



इंडियन रेलवे केटरिंग एवं टूरिज्म कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम - मिनी रत्न)  
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.  
(A Govt. of India Enterprise - Mini Ratna)

"CIN-L74899DL1999GOI101707", E-mail: info@irctc.com, Website: www.irctc.com

VACANCY NOTICE No. 02/2023

No. 2022/IRCTC/CO/HRD/DEP/GGM-P&Q

Date: 03.01.2023

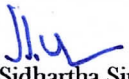
GENERAL MANAGERS  
ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS  
ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN  
ALL RAILWAY PSUs

Organisation	Indian Railway Catering And Tourism Corporation Ltd. (IRCTC)
Title & No. of Posts	Group General Manager/(Procurement, Tendering & Quality) (E8 level) - 01 post.
Location	New Delhi (transferable as per business requirement)
Duration	Three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier. The current exemption is under process.
Term of appointment	Deputation
Service	Group 'A' officer of Stores Services of Indian Railways/IRSS
Scale of Pay & Age eligibility	Rs.37400-67000 GP-10000 (6 <sup>th</sup> CPC)/Level-14 (7 <sup>th</sup> CPC), CDA pattern. Maximum age 55 years. -OR- Rs.37400-67000 GP-8700 (6 <sup>th</sup> CPC)/Level-13 (7 <sup>th</sup> CPC), CDA pattern with minimum 03 years' service in 8700 GP/Level-13. Maximum age 55 years.
Job description	The officer is required to ensure smooth functioning in areas of Procurement, Tendering and Quality. He is responsible for procurement activity for Catering Department primarily, and responsible for empanelment of vendors for catering items used on regular basis. He imparts technical advice to zones on procurement issues for both, Catering and General items. The officer is also responsible for Food Safety Management system, Food Audit, Customer Satisfaction Surveys and is instrumental in ISO certification of various units. 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.
Qualification/ Experience	Group 'A' officer of Stores Services of Indian Railways/IRSS
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.
Selection Criteria	As per the procedure advised by Ministry of Railways Letter No. 2017/ E (O) II/41/5 dated 25.05.2017.
WebAddress	<a href="http://www.irctc.com">www.irctc.com</a>
Closing date	03.02.2023
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, etc. to forward the applications of eligible candidate's alongwith Vigilance history/D&AR Clearance and APARs of last 03 years (2019-20, 2020-21 & 2021-22) to Corporate Office/IRCTC, New Delhi. 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](mailto:deputation@irctc.com) as to reach us 03.02.2023. 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**

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

**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 <i>(wherever applicable)</i>	:	
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

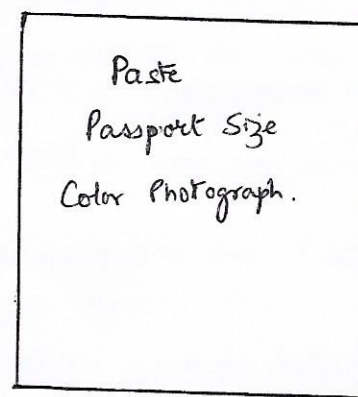
14.	Details of previous deputation/ Foreign assignment, if any	:	
15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable.	:	

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:



**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. <i>(wherever applicable)</i>	:	

Signature  
of the officer certifying the proforma

Name: \_\_\_\_\_

Designation: \_\_\_\_\_