



इंडियन रेलवे कैंटरिंग एण्ड 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" E-mail : info@irctc.com Website : www.irctc.com
No.2020/IRCTC/HRD/Immediate absorption/CS Dated: 29.09.2020

The GENERAL MANAGERS
ALL INDIAN RAILWAYS/PRODUCTION UNITS,
The Secretary, Railway Board.

DIRECTOR GENERAL'S/DIRECTORS
ALL RAILWAY TRAINING INSTITUTES
Director General, RDSO,LKO
CMD/MD/CHAIRMAN
ALL RAILWAY PSUs.

Sub: Filling up the post in Company Secretariat Department of IRCTC in the grade of E-2 (IDA Pattern) on Immediate Permanent Absorption basis.

It is proposed to fill up the 01 post of Assistant Manager (Secretarial), E-2 grade, pay scale Rs. 50000-160000 (IDA pattern) in Company Secretariat Department on **Immediate Permanent absorption basis**. The selected candidate will be posted at Corporate Office, New Delhi of IRCTC. The detailed specifications/requirements of the post are enclosed as Annexure-I.

It is requested that the above post may kindly be circulated on your Railways/Divisions/Units/Offices.

Application in the prescribed Proforma of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Competent Authority (in Proforma Annexure-A) along with the under mentioned documents be forwarded to **The Group General Manager (HRD), Indian Railway Catering and Tourism Corporation Ltd., 12th Floor, Statesman House, Barakhamba Road, New Delhi- 110 001 (email id. deputation@irctc.com), latest by 02nd November, 2020**. Applications received without the requisite certificates & necessary documents will not be entertained.

- (i) Integrity certificate
- (ii) D&AR/Vigilance/SPE clearance certificate.
- (iii) Attested photocopies of the APARs for the last five years (2014-15, 2015-16, 2016-17, 2017-18 & 2018-19).

The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

DA: As above.

(Surendra Kumar)

Group General Manager/HRD

Copy to:

- 1. Chief Secretary, All State Govts.
- 2. CMD/MD, All Central and State PSUs.

Indian Railway Catering and Tourism Corporation Ltd (IRCTC), a schedule 'B' Public Sector Undertaking under the administrative control of Government of India (Ministry of Railways) invites applications from willing employees working in Central/State Govt. departments, Subordinate Attached Offices and Autonomous bodies under Central Govt. (being audited by C&AG), Central/State PSUs, for appointment on **Immediate Permanent Absorption basis** to fill up the regular 01 post of **Assistant Manager (Secretarial), E-2 grade, pay scale Rs. 50000-120000 (IDA pattern)** in Company Secretariat Department at Corporate Office of IRCTC.

ELIGIBILITY CRITERIA

Qualification and specific requirement for the post–

- (i) Graduate and Associate Member of the Institute of Company Secretaries of India (ICSI).
Candidates with degree in Law will be preferred.
- (ii) Three years post qualification Experience in handling the overall statutory compliances and diversified secretarial work of the company viz. Company's Act 1956/2013, SEBI (LODR) provisions etc. (Internship/training shall not be counted for experience).
- (iii) Central Govt./State Govt. Employees (or PSU/Autonomous body drawing pay in CDA scale) working in Pay Band Rs.9300-34800+GP Rs.4800/- /Level-8 (47600-151100) OR in Pay Band Rs.9300-34800+GP Rs.4600/- /Level-7 (44900-142400) with 03 years service in level-8/level-7. OR
- (iv) Regular Employees of Central PSU/State PSU/Autonomous body (drawing pay in 3rd IDA pay scales/Equivalent scale of 2nd/1st PRC) working in grade E-2, scale Rs. 50000-160000 with 03 years post qualification experience OR working in grade E-1, scale Rs. 40000-140000 OR in grade E-0, scale Rs. 30000-120000 with 03 years service in E-1/E-0.

Note: In case the pay scale held by any applicant in any organization is dissimilar, the minimum and maximum, must be higher than the minimum and maximum of the respective CDA or IDA pay scales mentioned above, for the purpose of determining his/her eligibility.

Age Requirement –

Age should not be more than 50 years as on the date of closing day of Notification.

Scale of Pay and other benefits

1. Pay scale Assistant Manager level post: IDA pay scale of Rs. 50000-160000.
2. Dearness Allowance (DA): Over the basic pay shall be paid as per Industrial Dearness Rates applicable from time to time.
3. Employee Provident Fund & Group Insurance: Executives recruited through these rules will be covered under EPF scheme & Comprehensive Group Insurance scheme.
4. NPS : Executives recruited through these rules will be covered under NPS scheme as per IRCTC policy.
5. Other perks and benefits: As per applicable IRCTC rules in vogue from time to time.



6. House Rent Allowance/Lease: As per applicable IRCTC rules in vogue from time to time.
7. Medical facilities: As per applicable IRCTC rules in vogue from time to time.

Place of Posting:

The selected candidate will be posted at Corporate Office, New Delhi.

Candidates interested to apply for the above post may visit the company's website: www.irctc.com under 'HR&Career' for details and application form.

Application in the **prescribed Proforma with the certificate from the competent authority (in Proforma Annexure 'A')** duly completed along with self-attested copies of following relevant documents be sent to **The Group General Manager (HRD), Indian Railway Catering and Tourism Corporation Ltd., 12th Floor, Statesman House, Barakhamba Road, New Delhi- 110 001 (email id. deputation@irctc.com), latest by 02nd November, 2020**. Applications received without the requisite certificates & necessary documents will not be entertained.

- (i) Copy of 10th / High School / Secondary / School Leaving Certificate showing Date of Birth.
- (ii) Copies of Educational & Professional Qualifications.
- (iii) Experience Certificate, if any.
- (iv) Copies of Commendations / Awards Certificates.
- (v) Integrity certificate
- (vi) D&AR/Vigilance/SPE clearance certificate.
- (vii) Attested photocopies of the APARs for the last 03 years (2016-17, 2017-18 & 2018-19).
- (viii) Caste certificate (If belonging to SC/ST or OBC)



Group General Manager/HRD

**(FORMAT OF APPLICATION ON PERMANENT ABSORPTION BASIS FOR THE
POST OF Assistant Manager/SECRETARIAL)**

Please affix
recent passport
size self attested
Photograph

1. Candidate's Name (In capital letters):
2. Father's/Husband's Name (In capital letters):
3. Date of Birth :
4. Sex : Male/Female
5. Status: Married/Single
6. Whether belongs to UR/OBC/SC/ST:
7. Please state whether working under Central Govt./ State Govt./ Autonomous Organization/
Government Undertaking/ Others:
8. Present Organization in which you are working, its address with Phone Numbers:

9. Date of Initial (first) Appointment:
10. Date of appointment in present organization and grade on initial joining:
11. Present Pay Band + Grade Pay/Pay scale (On regular basis):
(Please indicate drawing pay in CDA or IDA):
12. Date of entry in present Pay Band/Pay scale(On regular basis):
13. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent:
14. In case the present employment is held on deputation/contract basis, please state-
 - a) The date of appointment on deputation/contract basis:
 - b) Period of appointment on deputation/contract:
 - c) Name of the parent office/organization to which you belong:
15. Details of pay/Scale particulars:
 - a) If in CDA, please indicate the bay band and substantive Grade Pay/Level:
 - b) The grade pay/level held under MACP, if any :
 - c) Date of entry on regular basis in Level-8 :
 - d) Date of entry on regular basis in Level-7 :
 - e) If in IDA, please indicate the pay scale :
 - f) Date of Entry in grade Rs.50000-160000 (IDA) :
 - g) Date of Entry in grade Rs. 40000-140000 (IDA) :
 - h) Date of Entry in grade Rs. 30000-120000 (IDA) :
 - i) Whether in pre revised or revised scale of pay (CDA/IDA) :
 - j) Give the date from which the revision took place-
and also indicate the pre-revised/revised scale :
16. Total emolument per month now drawn (give the break-up) :

17. Educational Qualification (Academic & professional) possessed by the Employee:

Examination passed	Name of Institute/University	Subject	Year of passing	% of marks (upto 2 decimals)

18. Associate Membership No of ICSI :

19. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space is insufficient.

Name and Address of Employer	Department	Designation & scale of pay (mention separately for regular and adhoc/ MACP, if any)	Period of Service		Total Experience in years	Clearly indicate the nature of experience. Also mention the name of the project/unit where worked
			From	To		

20. Hobbies/Extra Curricular Activities:

21. Additional information, if any, which you would like to mention in support of your suitability for the post. (this among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the advertisement) (Note: Enclose a separate sheet, if the space is insufficient).

22. (a) Whether any punishment awarded to the applicant during

the last 10 years, if yes details thereof

: Yes/No

(b) Whether any action or inquiry criminal/departmental is

going on against you as far as your knowledge

: Yes/No

23. Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional/bodies/institutions/societies and (iv) any other information.

(Note: Use typed copy of application as per format, if the space is insufficient).

24. Permanent Address with Pin Code:

25. Present Address with Pin Code:

26. Email address:

27. Mobile No.:

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that (i) I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum Vitae duly supported by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post, (ii) All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief and nothing has been concealed. In the event of any information or part of it being found incorrect before or after the interview or appointment, action can be taken against me by the IRCTC and my candidature/appointment shall automatically stand cancelled/terminated, (iii) I further declare that I fulfill all the conditions of eligibility prescribed for the post applied for (iv) In case my application is not received by IRCTC within the stipulated date due to postal delay or otherwise, IRCTC will not be responsible for such delay. (v) In the event of my selection as AM/Secretarial. in IRCTC, I will tender my resignation in my Parent Organization.

28. List of Enclosures:

Place:

(Signature of the Applicant)

Date:

Countersigned

(Employer with Seal)

**(Certificate to Be Furnished by the Employer/Head of
Office/Forwarding Authority)**

1. Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular. He/She is working in scale Rs. _____ w.e.f. _____ on regular basis.
2. Also certified that :-
 - i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. _____.
 - ii) His/Her integrity is certified.
 - iii) His/Her APAR dossier in photocopies for the last 05 years (2014-15, 2015-16, 2016-17, 2017-18 & 2018-19) duly attested by an officer of the rank of JAG/E5, are enclosed.

Signature: _____

Date: _____

Name: _____

Designation: _____

Telephone No.: _____

Official Seal:

List of enclosures:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____