

**Notification for engagement of Consultant / Legal on temporary basis in Zonal Office/  
IRCTC/SCZ/Secunderabad**

Indian Railway Catering and Tourism Corporation Ltd, South-Central Zone, Secunderabad invites applications from **Law Officers / Supervisory staff/ Chief Law Assistants/ Law Assistants or equivalent posts who are retired from Railways/ Central Govt./PSU Employees for engagement as Consultant Legal on Temporary basis for a period of one year.** The details are as follows;

| SI. No. | Name of the Post   | No. of incumbents proposed to be empaneled | Age limit (as on the last date of receipt of applications) | Remuneration per month   |
|---------|--------------------|--|--|--|
| 1       | Consultant / Legal | 01nos<br>( at Secunderabad)                | Maximum age limit is 64 years<br>as<br>on 18/10/2023.      | Remuneration<br>will be fixed as per<br>extant policy of<br>IRCTC. |

The Other details including eligibility criteria, term of reference etc. are enclosed as Annexures – ‘A’, ‘B’ and ‘C’.

*The candidates working as Law Officers / Chief Law Assistants/ Law Assistants who are retired from Railways/ Central Govt./PSU Employees will be given preference.*

Interested candidates, who fulfill the eligibility criteria, possessing good health and are in a position to join immediately may submit their applications in the prescribed proforma (**Annexure - ‘B’**) along with relevant documents in support of experience in sealed cover subscribed "Engagement of Consultant-Legal on temporary basis in IRCTC/SCZ which should reach this office on or before **18.10.2023 (17:00hrs)** at the following address:

**The Group General Manager,**

**Indian Railway Catering and Tourism Corporation Ltd, Zonal Office – SCZ, 1st Floor, Oxford Plaza,  
S.D. Road, Secunderabad – 500003.**

It is also mandatory to send the scanned application form along with enclosures to email [ID teamhrscz@iretc.com](mailto:teamhrscz@iretc.com) on or before the closing date.

IRCTC reserves the right to increase/decrease/withdraw the advertisement at any stage of recruitment process. No enquiry will be entertained during the recruitment process.

Application received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated through e-mail for appearing for the interview. The dates will be intimated later.

| <b>Department</b>  | <b>No. of Post</b> | <b>Level of Staff in Rlys/Govt.</b>  | <b>Exp.</b>   | <b>Profile / Scope of duties</b>  |
|--|--------------------|--|---|---|
| <b>Consultant-Legal/<br/>Zonal Office/<br/>SCZ/<br/>Secunderabad</b> | 01<br>(One)        | Law Officers<br>/Supervisory<br>staff/ Chief<br>Law<br>Assistants/<br>Law<br>Assistants<br>retired from<br>Railways/<br>Central<br>Govt./PSU<br>Employees<br><br><i>Graduation<br/>in Law is<br/>essential</i><br><br><i>Knowledge of<br/>working on<br/>computers is<br/>essential.</i> | Minimum<br>3yrs<br>experience in<br>relevant field<br><br><b>(as<br/>on<br/>18/10/2023)</b> | <b>Legal Consultant shall perform the following duties/functions: -</b><br><br>a. Prepare parawise comments /counter affidavits /petitions /application /Legal vetting/ correspondence to legal notices etc. across the courts, tribunal and other statutory authorities filed against or by IRCTC. Upload and Updating the MCDO, Database & Portal time to time.<br><br>b. Monitor the pending court cases, coordination with respective departments and advocates, to assist and be present in court at the time of hearing to Govt Legal Officer at across the courts, tribunal and other statutory authorities.<br><br>c. Perform such other works of legal nature, as may be entrusted from time to time by IRCTC/SCZ. |

**APPLICATION FOR ENGAGEMENT OF CONSULTANT - LEGAL IN IRCTC/ZO/SCZ**

|    |   |   |                           |  |
|----|---|---|---------------------------|--|
| 1  | <b>Name of the Applicant:</b>   |   |                           |  |
| 2  | <b>Present Address</b>  |   |                           |  |
| 3  | <b>Land line/Mobile</b>   |   |                           |  |
| 4  | <b>E Mail ID:</b>   |   |                           |  |
| 5  | <b>Date of Birth</b>  |   |                           |  |
| 6  | <b>Date of Retirement</b>   |   |                           |  |
| 7  | <b>Professional/Technical/Educational Qualification:<br/>Copies to be attached (attested).</b>  |   |                           |  |
| 8  | <b>Aadhar Number:</b>   |   |                           |  |
| 9  | <b>PAN Number:</b>  |   |                           |  |
| 10 | <b>Last drawn Pay, Pay Scale, Level &amp; Grade held at the<br/>time of retirement</b>  |   |                           |  |
| 11 | <b>Field of specialization &amp; No. of years of experience in the<br/>legal field as on the last date of receipt of applications</b>   |   |                           |  |
| 12 | <b>Additional information, if any, which you would like to<br/>mention in support of your suitability for the<br/>consultancy assignment</b>  |   |                           |  |
| 13 | <b>Discipline &amp; Appeal cases/Vigilance Status:<br/>Any Departmental proceedings/Vigilance proceedings or<br/>any other case pending after retirement/at present<br/>against you?</b>                              |   |                           |  |
| 14 | <b>Documents to be attached (Attested Copies)</b> <ul style="list-style-type: none"><li>• Copy of pension payment order (7th CPC)</li><li>• Service certificate</li><li>• Proof of Last pay/Pay Scale drawn</li></ul> |   |                           |  |
| 15 | <b>Particulars of Experience</b>  |   |                           |  |
|    | <b>Name of Office/ Division/ Workshop<br/>last worked in Railways</b>   | <b>Post held &amp; Scale of<br/>Pay drawn</b> | <b>Period<br/>From-To</b> | <b>Job Description/ Responsibility<br/>areas</b> |
| A  |   |   |                           |  |
| B  |   |   |                           |  |

I hereby declare that the particulars furnished 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 (Legal).

**Place:**

**Date:**

**(Signature of the Candidate)**

**1. Period of engagement**

The engagement shall be for a period of one (01) year and Extension of tenure, if any, will be considered based on the need of the said specific assignment. The engagement will be purely on temporary basis.

**2. Selection procedure**

Application received in response to this advertisement will be shortlisted on the basis of criteria specified in the annexure viz experience, qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Interview.

**3. Remuneration**

The remuneration of consultant shall be 100% of (last Pay drawn (Basic + Dearness Allowance) less (-) pension & Dearness relief thereon at the time of engagement). The consultant so engaged will get consultancy fees as a lump sum. Conveyance, mobile expenses will be reimbursed as per extant policy. In case of requirement to proceed to an outstation in connection with the completion of given assignment, Expenses incurred on account of Travelling, Boarding & Lodging will be reimbursed as per relevant TA-DA Rules.

**4. Leave**

The Consultant would be entitled to leave as per Policy of IRCTC.

**5. Office time and working hours**

Engagement of consultant 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 Sunday/other Gazetted holidays, if required.

**6. 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.

**7. 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 purposed 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 engagement period, and before the final payment is released by the office.

### **8. 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.

### **9. Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving one month's notice which can be curtailed/extended depending upon the workload.

### **10. 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. It is also mandatory to send the scanned application form along with enclosures to email ID [teamhrscz@irctc.com](mailto:teamhrscz@irctc.com) on or before the closing date. Any application received after the last date will not be entertained.

The application should be submitted with the copy of retirement notification and PPO duly self-certified.

**Sd/-**

**Deputy General Manager (HRD) / SCZ**