment while in services as minor penalty or major penalty, if so give details of the same.	
	(b) Have you ever been arrested /prosecuted/remained under detention or any criminal proceedings pending against you? (Yes/No)	
	(c) If the answer to any of the questions mentioned is yes give full particulars of the case/arrest/detention/conviction punishment etc. and the nature of the case pending in the court/department/PSU etc.(Yes/No)	
10.	Submit a copy of complete Bio-data, service certificate, PPO No., PAN no., etc.	

## NOTE

1. The furnishing of false information or suppression of any factual information in the form would be a disqualification for the re-engagement of a retired/Govt./PSU employment.
2. If the fact that information has been furnished or that there has been suppression of any factual information in the form comes to notice at any time during the engagement of retired employee, engagement/contract will be terminated without any notice immediately and the remuneration paid will be refunded/deposited by me. Any action as deemed fit by IRCTC may be taken.

I certify that the above information is correct and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

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## Working Experience

1.	Name of the retired employee				
2.	Name & Address of office from where Retired/ Superannuated				
3.	Designation at the time of retirement				
4.	Pay scale/Grade pay				
5.	Date of Birth				
6.	Date of appointment				
7.	Length of service				
8.	Posting/working experience during last 20 years.				
Form	To	Post Held	Place	Pay-Scale/GP/Level	Duties responsibilities
9.	Any other relevant information (Award, special work done etc.)				
10.	Proficiency in computer knowledge of MS word				

Signature:\_\_\_\_\_

Name:\_\_\_\_\_

Mobile No.\_\_\_\_\_

Email D:\_\_\_\_\_

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## VERIFICATION FORM

1.	Name of applicant (in Block letters)	
2.	Father's Name (In Block letters)	
3.	Present Address	
	H.No./Street no./Lane	
	Block/Area/Village	
	Tehsil & District	
	State & Pin code-	
	Police station	
4.	Nationality	
5.	Date of Birth	
	Age as on date	
6.	(a)Place of birth, district, State in which situated	
	(b)Permanent Address	
	Residential address during last 5 years or present corresponding address.	
7.	Aadhar Number /voter ID	
8.	Name of two responsible persons of your locality & their addresses or two references to who you are known (with ID)	
(I)		(II)

**NOTE:** Please also fill up and submit the self-declaration from regarding your vigilance status attached herewith

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No: \_\_\_\_\_

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