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- 24/2025**

**No. 2020/IRCTC/HRD/Dep/Gaz/HRD** **Date: - 03.11.2025**

**GENERAL MANAGERS**
**ALL RAILWAYS/PRODUCTION UNITS**

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

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

**Sub.: Filling up Two posts (01-one post each) of Manager/Dy. General Manager (E3/E4 level) at IRCTC East Zone/Kolkata and Corporate Office, New Delhi on deputation basis.**

Indian Railway Catering and Tourism Corporation Ltd. is desirous to fill up Two posts (01-one post each) of Manager/Dy. General Manager (E3/E4 level) at IRCTC East Zone/Kolkata and Corporate Office, New Delhi on deputation basis.

The enclosed Vacancy Notice may please be circulated and applications of willing officials may be forwarded to this office, so that the same are received in this office well before 02.12.2025.

**DA: As above.**

3/11/25

**(M. Vasu)**
**Addl. General Manager/HRD**

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CIN: L74899DL1999GOI101707
Website: www.irctc.com, Email: info@irctc.com

## Vacancy Notice No. DEP- 24/2025

**No. 2025/IRCTC/HRD/Dep** **Date: - 03.11.2025**

**GENERAL MANAGERS**
**ALL RAILWAYS/PRODUCTION UNITS**

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

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

| | | |
|---|---|---|
| **Organization** | : | Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) |
| **Title** | : | Manager (E3)/Dy. General Manager (E4) |
| **Department** | : | HRD |
| **No of posts** | : | Two (02) posts |
| **Location** | : | One post each at IRCTC East Zone/Kolkata and IRCTC Corporate Office, New Delhi. |
| **Duration** | : | As per standard terms & conditions of deputation subject to approval for exemption from the rule of Immediate absorption. |
| **Required Service/Department** | : | Group "A" & Group "B" officers of Personnel Department of Indian Railways or RBSS cadre. |
| **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. |
| **Qualification** | : | Graduate in any discipline. |
| **Experience** | | Essential:-<br>• Group "A" & Group "B" officers of Personnel Department of Indian Railways or RBSS cadre<br><br>Desirable:-<br>• The number of years of experience and nature of experience of the officer in the specific areas as per requirement will be taken into consideration.<br>• Officer having the IT exposure will be preferred. |
| **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 is required to look after the various HR related matters such as Deputation, Absorption, Promotion, Transfer, Pay related matters, Settlement matters, APARs, Parliament Questions, Court cases, Recruitment, Time office management, Outsource matters, Training, Medical reimbursements, Empanelment of hospitals and hiring agency, Retirement, Resignation, PF related matters, Service Records, Liasoning with Govt authorities, Compassionate appointments, and other miscellaneous staff matters.<br><br>**Note:** Job/Posting may be changed as per business requirement. |
| **Eligibility** | : | **For Manager/E3: -** Rs. 9300-34800, GP 4800, 6th CPC/Level- 08, CDA pattern, Gr |

इंडियन रेलवे केटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड
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| | | |
|---|---|---|
| | | 'B', Gazetted<br>**-OR-**<br>**For Dy. General Manager/E4: -** Rs. 15600-39100 GP 5400 (6th CPC) /Level- 10 (7th CPC), CDA pattern. |
| **Note** | : | Cut Off date for determining the age and eligibility criteria would be reckoned as on closing date of vacancy notice. |
| **Web Address** | : | www.irctc.com- Career – Recruitment- Deputation |
| **Closing Date** | : | 02.12.2025 |

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

The applications of eligible candidates of Zonal Railway/Railway PSU's/ PUs, concerned HR dept, etc. may be forwarded with latest vigilance and D&AR Clearance, 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&CC), IRCTC Corporate office, 4th floor, Tower-D, World Trade Centre,
New Delhi-110 029.

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.

3/11/25

**(M. Vasu)**
**Addl. General Manager/HRD**

**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:_____