



इंडियन रेलवे कॅटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम- नवरत्न)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise- Navratna)
CIN: L74899DL1999GOI101707
Website: www.irctc.com, Email: info@irctc.com

Vacancy Notice No. DEP- 09/2025

No. 2025/IRCTC/HRD/Deputation-Services/CO

Date: 27.03.2025

**GENERAL MANAGERS
ALL RAILWAYS/PRODUCTION UNITS**

**DIRECTOR GENERAL'S/DIRECTORS
ALL RAILWAY TRAINING INSTITUTES**

**CMD/MD/CHAIRMAN
ALL RAILWAY PSUs**

Sub.: Filling up Two (02) posts - One (01) post of Asstt. Manager (E2) and One (01) post of Manager(E3)/ Asstt. Manager(E2)/Sr. Executive (E1) in Services Department at IRCTC Corporate Office, New Delhi, n deputation basis.

Indian Railway Catering and Tourism Corporation Ltd. is desirous to fill up Two (02) posts - One (01) post of Asstt. Manager (E2) and One (01) post of Manager(E3)/ Asstt. Manager(E2)/ Sr. Executive (E1) in Services Department at IRCTC Corporate Office, New Delhi, on deputation basis

The enclosed Vacancy Notice may please be circulated and applications of willing staff may be sent to GM (HR & CC), IRCTC Corporate office, 4th Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi- 110029, so that the same are received in this office well before **25.04.2025**.

DA: As above.


(M. Vasu)

Addl. General Manager/HRD



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Organization	:	Indian Railway Catering and Tourism Corporation Ltd. (IRCTC LTD)
Title	:	1. One (01) post of Asst. Manager(E2) 2. One (01) post of Manager(E3)/ Asst. Manager(E2)/Sr. Executive (E1)
Total Nos. of posts	:	Two (02) posts as detailed above.
Department	:	Services
Location	:	IRCTC/Corporate Office, New Delhi
Duration	:	Three years or till IRCTC is exempted from the rule of Immediate absorption, whichever is earlier.
Service/Department	:	Mechanical/Electrical/Traffic.
Team of appointment	:	Deputation
Age	:	Below 55 years as on closing date of the vacancy notice
Scale of Pay	:	Parent Pay plus Deputation Allowanc. All Other Perks and allowances applicable as per IRCTC policy.
For Manager(E3)		
Educational Qualification	:	B.Tech/ B.Sc/BE engineering in Mechanical/Electrical
Experience	:	Essential: Worked in production unit/workshop/C&W (open line). Desirable: Tender cell working experience & basic knowledge of computer.
For Asst. Manager (E2)/ Sr. Executive (E1)		
Educational Qualification	:	Graduation in any discipline
Experience (Desirable)	:	Worked in operation of trains as station master/manager/controller with tender/quotation working experience and basic computer knowledge.



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(भारत सरकार का उद्यम-नवरत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise-Navratna)

CIN: L74899DL1999GOI101707

Website: www.irctc.com, Email: info@irctc.com

Job Description for the above positions	: 1. Liaisoning with Railways (PUs/Workshop/Depots) for schedule maintenance of train rakes. 2. Initiation of Tender/Quotation as required for interior repairs of trains, etc. 3. To work as TS on the train services as and when required. 4. To deal with technical aspects of pantry cars as required. 5. To liaison with Traffic department for timely placement.
Pay Scale Eligibility	: For Manager (E3): - Rs. 9300-34800, GP 4800, 6 th CPC/Level- 08(7 TH CPC), CDA pattern, Gr. 'B', Gazetted -OR-Rs. 60,000-1,80,000 (IDA Scale) E3 or its equivalent. For Assistant Manager/E2:- Rs. 9300-34800 GP 4800 (6 th CPC)/Level-8 (7 TH CPC), Group C, Non-Gazetted, CDA Pattern -or -Rs. 9300-34800 GP 4600 (6 th CPC)/Level-7 (7 TH CPC) with more than three years in the GP/level - OR- Rs. 50,000-1,60,000 IDA Scale, E2 or its equivalent For Sr. Executive /E1:- Rs. 9300-34800 GP 4600 (6 th CPC)/Level-7 (7 TH CPC) with less than three years in the GP/level- OR- Rs. 40,000-1,40,000 IDA Scale, E1 or its equivalent
NOTE	: Cut Off date for age and eligibility would be reckoned as on closing date of vacancy
Web Address	: www.irctc.com - HR & Career – <u>Recruitment- Deputation</u>
Closing Date	: 25.04.2025

Candidate shall apply through proper channel for selection on deputation basis to the above mentioned vacancy in the prescribed proforma attached herewith. Zonal Railways, PU's, etc. may forward the applications of eligible candidates (Gazetted) along with Vigilance/D&AR Clearance, and APARs of last 03 years to Railway Board for onward transmission to GM(HR &CC)/ IRCTC Corporate office, New Delhi. The applications of Non-Gazetted eligible candidates may directly be sent to GM (HR & CC)/ IRCTC Corporate office, 4th Floor, Tower-D, World Trade Centre, Nauroji Nagar, New Delhi- 110029, alongwith Vigilance/D&AR Clearance and APARs of last 03 years.

A scanned copy of application in the enclosed format duly filled may also be sent by candidate in advance through e-mail to deputation@irctc.com. Candidates are advised to paste passport size colour photograph on the application form.

(M. Vasu)

23/3/25
Addl. General Manager/HRD

INDIAN RAILWAY CATERING & TOURISM CORPORATION LTD.
(A Govt. of India Enterprises)
Corporate Office, 4th Floor, Tower-D,
World Trade Centre, Nauroji Nagar, New Delhi-110029
(APPLICATION FORMAT)

1. Name of the post applied for :
2. Vacancy Notice No. :
3. Candidate's Name (In Capital Letter) :
4. Father's/Husband's Name (In Capital Letters) :
5. Date of Birth :
6. Date of Initial Appointment in Govt/PSU Service :
7. Date of Retirement :
8. Date of appointment in present organization :
9. Present Pay Band + Grade Pay/Pay scale :
10. Date of entry in present Pay Band/Pay scale :
11. Educational Qualification (Academic & professional) possessed by the officer:-

Examination Passed	Name of Institute/ University	Maximum Marks	Year of passing	Marks Obtained	% of marks (upto 2 decimals)

12. 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/ Pay level	Period of Service		Total Experience in Months	Nature of experience. With name of the project/unit
				From	To		

13. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent:

1. 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:

2. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

- a. Central Govt. :
- b. State Govt. :
- c. Autonomous Organization :
- d. Government Undertaking :
- e. Others :

3. Details of pay particulars:

- a. Are you in CDA or IDA pay scale :
- b. If in CDA, please indicate the bay band and Substantive Grade Pay :
- c. The grade pay held under MACP, if any :
- d. If in IDA, please indicate the pay scale :
- e. Whether in pre-revised or revised scale of pay (CDA/IDA) :
- f. Give the date from which the revision took place- :
- g. And also indicate the pre-revision/revised scale :

h. Pay level particulars:-

Pay level	Date of entry in pay level (On regular basis)
Level -6	
Level-7	
Level- 8 (Non-Gazetted)	
Level- 8 (Gazetted)	

4. Total emolument per month last drawn (give the break-up)
5. 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).
6. Whether belongs to OBC/SC/ST :
7. (a) Whether any punishment awarded to the applicant during the last 10 years : Yes/No
(b) Whether any action or inquiry is going on against him As far as his knowledge goes : Yes/No
8. 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) and other information. (Note: Enclose a separate sheet, if the space is insufficient).

Please affix one recent passport size Photograph without attestation

Signature of the candidate

9. Permanent Address:

Name:			
Address (Present):			
District:	State:	Pin Code:	Mobile No:
Tel. No. with STD Code:	Email:		

DECLARATION TO BE SIGNED BY THE CANDIDATE

I here certify and declare that (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 statement made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or 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 condition of eligibility prescribed for the post applied for (iv) In case my application is nor received by IRCTC within the stipulated date due to postal delay or otherwise, IRCTC will not be responsible for such delay.

List of Enclosures:

Place:

(Signature of the Applicant)

Date:

Countersigned

(Employer with Seal)