

**Subject: Notification for engagement of Consultant — IRCTC Zonal Control office, North Zone (Location – New Delhi) on temporary basis.**

\*\*\*\*\*

Indian Railway Catering and Tourism Corporation Ltd, North Zone, New Delhi invites applications from **Retired Railway officials** of Operating/Traffic/Commercial departments for **engagement as Consultant / Control** on temporary basis for a period of one year.

SI. No.	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
1	Consultant/ Control	03 Nos (New Delhi)	Maximum age limit is 64 years	Remuneration Will be fixed as per the rules of IRCTC.

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

Interested candidates, who fulfill the eligibility criteria, possessing good health and are in a position to join immediately may submit their application in the prescribed performa (**Annexure-B**) along with relevant documents in support of experience in sealed cover subscribed "Engagement of Consultant/Control on temporary basis in IRCTC/NZ", which should reach this office **on or before 15.05.2024 (18:00 hrs)** at the following address:

**The Addl. General Manager (HRD),**  
IRCTC North Zone Office,  
Rail Yatri Niwas Building,  
New Delhi Railway Station,  
Ajmeri Gate Side, New Delhi-110002

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

IRCTC reserves the right to increase/decrease/withdraw the notification at any stage of engagement 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.

**Eligibility Criteria**

- A. Name of Position : Consultant /Control  
 B. No. of persons to be engaged : 03 nos  
 C. Eligibility criteria:

Desired qualification & Experience	Job profile/ Scope work in IRCTC
<ul style="list-style-type: none"> <li>• Retired Railway Officials of operating/ traffic/ Commercial department of Indian Railways with relevant working experience.</li> <li>• Sound knowledge and experience of manning the Commercial/ control, Operational/Traffic rules &amp; policies of Indian Railways.</li> <li>• Should not be more than 64 years of age.</li> <li>• Should have retired from the level 4 to level 11 pay grades.</li> </ul>	<ul style="list-style-type: none"> <li>• Control Office Works 24/7 (In shifts). Monitoring the movements of mobile units, inspecting officials and other VIP movements and necessary related coordination works.</li> <li>• The Consultant/Control will co-ordinate of all Mobile units and Railways Tourism Products like Bharat Gaurav Trains, State Special Trains, FTR trains /Coaches/Saloons Cars and other units etc. Further Consultant/Control will be monitoring and record sales of Mobile units, food plazas, fast food units, departmental units, Rail Neer &amp; advice to CO/Central Control/Zones/Zonal Controls/Regions.</li> <li>• Consultant/Control shall inform and coordinate with CO/Central Control/Zones/Zonal Controls/Regions the movement of mobile units, Special Trains and tourist trains etc. of IRCTC with special care during strikes, bandh, abnormal weather condition having impact of train movement, etc.</li> <li>• Consultant/Control will closely monitor the Operation of Tourism trains, Chartered trains, monitoring of premium trains, Bharat Darshan, Co-ordination with Railways, e-catering related matters etc. and preparation of MIS reports on Tourism, Rail Neer, Catering periodically.</li> <li>• Assist in Complaint management &amp; twitter handling etc.</li> <li>• The Consultant/Control will assist in arrangement of food pick up for Mobile units especially when the train is running late by co-coordinating with other Central Control/Zones/Zonal Controls/Regions.</li> <li>• Assist the Catering / Quality control team for complaints and close liaison with Railway Board Catering Monitoring Cell.</li> <li>• Any other duty/task assigned time to time.</li> </ul>

**Remuneration/other allowances:**

The remuneration of consultant on re-engagement will be fixed as per the rules of IRCTC.

**Annexure-B**

**Application for engagement of Consultant/Control in IRCTC/NZ**

1	Name in full (Block letters)					
2	Father's/Husband's Name					
3	Date of Birth					
4	Details of advertised Experience					
5	Date of superannuation from Railway Service					
6	PPO no. (Enclose photocopy)					
7	Complete residential address with phone number / mobile no.					
8	Office address at the time of retirement					
9	Designation last held					
10	Last pay drawn					
11	E-mail id					
12	Brief particulars of experience (Pl. enclose extra sheets if required)	<b>Designation and place of posting</b>	<b>From</b>	<b>To</b>	<b>BP/GP/PAY Level/Monthly Pay</b>	<b>Nature of work performed</b>
13	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
14	Name of two references preferably from Railways in which worked along with designation, address, contact no.& email					

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/Control in IRCTC/NZ.

Place:

Date:

**(Signature of the Candidate)**

**Terms and Conditions**

**1. Period of engagement**

The engagement shall be for a period of One Year initially.

**2. Selection procedure**

The engagement will be purely on temporary basis. Application received in response to this Notification will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Interview.

**3. Remuneration/Allowances etc.**

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.

Other charges/allowances like as Conveyance charges Mobile (including internet) charges per month as per prevailing IRCTC 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 / Shift basis. 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 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 contract, 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 Performa 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 [hrdnz@iretc.com](mailto:hrdnz@iretc.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, service Certificate and PPO duly self-certified.

**Sd/-**  
**Addl. General Manager (HRD) / NZ**