



इंडियन रेलवे कैंटरिंग एण्ड 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

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

VACANCY NOTICE No. 13/2023

2023/IRCTC/HRD/CO/DEPU/AGM-PR&CC

Date: 11.04.2023

SECRETARY, ALL MINISTRIES & DEPARTMENTS UNDER GOVT. OF INDIA, GOVT. OF STATES & UTs.

GENERAL MANAGERS, ALL RAILWAYS/PRODUCTION UNITS

DIRECTOR GENERAL'S/DIRECTORS, ALL RAILWAY TRAINING INSTITUTES

CMD/MD/CHAIRMAN, ALL RAILWAY PSUs & OTHER CENTRAL PSUs/State PSUs and Autonomous Bodies.

| | |
|---------------------------|---|
| Organisation | Indian Railway Catering And Tourism Corporation Ltd. (IRCTC) |
| Title & No. of Posts | One (01) post of AGM/Public Relations & Corporate Co-ordination under General Administration cadre. |
| Location | IRCTC Corporate Office/New Delhi (Transferable as per business requirements) |
| Duration | Three years or till IRCTC is exempted from the rule of immediate absorption, whichever is earlier. |
| Term of appointment | Deputation |
| Service | Officers working in the same capacity may apply for the post. |
| Scale of Pay & Age | Pay Scale Rs. 15600-39100 GP-7600 (6 th CPC)/ Level-12 (7 th CPC) in CDA pattern - OR - Pay Scale Rs. 90000-240000 or equivalent in IDA pattern Maximum Age 55 years as on closing date of vacancy notice. |
| Job description | <ul style="list-style-type: none">Managing the PR function of the Company including handling of media functions.Responsible for carrying out Corporate Branding and Imaging ExerciseShould work in close coordination with the secretariat of Apex Management for various coordination work with other ministries and PSUs.Designing and content creation of newsletters and other publications released from time to time.Coordinating with the Office of Company Secretary for preparation of business plan, BRSR work corporate plans etc.Managing Membership of various bodies of which the company is a member.General Administration work and other works related to Corporate Coordination.Other important projects and assignments given by the top management from time to time related to Corporate Coordination and PR. |
| Qualification/ Experience | <p>Educational/Professional Qualification: Post Graduate Degree in Business Administration / Post Graduate Diploma in Management/ Post Graduate Degree / Diploma in Mass Communication/Journalism/ Advertising & Public Relations of minimum Two years from Government recognized Institute/ University.</p> <p>Experience: Minimum 10 years of relevant working experience in Government organizations including Ministries or PSUs or Statutory Bodies with minimum Two years in the capacity of E-5 or equivalent level in Ministries or any government organization.</p> <p>Candidate should have experience in corporate Imaging in Public domain, Public Relation Function, In-house communication, Designing and production of Newsletters /other publications, Media Management. In-depth knowledge of print and electronic mass media as well as advertising. Candidate should have outstanding oral and written communication skills.</p> |
| Perks & Benefits | <ol style="list-style-type: none">Parent Pay Plus Deputation Allowance as applicable and all other perks and allowances applicable as per IRCTC policy.Medical Allowance (outdoor)-7% of the basic pay if opted for medical facilities of IRCTC & reimbursement of medical expenses for hospitalization.Uniform fitment allowance-7% of the basic pay. Lease/HRA at prescribed rate etc. <p>* For IDA pay scale the above are included in cafeteria approach of 35%.</p> |

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|--------------------|---|
| Selection Criteria | As per the procedure advised by Ministry of Railways Letter No. 2017/ E (O) II/41/5 dated 25.05.2017. |
| WebAddress | www.irctc.com |
| Closing date | 12.05.2023 |
| 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, PUs, Railway PSUs, etc. to forward the applications of eligible candidate's alongwith Vigilance history/D&AR Clearance and APARs of last 03 years (FY 2019-20, 2020-21 & 2021-22) to Railway Board for onward transmission to IRCTC Corporate Office/IRCTC, New Delhi. Other departments/PSUs may forward the applications through concerned HR/Personnel dept. to GGM/HRD, IRCTC Corporate Office, 12th floor, , Statesman House, Barakhamba Road, New Delhi -110001. 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.

(Sidhartha Singh)
Addl. General Manager (HRD)

PRESCRIBED PROFORMA
FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

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

| SNo. | Designation & Railway with Place of posting | Grade (i.e. Gr.B/SS, JAG/SG/SAG) | From | To |
|------|---|--|------|----|
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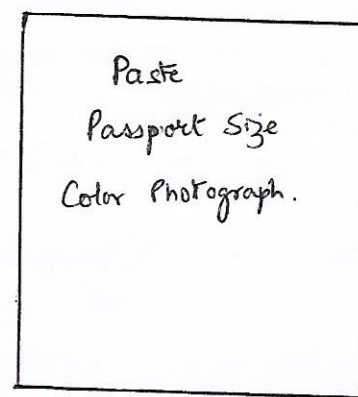
| | | | |
|-----|---|---|--|
| 14. | Details of previous deputation/ Foreign assignment, if any | : | |
| 15. | Whether debarred from deputation? If yes, please furnish details. | : | |
| 16. | Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever 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

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|----|--|---|--|
| 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: _____