



इंडियन रेलवे कटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड  
**Indian Railway Catering & Tourism Corporation Ltd**

(भारत सरकार का उद्यम)  
(A Government of India Enterprise)

दक्षिण क्षेत्र / **South Zone**

**CIN-L74899DL1999GOI101707**

**Web Site: [www.irctc.com](http://www.irctc.com), Email: [info@irctc.com](mailto:info@irctc.com)**

**No. IRCTC/ SZ/HRD/116/Consultant**

दिनांक / **Date: .11.2023**

*01.12.2023*

**Subject: Advertisement for engagement of Consultant — Rajbhasha on Temporary basis in IRCTC/SZ/Chennai-reg.**

Indian Railway Catering and Tourism Corporation Ltd, South Zone, Chennai invites applications from suitable candidates for engagement as Consultant — Rajbhasha from retired Govt. servants who have retired from Official Language Cadre of Central/State Government or Autonomous Organizations or Regulatory Authorities or Universities or Academic or Research Institution etc. having proven experience of Rajbhasha works. The engagement will be purely on Temporary basis initially for a period of One year.

Sl. No	Name of the Post	Available Vacancy	Age limit (as on the last date of receipt of applications)	Remuneration per month
1.	Consultant / Rajbhasha	01	Maximum age limit is 64 years as on last date of receipt of applications.	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- Rajbhasha on temporary basis in IRCTC/SZ which should reach this office on or before 29/12/2023 (5:00pm) at the following address:

**The Group General Manager,  
IRCTC Ltd,  
6A The Rain Tree Place,  
No. 9 Mc Nichols Road,  
Chetpet, Chennai -31.**

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

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

No enquiry will be entertained during the recruitment process.



*Arindam Banerjee*  
**(Arindam Banerjee)**  
**Dy.GM (HRD)/SZ**  
**For Group General Manager/SZ**

Eligibility Criteria

The Consultant proposed for engagement shall be well acquainted with Rajbhasha works using official terminology and having good command over Hindi and English language with requisite qualifications, skills and experience as mentioned below:

- (A) Name of Position :- Consultant — Rajbhasha  
 (B) No. of persons to be engaged :- 01 (One)  
 (C) Eligibility criteria :-

(I) (a) Central/State government officials of the rank of Level-10 (in exceptional circumstances Level-11) and below will be eligible for re-engagement as consultant in IRCTC.

(b) CPSE officials of the rank of E-3 (E4 in exceptional circumstances) and below will be eligible for re-engagement as consultant in IRCTC.

And**(II) Educational Qualifications:**

- a) Master's degree of a recognized University in Hindi with English as a compulsory or Elective subject or as the medium of examination at the degree level **Or**
- b) Master's degree of a recognized University in English with Hindi as a compulsory or Elective subject or as the medium of examination at the degree level **Or**
- c) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at degree level **Or**
- d) Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at degree level **Or**
- e) Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subjects or either of the two as a medium of examination and other as a compulsory or elective subject at degree level.

Note: Qualifications are relaxable at the discretion of the Selection Committee / Competent Authority in the cases of candidates otherwise well qualified.

Applicants having working experience of Rajbhasha Department in Govt. Offices will be given preference.

**(III) Skills required:**

- a) Should have working knowledge of Computer applications (word processing, spreadsheet, emails and messaging etc.).
- b) Should have typing skill in English and Hindi so as to be capable of undertaking translation work independently, without secretarial support (at discretion of Selection Committee / Competent Authority, typing skill requirement may be dispensed with in case of candidates found to be having exceptional translation capabilities).
- c) Ability to undertake quality translation involving official terminology and excellent command over both Hindi and English.
- d) The remuneration of consultant will be fixed as per the rules of IRCTC.

Sd/-  
 DGM(HRD)/SZ  
 For Group General Manager

Recent  
passport  
size  
photograph  
to be pasted



## Application for engagement of Consultant – Official Language in IRCTC/SZ

1.	Name in full (Block letters)					
2.	Father's Name					
3.	Date of Birth					
4.	Details of relevant educational qualifications possessed by applicant (marks sheet should clearly indicate medium of study and English and Hindi as subjects)					
5.	Date of superannuation from Govt. Service (only for pensioners)					
6.	PPO no.(Enclose photocopy) (only for pensioners)					
7.	Complete residential address with phone number/mobile no.					
8.	Office address at the time of retirement					
9.	Designation last held					
10.	Last pay down					
11.	E-mail id & Phone No.					
12.	Brief particulars of experience (PI. enclose extra sheets if required)	Designation and Place of Posting	From	To	BP/GP/PAY Level/Monthly Pay	Nature of work Performed
13.	Details of advertised skills possessed by applicant					
14.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.					
15.	Name of two references preferably from the Organization in which worked along with designation, address, contact no & e mail.					

I hereby declare that the particulars furnished on the pre-page and above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work. I have read this document and ready to accept all the terms and conditions for engagement of Consultant (Rajbhasha).

Place:

Date:

(Name and Signature of the Candidate)

Terms and Conditions**1. Period of engagement**

Initial engagement will be for a period of one year. Extension of tenure, if any, will be considered based on the need of the said specific assignment and age of the Consultant.

**2. Selection procedure**

The engagement will be purely on temporary basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in the selection process as decided by the Selection Committee. The selected Candidate will have to undergo Medical Examination and Police Verification. In the case of Vigilance Clearance, instructions issued by the DPE/DoPT/Ministry of Railways/CVC from time to time, shall apply.

**3. 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. There will be no annual increment/percentage increase during the contract period. No increment and Dearness Allowance shall be allowed during the term of the contract. The selected candidate will further be eligible for Conveyance charges, mobile reimbursement, uniform cost reimbursement etc. as per the IRCTC Policy.

**4. Scope of Duties**

Selected candidate will be posted at the Zonal Office of IRCTC South Zone i.e. Chennai. During the period of such engagement, the Consultant(s) would be required to perform work as assigned by IRCTC/SZ authorities. Following are the detailed nature of duties to be performed:

- (a) To translate documents from Hindi to English and vice-versa.
- (b) To type translated documents (Hindi and English), no separate typist will be provided.
- (c) To draft and type letters/communications in Hindi and English
- (d) To prepare all returns and information submitted from time to time to Rajbhasha Vibhag, Govt. of India or to any other authorities.
- (e) To ensure compliance of Official Language Policy of the Government.
- (f) To assist in organizing periodic Rajbhasha meetings and to prepare minutes.
- (g) To assist in organizing different activities under Rajbhasha policy i.e. observing Hindi week/fortnight, organizing functions and conferences pertaining to Rajbhasha.
- (h) To train employees to observe official language policy
- (i) To maintain files and proper records of Rajbhasha Cell.
- (j) To maintain a data base on compliance status of Official Language Policy.
- (k) To perform such other administrative works and duties (which may not pertain to official language work) as assigned from time to time.

**5. Leave:** The Consultant would be entitled to leave as per Policy of IRCTC.

**6. Office time and working hours**

Engagement of Consultant(s) would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment (full time/part time) during the period of engagement in IRCTC. The Consultant may be called on Saturday/Sunday/other Gazetted holidays, if required, depending upon the workload and official requirements.

*Handwritten signature*

**7. Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

**8. Confidentiality of data and documents**

The engaged consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

**9. Conflict of interest**

The Consultant engaged by this office, shall in no case represent or give opinion or advice to any matter which adverse to the interest of the office.

**10. Termination of service**

IRCTC can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice to Consultants/Re-engaged. The Consultant/Re-employed can also seek for termination of the Contract upon giving one month's notice to IRCTC.

**11. Guidelines for the submission of the application**

The duly completed applications in prescribed proforma should be submitted so as to reach the office before the closing date. Any application received after the last date will not be entertained. The application should be submitted with the following self-certified documents:

- a) Copies of retirement notification and PPO (in case of retired pensioners)
- b) Certificates in support of advertised educational qualifications, skills and Experience.



*A. E. Bawer*

Dy.GM(HRD)/SZ

For Group General Manager