

**INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD**

**(A Govt. of India Enterprises)**

**South Central Zone**

**3<sup>rd</sup> Floor, oxford Plaza, S.D.Road, Secunderabad - 500003**

**No. 2019/IRCTC/HRD/SCZ/Deputation (Catering)**

**Date: 13.02.2019**

Applications are invited from the Regular employees of different Zonal Railways/Railway Board for following posts in Catering Department in Indian Railway Catering & Tourism Corporation Ltd. (IRCTC), South Central Zone/Secunderabad, on usual terms for deputation against the regular posts for a period of three years.

The applications of eligible & willing candidates, who are in the age of maximum 55 years as on 15.03.2019 and can be spared immediately for posting on deputation basis. may be forwarded to this office so as to reach this office on or before 15.03.2019 positively. The service particulars, work experience, educational qualifications, etc. should be clearly indicated in Bio-data and the same should be certified. The upto date APARs Dossiers/rating for the preceding three years along with Vigilance/D&AR clearance may be sent positively to the GGM, IRCTC, South Central Zone, 3<sup>rd</sup> Floor, Oxford Plaza, Sarojini Devi Road, Secunderabad - 500003. A scanned copy of application in the enclosed format duly filled may be sent by candidate in advance through e-mail to: **teamhrscz@irctc.com**.

- Name of the posts** : Sr. Executive (E1)/Executive (E0) (Catering Services)  
**No. of post(s)** : Four Posts (04)  
**Place of Posting** : Secunderabad  
**Scale of pay** : As per the DPE guidelines, Central Government employees, on their selection for deputation would be eligible to draw their pay perks and allowance of their parent cadre only alongwith prescribed deputation allowance.
- Eligibility Criteria** : Regular employees having workexperiencein commercial/ Catering Department of Railways and working knowledgeof computers in MS-office/Excel/Access, etc. Candidates must be below55 years of age as on **15.03.2019**

**Persons working in Grade Pay/Level/Scale as detailed below will be eligible to apply for deputation to the posts mentioned above:**

<b>Post</b>	<b>Employees working in CDA Scale(7<sup>th</sup> CPC)</b>
<b>Sr. Executive (E1)</b>	Level-7. Rs. 44900-142400 with less than three years service in the level.
<b>Executive (E0)</b>	Level-6. Rs. 35400-112400 with minimum three years service in the level.

Cont..2..

Candidates working in regular Grade/Grade Pay/Level will only be considered as “Eligible” for the above mentioned posts. Candidates working in Grade/GP on MACP/adhoc basis will not be considered.

**Web address :** [www.irctc.com](http://www.irctc.com)  
**Email :** [teamhrscz@irctc.com](mailto:teamhrscz@irctc.com).

**Selection Procedure :** As per the procedure advised by Ministry of Railways Letter No.2017/E(O)II/41/5 dated 25.05.2017 the selection of the eligible and short listed candidates for deputation shall be based on experience in the relevant field, Qualification, APAR's, Seniority and interview.

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(M. Vasu)  
JGM (HRD)/IRCTC/SCZ

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**SOUTH CENTRAL ZONE**

3<sup>rd</sup> Floor, Oxford Plaza,

Sarojini Devi Road, Secunderabad - 500003

(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 Retirement :
6. Date of regular appointment in present organization :
7. Present Pay Band/Pay scale/Level :
8. Date of entry in present Pay Band/Pay scale/Level :
9. APAR rating for the last 03 years : (1) (2) (3)

**10. Educational Qualification (Academic & Professional) possessed by the officer:**

Examination passed	Name of Institute/University	Maximum Marks	Year of Passing	Marks Obtained	% of marks (up to 2 decimals)

**11. Details of employment in chronological order ( Enclose a separate sheet duly authenticated by your signature, if the space is insufficient) :**

Name & Address of Employer	Department / Designation	Period of Service		Total Experience	Clearly indicate nature of experience. Also mention the name of the project/unit where worked
		From	To		

**11. Nature of present employment i.e Ad-hoc or temporary or Quasi-Permanent or permanent**

**12. 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:

**13. 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 :

**14. Details of pay particulars:**

- a) Are you in CDA or IDA pay scale :
- b) If in CDA, please indicate the Pay band/level and substantive:
- 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 :

**15. Total emolument per month now drawn (give the break-up) :**

**16. 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).**

**17. Whether belongs to SC/ST :**

- 18. (a) Whether any punishment awarded to the applicant during the last 10 year : Yes/No**
- (b) Whether any action or inquiry is going on against him as far as his knowledge goes : Yes/No**

**19. 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.)**

Name:

Father's Name:

District:

State:

Pin Code:

Please affix one recent passport size Photograph without attestation

Signature of the Candidate

Mobile No:

Tel. No. with STD Code:

Email:

**20. Permanent Address:**

Name:

Father's Name:

District:

State:

Pin Code:

## **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 by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post, (ii) 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 or appointment, action can be taken against me by the IRCTC and my candidature/appointment shall automatically stand cancelled/terminated, (iii) I further declare that I fulfil all the conditions of eligibility prescribed for the post applied for (iv) In case my application is not received by IRCTC within the stipulated date due to postal delay or otherwise, IRCTC will not be responsible for such delay.

### **21.List of Enclosures:**

**Place:**

**Date:**

**(Signature of the Applicant)**

**Countersigned**

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**(Employer with Seal)**