GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
*****

No.2023/Sec (E)/DP-1/30 New Delhi, dated: .05.2023

The Principal Chief Security Commissioners/RPF,
All Zonal Railways & RPSF.
Including KRCL, Kolkata Metro, ICF, MCF, CORE,
All PUs, Constructions & CSC/RDSO.
Director/JR RPF Academy/ LKO & TC/KGP.

Sub: Filling up the vacant sanctioned 01 post of GGM on deputation basis in IRCTC, reg:

Ref: IRCTC vancancy Notice no. 16/2023, vide letter no. 2023/IRCTC/HRD/CO/DEPU/AGM-PR&CC, dated- 08.05.2023.

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Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) has invited applications for 01 post of Group General Manager in Pay Matrix Level- 14, Rs. 37,400 – 67,000/-, With Grade Pay Rs. 10000/-) or Level -13, Rs. 37400-67000/- with GP 8700/-, in the 7th Pay Commission, in IRCTC on deputation basis.

The eligibility criteria (educational qualifications, experience, etc) and application form are enclosed with said letter for needful reference.

Willingness of eligible officers may be forwarded to this office **latest by 30.05.2023** along with their **(a)** Biodata **(b)** Photo copies of last 03 years APARs **(C)** Vigilance Clearance Certificate **(d)** D&AR Clearance etc.

While forwarding the applications, it may be ensured that the officers have fulfilled the conditions of "**cooling-off period of 03 years**" in case he/she was on deputation recently. The maximum age limit for appointment by deputation shall not be exceeding **55 years**. Applications received after due date or incomplete in any respect will not be considered.

No direct/advance application will be entertained.

DA- as above.

17.05.23
(Vineet Kharb)
Jt. Director/RPF
Railway Board

Copy to:- SO/Sec(Spl) to upload in RPF website.

2023/IRCTC/DY-1/30

इंडियन रेलवे केटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम–मिनी रत्न)

IRCTC

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)
CIN: L74899DL1999GOI101707
Website: www.irctc.com, Email: info@irctc.com

महानिदेशक/रे.सु.ब. का कार्यालय
Office of DG/RPF
16 MAY 2023
E-Office No.....

2023/IRCTC/HRD/CO/DEPU/AGM-PR&CC

VACANCY NOTICE No. 16/2023

Date: 08.05.2023

SECRETARY, ALL MINISTRIES & DEPARTMENTS UNDER GOVT. OF INDIA, GOVT. OF STATES & UTs.

GENERAL MANAGERS, ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS, ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN, ALL RAILWAY PSUs & OTHER CENTRAL PSUs/State PSUs and Autonomous Bodies.

Organisation	Indian Railway Catering And Tourism Corporation Ltd. (IRCTC)
Title & No. of Posts	One (01) post of Group General Manager (E8)/Public Relations & Corporate Co-ordination
Location	IRCTC Corporate Office/New Delhi (Transferable as per business requirements)
Duration	Three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier.
Term of appointment	Deputation
Service	Group 'A' officers working in Ministries/Depts./PSUs/Semi Govt/Quasi Govt or other Govt. Organisations.
Scale of Pay & Age	Rs.37400-67000 GP-10000 (6th CPC)/Level-14 (7th CPC), CDA pattern. -OR- Rs.37400-67000 GP-8700 (6th CPC)/Level-13 (7th CPC), CDA pattern with minimum 03 years' service in 8700 GP/Level-13. -OR- Rs. 1,20,000- 2,80,000 (3rd PRC), IDA pattern or its equivalent. Maximum age 55 years.
Job description	Heading the Public Relations & Corporate Co-ordination department of the Company that handles the following tasks:- 1. Responsible for carrying out Corporate Branding and Imaging Exercise. 2. Preparation of Comprehensive Corporate Plan for IRCTC, business plan, etc. with compliances towards BRSR and ESG. 3. Managing communications, Membership & Renewals of various bodies of which the company is a member. 4. Appointing of consultant for the Comprehensive Corporate Plan of IRCTC. 5. The department acts as a convener for the purpose of facilitating consultant to formulate ESC and BRSR framework of IRCTC. 6. Should work in close coordination with the secretariat of Apex Management for various coordination works with other ministries and PSUs. 7. Publishing & distribution of Corporate Newsletter, consolidation of data/articles/information/pictures for publishing of newsletter. 8. Risk Management. 9. Promotions of IRCTC Luxury trains/deluxe trains/Maharajas' express/Golden Chariot in reputed Travel Trade Magazines, etc. 10. Other important projects and assignments related to Corporate Coordination and PR.
Qualification/ Experience	Essential Experience: Group 'A' officers working in Ministries/Depts./PSUs/Semi Govt/Quasi Govt or other Govt. Organisations in pay scales as detailed above. Desirable Experience:- Candidate having experience in corporate Imaging in Public domain, Public Relation Function, In-house communication, Designing and production of Newsletters /other publications, Media Management, Knowledge of print and electronic mass media as well as advertising will be given preference.
Perks & Benefits	1. Parent Pay Plus Deputation Allowance as applicable and all other perks and allowances applicable as per IRCTC policy. 2. Medical Allowance (outdoor)-7% of the basic pay if opted for medical facilities of IRCTC & reimbursement of medical expenses for hospitalization. 3. Uniform fitment allowance-7% of the basic.pay. Lease/HRA at prescribed rate etc. *For IDA pay scale the above are included in cafeteria approach of 35%.
Selection Criteria	As per the procedure advised by Ministry of Railways Letter No. 2017/ E (O) II/41/5 dated 25.05.2017.

DG/RPF
JD/RPF
16.05
17.05
Sh Partap

इंडियन रेलवे केटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम–मिनी रत्न)
IRCTC
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise-Mini Ratna)
CIN: L74899DL1999GOI101707
Website: www.irctc.com, Email: info@irctc.com

WebAddress	www.irctc.com
Closing date	09.06.2023
Note	Cut off date for age and eligibility would be reckoned as on closing date of vacancy notice.

Candidates shall apply through proper channel for selection on deputation basis to the above mentioned vacancies in the prescribed proforma attached herewith. Zonal Railways, PUs, Railway PSUs, etc. to forward the applications of eligible candidate's alongwith Vigilance history/D&AR Clearance and APARs of last 03 years (FY 2019-20, 2020-21 & 2021-22) to Railway Board for onward transmission to IRCTC Corporate Office/IRCTC, New Delhi. Other departments/PSUs may forward the applications through concerned HR/Personnel dept. to GGM/HRD, IRCTC Corporate Office, 12th floor, , Statesman House, Barakhamba Road, New Delhi -110001. 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 latest Passport Size Colour photograph on the application form.

(Sidhartha Singh)
Addl. General Manager (HRD)

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Important *(please don't leave blanks)*		
	Vacancy Notice No. *(appears on the top right side of notice)*	
	File No. *(appears on the left side of vacancy notice)*	
	Post against which application has been submitted	
	Choice of station *(wherever applicable)*	

Personal Data

1.	Name	:	
2.	Gender	:	
3.	Service	:	
4.	Department	:	
5.	Category	:	
6.	Date of Birth	:	
7.	DITS (Date of entry into Time Scale)	:	
8.	Date of entry in Gr.B *(wherever applicable)*	:	
9.	Present pay band with Grade Pay and basic pay as on date of application	:	
10.	Present Designation & Railway	:	
11.	Contact Details		
	(a) Email ID	:	
	(b) Telephone (O)	:	
	(c) Telephone (R)	:	
	(d) Mobile Number	:	

12. Educational Qualifications:-

S.No.	Qualification/Degree	Year/ Division	Institution/University, Place/ Country

13. Experience Details:-

SNo.	Designation & Railway with Place of posting	Grade (i.e. Gr.B/SS, JAG/SG/SAG	From	To

14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:
Date:

Paste
Passport Size
Color Photograph.

TO BE FILLED IN BY THE RAILWAY
WHILE FORWARDING APPLICATION FOR DEPUTATION

1.	Whether any disciplinary proceedings have been initiated against the officer during his career so far? If yes, details thereof	:	
2.	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter?	:	
3.	Whether the name of the officer appears in the Agreed List/ Secret List?	:	
4.	Whether the officer can be spared on deputation in the event of selection?	:	
5.	Please indicate ACR ratings for the last five years in respect of the officer. *(wherever applicable)*	:	

Signature
of the officer certifying the proforma

Name:_____

Designation:_____