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

No.2025/IRCTC/HRD/CO/IA/CS **Date: 16.01.2026**

VACANCY NOTICE No. IA-01/2026

Requirement of 01 post of Manager (E3)/ Asstt. Manager (E2) in Company Secretariat department in IRCTC Corporate Office/New Delhi on immediate absorption basis.

Indian Railway Catering and Tourism Corporation Ltd. (IRCTC) is a "Navratna" Central Public Sector Enterprise under Ministry of Railways, Government of India. IRCTC was incorporated on 27th September, 1999 as an extended arm of the Indian Railways to upgrade, professionalize and manage the catering and hospitality services at stations, on trains and other locations and to promote domestic and international tourism through development of budget hotels, special tour packages, information & commercial publicity and global reservation systems.

The core activities of the Company are Catering & Hospitality, Travel & Tourism, Internet Ticketing and Packaged Drinking Water (Rail Neer).

To be a part of the journey of IRCTC, interested and eligible candidates can apply for the following post on Immediate Absorption basis: -

SN	Post	Level	Department	IDA Pay Scale of the post (Rs.)	Number of Vacancy	Location of the vacancy
1	Manager	E3	Company Secretariat	60000-180000/-	01 (One)	**Corporate office, New Delhi.**
2	Asstt. Manager	E2		50000-160000/-		

ELIGIBILITY CRITERIA FOR THE ABOVE POSTS: -

Service Required	Officers working in Railway PSUs, other Central Govt. PSUs, State Govts PSUs, Autonomous Bodies, etc.
Required Scale of Pay	**For Manager (E3)-** Rs. 9300-34800, GP 4800, 6th CPC/Level- 08(7th CPC), CDA pattern, Gr. 'B', Gazetted -OR-Rs. 60,000-1,80,000 (IDA Scale) E3 or its equivalent. **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 more than three years in the GP/level -OR- Rs. 50,000-1,60,000 (IDA Scale) E2 or its equivalent Officers on higher pay scale willing to absorb at the above posts (E3/E2 level) may apply subject to submission of undertaking/declaration that they shall not claim a higher post/level till the due date of their next promotion in IRCTC. (Format enclosed)
Maximum Age	**55 years** as on closing date of vacancy notice. No relaxation in age is allowed on Immediate Absorption.

16/1/26

Required Qualification	Essential: - Company Secretary- Candidate should be a member of the Institute of Company Secretaries of India (ICSI).
Experience Criteria	**Essential: -** • **Manager (E-3):** Minimum post qualification working experience 07 years. • **Astt. Manager (E-2):** Minimum post qualification working experience of 05 years. **Nature of Experience:** • The incumbent should possess thorough knowledge of matters pertaining to Company law, Corporate & Secretarial functions, DPE guidelines. • The candidate should be well versed with the provisions and regulations of the Companies Act and SEBI rules & regulations. • Drafting of Notice, Agendas and Minutes for the Board, Committee, Shareholder and other meetings of the Company & its subsidiaries; Drafting of Annual Report which includes Notice of Annual General Meeting, Directors Report, Corporate Governance Report; Preparation and filing of e-forms, returns and applications with Registrar of Companies (ROC) through portal of MCA, Preparing and maintain Secretarial Records of Company viz; Statutory Books and Registers. • Candidate should have excellent drafting, communication skill and Liaising skills. **Preferable:-** • Candidates having experience in listed organization will be preferred.

CLOSING DATE OF APPLICATION: - 30 (Thirty) days from the date of issue of vacancy notice (i.e. 14.02.2026)

EMOLUMENTS, PERKS AND BENEFITS ON IMMEDIATE ABSORPTION: -

As applicable to regular employees of IRCTC in the same grade. Basic pay of the grade, Dearness allowance in Industrial pattern at applicable rates, basket of allowances (35%) under cafeteria approach.

Other benefits and allowances as per extant Company Rule at E3/E2 level- Mobile handset reimbursement, Outdoor Medical Treatment expenses, Leased accommodation, Brief case/bag, Broadband/Internet reimbursement, Indoor Medical Facilities, Leave Travel Concession, Leave encashment; and other allowances (if any as per IRCTC Rules).

16/1/26

SERVICE BOND AND PROBATION PERIOD: -

1. Candidate joining on Immediate Absorption basis is required to sign an agreement for serving at-least 05 years in IRCTC. The same shall be executed in Rs. 100/- non-judicial stamp paper as per the standard format.
2. The employee has to undergo a probation period of One year from the date of joining of services in IRCTC.

NOTE: -

3. As the post is to be filled on Immediate Absorption basis, the candidates working in Private Sector are not eligible to apply.
4. As per extant instructions of Government of India, reservation rule is not applicable in deputation & absorption. However, the eligible SC/ST applicants will be considered for selection among the others.
5. Before applying, the candidate shall ensure that they fulfil all eligibility criteria as mentioned in this vacancy notice for the post.
6. Candidates claiming equivalence (of other PSUs, State Govts, Autonomous bodies, organisation not having similar pay scales as IRCTC/CPSE/Central Govt) in the Pay Scale shall be required to produce a copy of equivalence certificate issued by his/her organisation.
7. The pay scale held by the candidates on temporary capacity such as on contract, on ad-hoc, on deputation basis, etc. shall not be taken into account for the purpose of eligibility.
8. The applicants should have earned minimum 04 preceding years of APARs/ACRs (FY 2021-22, 2022-23, 2023-24 & 2024-25) either from parent organisation or on deputation. In case of absence of latest APAR/ACRs (FY 2024-25), the last four years APAR/ACRs may be considered.
9. In case of absence of four years continuous APARs/ACRs, the candidature will not be considered.
10. The management reserves the right to relax the criteria regarding experience in case of deserving candidates.

HOW TO APPLY: -

11. Advertisement will be displayed on company's website www.irctc.com under "HR & Career". The vacancies of E-3 and above level will also be displayed on website of Railway Board.
12. Before applying, the candidates are advised to go through detailed instructions and apply in the attached formats along with requisite documents. The following self attested documents are required while applying: -
    i. Class 10th Certificate/Date of birth certificate.
    ii. Class 12th Certificate.
    iii. Degree Certificate with specialization/stream and marksheet.
    iv. Post Graduate Degree/PG Diploma Certificate with specialization/stream and marksheet.
    v. Appointment order, joining letter and last three months' salary slip of the present organisation.
    vi. Copies of last four years APARs/ACRs/Appraisal reports.
    vii. Experience Certificate/Service Certificate/ Reliving orders issued by previous organisations.
    viii. Membership Certificate of ICSI.

16/1/26

ix. Pay equivalency certificate in case the equivalency required for the post doesn't match. (for candidates from other PSUs, State Govts, Autonomous bodies, organisation not having similar pay scales as IRCTC/CPSE/Central Govt).

x. Applications must be duly forwarded along with latest Vigilance and D&AR clearance. If the application is not duly forwarded/NOC not received at-least one day before the date of interview, the candidate shall not be allowed to appear for the interview.

13. Applications without supporting certificates/documents as mentioned above, shall be summarily rejected.
14. Application formats must be completed in all respect mentioning the Correct name, complete educational qualifications, details of employment in chronological order, correct pay particulars like Substantive pay, regular pay, pay in MACP/ACP type schemes, pasting of passport size photograph, etc. The incomplete application will be summarily rejected.
15. Candidates are advised to take utmost care to furnish the complete details of his/her employment in chronological order along with the exact dates and no. of months of experience at each level as these details are required in selection process.
16. The complete application may be sent in advance along with requisite documents through email at immediateabsorption@irctc.com.
17. The Railway officials applying for the post must get their applications forwarded through the Concerned Railway. The officials working in other departments/PSUs, etc. shall get their duly forwarded applications through their concerned HR/Personnel dept. to *GM/HR&CC, IRCTC Corporate Office, 4th Floor, World Trade Centre, Nauroji Nagar, New Delhi- 110 029.*

SELECTION PROCESS: -

18. The crucial date for determining eligibility criteria, experience and age will be the closing date of vacancy notice.
19. Based on the eligibility, candidates meeting the criteria will be called for interview.
20. The venue, date, time and mode of interview will be informed in advance.
21. Request for change in date and time of interview must be submitted by candidate within 24 hours of the time of issuing of call letter for interview. No change in date and time of the interview will be entertained if not requested within 24 hours.
22. The weightage will be given to various attributes such as APARs; Educational/Professional qualifications; Experience Profile; and Personality, General Awareness & Communication skills assessed through interview.
23. The document verification of candidates shall be done on the date of interview. The candidates are required to carry their original certificates to facilitate the document verification.

OTHER INSTRUCTIONS: -

24. The candidate should ensure to mention correct & valid mobile number and email address. All correspondences with the candidate will be done through email only. The candidates must check their email inbox/spam folders to get updated.
25. IRCTC reserves the right to raise the minimum eligibility standards. IRCTC also reserves the right to fill or not to fill all or any of the above positions and

cancel/restrict/enlarge/modify /alter the recruitment/selection process without any further notice or assigning any reasons whatsoever.

26. Teaching or freelancing experience shall not be considered as qualifying experience.
27. Any revision, clarification, addendum, corrigendum, extension, etc. to the above Vacancy Notice will be displayed on company's website www.irctc.com under "HR & Career". Candidates are requested to visit the website regularly to keep themselves updated.
28. No person shall be eligible for appointment who has previously been dismissed, removed, or compulsorily retired from the service of the corporation or from a department of a State/Central Government or a local authority or PSU or autonomous body.
29. Canvassing by the applicant, directly or indirectly will result in disqualification of candidature.
30. The selected candidate who joins the post will be governed by the rules of IRCTC.

(M. Vasu) 16/1/26
Addl. General Manager/HRD

Annexure-A

INDIAN RAILWAYS CATERING AND TOURISM CORPORATION LTD.
(A Government of India Enterprise)

NOTE: (i) Candidate must read the instructions carefully before filling up of this application, (ii) Application to be made strictly in the given format and to be filled in English only.	*Space for photograph*

1.	Name of the Post and department	
2.	Name of the candidate (in capital letters)	
3.	Father/Husband's name	
4.	Complete postal address (in capital letters) of (a) The applicant (b) The Cadre controlling authority.	(a) (b)
5.	E-mail ID	
6.	Mobile Number	
7.	Date of Birth(in DD/MM/YY format)	
8.	Date of Retirement (in DD/MM/YY format)	
9.	Category (UR/SC/ST/OBC)	
10.	a) Present post/designation held b) Pay Scale/Pay Level c) Basic Pay (Regular) d) Basic Pay (MACP/ACP, etc. if any)	a) b) c) d)
11.	Indicate the date with effect from which the present Post is held on regular basis.	
12.	Educational Qualification (both academic and professional) - Enclose separate sheets/duly signed by you in case the space below is insufficient.	

Examination passed	Name of Institution /university	Year of passing	Subjects	Max. marks	Marks obtained	% marks

13.	State clearly whether educational & other qualifications required for the post are satisfied by you (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
14.	Qualifications/Experience required for the post advertised for: Essential- (i) (ii) (iii) Desirable- (i) (ii)	Qualifications/experience Possessed by the officer: Essential- (i) (ii) (iii) Desirable- (i) (ii)

15. Details of employment in chronological order. Enclose separate sheets/duly signed by you in case the space below is insufficient.

Office /Institute/ Organization	Post held	From	To	Total Experience in Months	Scale of pay	Nature of duties	Name of unit/project where worked

16.	Nature of Present employment: a) Permanent b) Deputation c) Temporary, or d) Ad-hoc/Contract		
17.	In case the present employment is held on deputation/contract basis, please state: a) The date of initial appointment, b) Period of appointment on deputation/contract , c) Name of the parent office/organization to which you belong.		
18.	Please state whether working under; a) Central Government, b) State Government c) Government undertakings, d) Autonomous organization, e) University f) Others (Please specify)		
19.	Indicate the details of pay particulars: a) Are you in CDA or IDA scale b) If in CDA, please indicate the pay level and Basic pay c) The pay level held under MACP, if any d) If in IDA, please indicate the pay scale e) Whether in pre-revised or revised scale of		

ANNEXURE- B

CERTICATE BY THE CADRE CONTROLLING AUTHORITY

Certified that the information /details furnished in the above application by the applicant are true and correct as per the records available. He/ She possesses the educational qualification, experience and fulfils the conditions as required under the vacancy notification. If selected, he/she will be relieved immediately.

2. It is also certified-

(i) That * there is no vigilance/disciplinary case pending or contemplated against Shri/Smt./Ms_____.

(ii) That his/her integrity is certified as 'Beyond Doubt'.

(iii) That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APAR for the last four years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, or equivalent are enclosed.

(iv) That no major/minor penalty has been imposed on him/her during that last ten years or alist of major /minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).

(v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and in the event of his/her selection, he/she will be relieved within One Month of the offer.

Signature of the forwarding officer
Name:
Designation:
Telephone;
E- Mail ID:
(Office Stamp)

	pay (CDA/IDA)		
20.	Total emoluments per month currently drawn (give the break-up)		
21.	Remarks: The Candidates may indicate information with regard to a) Research publications and reports and special projects b) Awards/Scholarship/Official Appreciation c) Affiliation with the professional bodies/ Institution/societies and d) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported with the documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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/appointment, action can be taken against me by the IRCTC and my candidature/appointment shall automatically stand cancelled /terminated.

I further declare that I fulfill all the conditions of eligibility prescribed for the post applied for and in case my application is not received by IRCTC within the stipulated date due to postal delay of otherwise, IRCTC will not be responsible for any such delay.

(Signature of Applicant)

Place:

Date:

List of Enclosures:

1.

2.

3.

Declaration

The undersigned has applied for the post of ---------- ---- in ---------- department against IRCTC Vacancy Notice No. ---------- ------- dated ---------- on Immediate Absorption basis and is willing to serve at ---------- level.

I hereby submit my undertaking that I will not claim for a higher-level post upon selection for the above post.

Place:

Date :

(Signature of Candidate)

Name of Candidate

Designation :

Office Address: