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- 25/2025

No.2022/IRCTC/CO/HRD/DEP/GGM-P&Q **Date:- 10.12.2025**

GENERAL MANAGERS
ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS
ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN
ALL RAILWAY PSUs

Sub.: Filling up One (01) post of Group General Manager (Procurement & Tendering)/IRCTC Corporate Office, New Delhi on deputation basis.

Indian Railway Catering and Tourism Corporation Ltd. is desirous to fill up One (01) post of Group General Manager/(Procurement & Tendering), E8-level at 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 08.01.2026.

DA: As above.

(M. Vasu) 10/12/25
Addl. General Manager/HRD

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Organization	:	Indian Railway Catering and Tourism Corporation Ltd. (IRCTC)
Title	:	Group General Manager/(Procurement & Tendering) (E8 level)
Department	:	Procurement & Tendering under Catering Department
No of posts	:	One (01) post
Location	:	IRCTC/Corporate Office, New Delhi
Duration	:	Three years or till IRCTC is exempted from the rule of Immediate absorption, whichever is earlier.
Term of appointment	:	Deputation
Required Service/Department	:	Group 'A' Services of Indian Railways other than IRPFS /IRHS
Age	:	Below 58 years as on closing date of the vacancy notice
Scale of Pay	:	Parent Pay plus Deputation Allowance, Other Perks, allowances, etc applicable as per IRCTC policy.
Qualification	:	Graduate in any discipline.
Experience	:	**Essential** Group 'A' officer of Indian Railways other than IRPFS /IRHS **Desirable** 1. Tendering/Procurement exposure will be preferred. 2. Officers with IT/Vigilance exposure will be preferred. 3. 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.
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 ensure smooth functioning in areas of Procurement & Tendering. He will be responsible for procurement activity for Catering Department, IT, etc and responsible for empanelment of vendors for catering items used on regular basis. Required to impart technical advice to zones on procurement/Tender matters for Catering, General items, etc. The officer is also required to head the Tendering department of IRCTC at Corporate office. **Note:** Job/Posting may be changed as per business requirement.

10/12/25

इंडियन रेलवे केटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड
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Scale of Pay	:	**For GGM (E8 Level) :-** Rs.37400-67000 GP-10000 (6thCPC)/Level-14 (7thCPC), CDA pattern. **-OR-** Rs.37400-67000 GP-8700 (6thCPC)/Level-13 (7thCPC), CDA pattern with 03 years' service in GP/Level.
Note	:	Cut Off date for age and eligibility would be reckoned as on closing date of vacancy
Web Address	:	www.irctc.com- Career – Recruitment- Deputation
Closing Date	:	08.01.2026

Officials 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 Officials 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.

(M. Vasu) 10/12/25
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:_____