इंडियन रेलवे केटरिंग 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- 21/2026

No. 2026/IRCTC/HRD/Dep/P&T **Date: 30.10.2026**

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 of Asstt. Manager/Manager/Dy. General Manager (E2/E3/E4 level) in Procurement and Tendering (P&T) department at IRCTC Corporate Office, New Delhi on deputation basis.

Indian Railway Catering and Tourism Corporation Ltd. is desirous to fill up Two (02) posts of Asstt. Manager/Manager/Dy. General Manager (E2/E3/E4 level) in Procurement and Tendering (P&T) department at IRCTC Corporate Office, New Delhi on deputation basis.

The enclosed Vacancy Notice may please be circulated and applications of willing officials may be sent to this office, so that the same are received in this office well before 28.11.2026.

DA: As above.

30/10/26

(M. Vasu)
Addl. General Manager/HRD

Copy to: GGM(P&T)/IRCTC/Corporate Office, New Delhi.

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Organization	:	Indian Railway Catering and Tourism Corporation Ltd. (IRCTC)
Title	:	Asstt. Manager(E2)/Manager(E3)/Dy. General Manager(E4)
Department	:	**Procurement and Tendering (P&T) department**
No of posts	:	Two (02) posts
Location	:	Corporate Office, IRCTC New Delhi
Duration	:	Three years or till IRCTC is exempted from the rule of Immediate absorption, whichever is earlier.
Service/Department	:	Any department of Indian Railways (except Medical & RPF department)
Term of appointment	:	Deputation
Age	:	Below 56 years as on closing date of the vacancy notice.
Scale of Pay	:	Parent Pay plus Deputation Allowance, Other Perks and allowances applicable as per IRCTC policy.
Educational Qualification	:	**c) Essential Qualification** Graduate in any discipline d) **Desirable Qualification** Graduation/03 years diploma in Engineering from any recognized University/Institute.
Experience		The candidate should have at least 5 years of working experience in any department of Indian Railways, with specific knowledge and hands-on experience in procurement of goods & services including procurement policies. The working experience of procurement through GeM Portal is also required. **Skills & Competencies:** Proficiency in Microsoft office (Word, MS Excel, PowerPoint) is required with demonstrated experience in using excel for data management and reporting. Note- The number of years of relevant experience and the specific nature of experience in the required areas will be key factors considered during the selection process.
Selection Criteria	:	As per the procedure advised by Ministry of Railways Letter No.2017/E(O)II/41/5 dated 25.05.2017.
Job description	:	The officer will be responsible for drafting tender documents for procurement of Goods & Services, checking and floating tenders on e-tender portal and GeM (Government e-Market place). Organizing and conducting pre-bid meetings with vendors, preparing and signing of brief notes, providing technical assistance to the tender committee in drafting of Tender Committee minutes, preparing and signing of the Letter of Award (LOA) & the Contract Agreement. Handling all

		the post tender activities for successful execution of the awarded contracts. Organizing quarterly meetings with Independent External Monitors (IEMs). All the activities related with the preparation of data required for the MOUs. **Note:** Job/Posting may be changed as per business requirement.
Pay Scale Eligibility	:	**For Asstt. Manager/E2: -** Rs. 9300-34800 GP 4800 (6th CPC)/Level-8 (7TH CPC), Group C, Non-Gazetted, CDA Pattern **-or** –Rs. 9300-34800 GP 4600 (6th CPC)/Level-7 (7TH CPC) with three years in the GP/level. –OR- Rs. 50,000-1,60,000 IDA Scale, E2 or its equivalent **For Manager/E3:** - Rs. 9300-34800, GP 4800, 6th CPC/Level- 08, CDA pattern, Gr. 'B', Gazetted –OR- Rs. 60,000-1,80,000 IDA Scale, E3 or its equivalent **For Dy. General Manager/E4:** - Rs. 15600-39100 GP 5400 (6th CPC) /Level-10 (7th CPC), CDA pattern. –OR- Rs. 70,000-2,00,000 IDA Scale, E4 or its equivalent
Note	:	Cut Off date for age and eligibility would be reckoned as on closing date of vacancy notice.
Web Address	:	www.irctc.com- HR & Career – Recruitment- Deputation
Closing Date	:	28.11.2026

Officials shall apply through proper channel for selection on deputation basis to the above-mentioned vacancies in the prescribed proforma attached herewith.

The applications of eligible Officials (for E2 level post) of Zonal Railway/Railway PSU's/ PUs, concerned HR dept, etc. may be forwarded through proper channel (by concerned Cadre Controlling authority) with latest vigilance and D&AR Clearance. Eligible officials (For E3 & E4 level posts) may forward applications along with D&AR/Vigilance details duly sought in the 3rd page of application format and APARs of last 03 years to Railway Board for onward transmission to IRCTC on the following address:

Address: -
GM(HR), IRCTC Corporate office, 4th floor, Tower-D,
World Trade Centre, New Delhi-110 029.

Note-

1. Officials applying for Asstt. Manager/E2 post are advised to fill two-page format attached as **Annexure-I**.
2. Officials applying for Manager(E3)/Dy. General Manager(E4) post are advised to fill three-page format attached as **Annexure-II**.

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.

30/10/26

(M. Vasu)
Addl. General Manager/HRD

ANNEXURE - I

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. Candidate's Name (In capital letters):.....
3. Father's/Husband's Name (In capital letters):.....
4. Date of Birth :
5. Date of Initial Appointment:
6. Date of Retirement:
7. Date of appointment in present organization:
8. Present Pay Band + Grade Pay/Pay scale:
9. Date of entry in present Pay Band/Pay scale:
10. 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)

11. 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	Period of Service From	To	Total Experience in years	Clearly indicate the nature of experience. Also mention the name of the project/unit where worked

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

14 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.

15. 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-
    and also indicate the pre-revised/revised scale :
16. Total emolument per month now drawn (give the break-up) :
17. 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).
18. Whether belongs to OBC/SC/ST :
19. (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
20. 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).

Please affix one recent passport size Photograph without attestation

Signature of the candidate

21. Permanent Address:

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

PRESCRIBED PROFORMA- FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS
FOR E3 & ABOVE POSTS (GAZETTED OFFICERS & EQUIVALENT)

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 Detail		
(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:-**

S.No.	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.	:	
17.	Whether applied for deputation under Central Staffing Scheme i.e. Central deputation. If yes, registration number (if any) allotted by supremo.gov.in		

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 PARENT ORGANISATION
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 three years in respect of the officer. (wherever applicable)		

Signature
Of the officer certifying the proforma

Name:_____

Designation:_____