



ಇಂಡಿಯನ್ ರೈಲ್ವೆ ಕ್ಯಾಟರಿಂಗ್ ಅಂಡ್ ಟೂರಿಜಂ ಕಾರ್ಪೊರೇಷನ್ ಲಿಮಿಟೆಡ್

इंडियन रेलवे कैंटरिंग एंड टूरिजम कॉर्पोरेशन लिमिटेड

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD

(भारत सरकार का उधम- मिनी रत्न / A Govt. of India Enterprise-Mini Ratna)

दक्षिण मध्य जोन, सिकंदराबाद / South Central Zone, Secunderabad

"CIN-L74899DL1999GOI101707" E-mail: info@irctc.com Website: www.irctc.com

No.2019/IRCTC/SCZ/3/HRD/Deputation (Tirupati)

08.03.2021

Jt. Secretary, Railway Board, Rail Bhawan, New Delhi,
The Principal Chief Personnel Officer, All Indian Railways.
Northern Railway, Baroda House, New Delhi – 110 001.
North Eastern Railway, Gorakhpur – 273001
Southern Railway, Park Town, Chennai – 600 003.
South Western Railway, Hubli – 500 023
Northeast Frontier Railway, Maligaon, Guwahati – 871 011
Eastern Railway, 17, Netaji Subhash Road, Kolkata – 700 001
North Western Railway, Opposite Railway Hospital, Jaipur – 302006
North Central Railway, Civil Lines, Allahabad – 211 001
Central Railway, CST – Mumbai – 400 001
East Central railway, Dist. Vaishali, Hazipur – 844 101
East Coast Railway, Rail Vihar, Chandrasekharpur, Bhubneshwar – 751 023
South Central Railway, Rail Nilayam, Secunderabad – 500 071
South East Central Railway, R E Office Complex, Bilaspur – 495004
South East Railway, 11, Garden Reach Road, Kolkata – 700 043
Western Railway, Church Gate, Mumbai – 400 020
West Central Railway, Core Complex Office, Indra Market, Jabalpur – 482 001
RDSO/Lucknow – 226011

Sub: - Filling up of 01 post of Sr. Executive (E1) / Assistant Manager (E2) as Area Officer / Tirupati in IRCTC/SCZ on Deputation basis.

Indian Railway Catering And Tourism Corporation Ltd (IRCTC Ltd) is desirous to fill up one (01) post of Area Officer at Tirupati (in Assistant Manager E2 grade / Sr. Executive E1 grade) in IRCTC, South Central Zone from regular employees of Railway on the usual terms of deputation against the regular post.

The enclosed vacancy notification may please be circulated and applications of the willing staff along with the requisite documents may be sent to this office so that the same are received by this office on or before 31.03.2021.



[एम वासु]

[M. Vasu]

संयुक्त महाप्रबंधक (मा. सं. वि.) / दक्षिण मध्य क्षेत्र

Jt. General Manager (HRD) / SCZ
For GGM/IRCTC/SCZ

जोनल कार्यालय, इंडियन रेलवे कैंटरिंग एंड टूरिजम कॉर्पोरेशन लिमिटेड, प्लेजा, एस.डी. रोड, सिकंदराबाद - 500003 दूरभाष : 040 - 27702401/07, 27808899.

Zonal Office: 1st Floor, Oxford Plaza, S.D. Road, Secunderabad - 500003 Ph: 040-27702401/ 07, 27808899.

पंजीकृत एवं कॉर्पोरेट कार्यालय : 11 वां तल, स्टेट्समैन हाउस, बी-148, बाराखम्बा मार्ग, नई दिल्ली-110001, दूरभाष : 011-23311263-64 फैक्स : 011-23311259

Regd. & Corp. Office: 11th Floor, Statesman House, B-148, Barakhamba Road, New Delhi-110001, Tel: 011-23311263-64Fax: 011-23311259

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD

(A Govt. of India Enterprises)

South Central Zone

1st Floor, oxford Plaza, S.D.Road, Secunderabad - 500003

No. 2021/IRCTC/HRD/SCZ/Deputation/TPTY

Date: 08.03.2021

Applications are invited from the Regular employees of different Zonal Railways/Railway Board for following post in Indian Railway Catering & Tourism Corporation Ltd. (IRCTC), South Central Zone on usual terms for deputation against the regular post for a period of three years.

The applications of eligible & willing candidates, who are in the age of maximum 55 years as on 31.03.2021 and can be spared immediately for posting on deputation basis may be forwarded to this office so as to reach this office on or before 31.03.2021 positively. The service particulars, work experience, educational qualification etc., should be clearly indicated in Bio-data and the same should be certified. The upto date APARs Dossiers/rating for the preceding three years along with Vigilance/D&AR clearance may be sent to: **The Group General Manager, IRCTC Ltd, South Central Zone, 1st Floor, Oxford Plaza, Sarojini Devi Road, Secunderabad - 500003.** A scanned copy of application in the enclosed format duly filled may be sent by candidate in advance through e-mail to: **teamhrscz@irctc.com.**

Name of the posts : Area Officer
Level/Grade : Asst. Manager (E2) / Sr. Executive (E1)
Place of Posting : Area Office, Tirupati, Andhra Pradesh
No. of post(s) : ONE (01)

Scale of pay/ Pay/Perks etc., : As per the DPE guidelines, Central Government employees, on their selection for deputation would be eligible to draw their pay perks and allowance of their parent cadre only alongwith prescribed deputation allowance.

Eligibility Criteria : Regular employees having work experience in commercial/ Catering Department of Railways and working knowledge of computers in MS-office/Excel/Access, etc. Candidates must be below 55 years of age as on **31.03.2021.**

Persons working in Grade Pay/Level/Scale as detailed below will be eligible to apply for deputation to the post mentioned above:

Post/ Level/Grade	Employees working in CDA Scale(7 th CPC)
Area officer (in Asst. Manager (E2) grade)	Level-8 Rs. 47600-151100 Group-'C' Non- Gazetted . / Level-7 Rs. 44900-142400 with three years service in the level.
Area officer (in Sr. Executive (E1) grade)	Level-7 Rs. 44900-142400 with less than three years service in the level.



Candidates working in regular Grade/Grade Pay/Level will only be considered as "Eligible" for the above mentioned post. Candidates working in Grade/GP on MACP/adhoc basis will not be considered.

Web address : www.irctc.com
Email : teamhrscz@irctc.com.

Selection Procedure : As per the procedure advised by Ministry of Railways Letter No.2017/E(O)II/41/5 dated 25.05.2017 the selection of the eligible and short listed candidates for deputation shall be based on experience in the relevant field, Qualification, APAR's, Seniority and interview.

-sd-

(M. Vasu)

JGM (HRD)/IRCTC/SCZ



INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprises)

SOUTH CENTRAL ZONE

1st Floor, Oxford Plaza,

Sarojini Devi Road, Secunderabad - 500003

(APPLICATION FORMAT)

1. Name of the post applied for :
2. Candidate's Name (In capital letters) :
3. Father's/Husband's Name (In capital letters) :
4. Date of Birth :
5. Date of Retirement :
6. Date of regular appointment in present organization :
7. Present Pay Band/Pay scale/Level :
8. Date of entry in present Pay Band/Pay scale/Level :
9. APAR rating for the last 03 years : (1) (2) (3)

10. Educational Qualification (Academic & Professional) possessed:

Examination passed	Name of Institute/University	Maximum Marks	Marks Obtained	% of marks (up to 2 decimals)	Year of Passing

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

Name & Address of Employer	Department / Designation	Period of Service		Total Experience	Clearly indicate nature of experience. Also mention the name of the Dept./ project/unit where worked
		From	To		

11. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or permanent

12. 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 :

13. 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 :
14. Details of pay particulars:
a) Are you in CDA or IDA pay scale :
b) If in CDA, please indicate the Pay band/level and substantive:
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 and also indicate the pre-revised/revised scale :
15. Total emolument per month now drawn (give the break-up) :
16. 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).
17. Whether belongs to SC/ST :
18. (a) Whether any punishment awarded to the applicant during the last 10 year : Yes/No
(b) Whether any action or inquiry is going on against him as far as his knowledge goes : Yes/No
19. 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: Enclose a separate sheet, if the space is insufficient.)
20. Contact/ Communication details/address (with pin code):

Address:

Please affix one recent passport size Photograph without attestation

Signature of the Candidate

Mobile No: Tel. No. with STD Code:

Email:



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. 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 fulfil 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.

21. List of Enclosures:

Place:

Date:

(Signature of the Applicant)

Countersigned

(Employer with Seal)

