

Subject: Advertisement for engagement of Consultant — Control / Area office- Secunderabad on Temporary basis in IRCTC/ South Central Zone (Location – Secunderabad) -reg.

Indian Railway Catering and Tourism Corporation Ltd, South-Central Zone, Secunderabad invites applications from **Retired Railway employees** having proven experience of manning Control room **for engagement as Consultant — Control / Area office- Secunderabad** 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 / Area office- Secunderabad	03 nos at Secunderabad	Maximum age limit is 64 years as on 20/10/2023.	Remuneration will be fixed as per the rules of IRCTC.

The Other details including eligibility criteria, term of reference etc. are enclosed as Annexures – ‘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 proforma (**Annexure-B**) along with relevant documents in support of experience in sealed cover subscribed "Engagement of Consultant- Control / Area office- Secunderabad on temporary basis in IRCTC/SCZ which should reach this office **on or before 20.10.2023 (17:00 hrs)** at the following address:

**The Group General Manager (I/c),
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@irctc.com on or before the closing date.

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

Eligibility Criteria

- A. Name of Position : Consultant – Control / Area office- Secunderabad
 B. No. of persons to be engaged : 03 nos (Secunderabad- 03 nos)
 C. Eligibility criteria:

Desired qualification & Experience	Work profile
<ul style="list-style-type: none"> • Retired Railway / IRCTC employees of operating department, also commercial department with working experience in Control or Station Master with requisite experience. • Minimum 05 years of experience in Control dealing with sound knowledge and experience of manning the control, Operational rules & policies of Indian Railways. • Should not be more than 65 years of age. • Should have retired from the level 4 to level 11 pay grade. 	<ul style="list-style-type: none"> • Control Office Works 24/7 (In shifts). Monitoring the movements of mobile units, inspecting officials and other VIP movements and necessary related coordination works. • The Consultant - Control will co-ordinate for coach watering, electrical complaints etc. of all Mobile units/BD / BG/FTR trains and other units. Further Consultant - Control will be monitoring and record sales of Mobile units, food plazas, fast food units, departmental units, Rail Neer & advice to CO/Central Control/Zones/Zonal Controls/Regions. • Consultant - Control shall inform and coordinate with CO/Central Control/Zones/Zonal Controls/Regions the movement of mobile units and tourist trains of IRCTC with special care during strikes, bhandh, abnormal weather condition having impact of train movement, etc. • Consultant - Control will closely monitor the Operation of Tourism trains, Chartered trains, monitoring of premium trains, Bharat Darshans, Co-ordination with Railways, e-catering related matters etc. and preparation of MIS reports on Tourism, Rail Neer, Catering periodically. • Complaint management & twitter handling etc. • The Consultant - Control will assist in arrangement of food pick up for unbundled units, especially when the train is running late by co-coordinating with other Central Control/Zones/Zonal Controls/Regions. He will also co-ordinate in case of short supplies etc. and arrange for extra supply from next station. • Assist the Catering / Quality control team for complaints and close liaison with Railway Board Catering Monitoring Cell. • Any other duty/task assigned time to time.

Remuneration

The remuneration of consultant will be fixed as per the rules of IRCTC.

Annexure-B**Application for engagement of Consultant — Control / Area office- Secunderabad in IRCTC/SZ**

1	Name in full (Block letters)					
2	Father'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)	Designation and place of posting	From	To	BP/GP/PAY Level/Monthly Pay	Nature of work performed
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	(1)	(2)			

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 / Area office- Secunderabad).

Place:

Date:

(Signature of the Candidate)

Terms and Conditions

1. Period of engagement

The engagement shall be for a period of One Year.

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 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. 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. Scope of Duties

During the period of such engagement, the consultant would be required to perform work as assigned by IRCTC/SCZ authorities. Following are the detailed nature of duties to be performed:

- i. Control Office Works 24/7 (In shifts). Monitoring the movements of mobile units, inspecting officials and other VIP movements and necessary related coordination works.
- ii. The Consultant - Control will co-ordinate for coach watering, electrical complaints etc. of all Mobile units/BD / BG/FTR trains and other units. Further Consultant - Control will be monitoring and record sales of Mobile units, food plazas, fast food units, departmental units, Rail Neer & advice to CO/Central Control/Zones/Zonal Controls/Regions.
- iii. Consultant - Control shall inform and coordinate with CO/Central Control/Zones/Zonal Controls/Regions the movement of mobile units and tourist trains of IRCTC with special care during strikes, bhandh, abnormal weather condition having impact of train movement, etc.
- iv. Consultant - Control will closely monitor the Operation of Tourism trains, Chartered trains, monitoring of premium trains, Bharat Darshans, Co-ordination with Railways, e-catering related matters etc. and preparation of MIS reports on Tourism, Rail Neer, Catering periodically.
- v. Complaint management & twitter handling etc.
- vi. The Consultant - Control will assist in arrangement of food pick up for unbundled units, especially when the train is running late by co-coordinating with other Central Control/Zones/Zonal Controls/Regions. He will also co-ordinate in case of short supplies etc. and arrange for extra supply from next station.
- vii. Assist the Catering / Quality control team for complaints and close liaison with Railway Board Catering Monitoring Cell.
- viii. Any other duty/task assigned 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 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.

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

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.

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. It is also mandatory to send the scanned application form along with enclosures to email ID 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**