

INDIAN RAILWAY CATERING & TOURISM CORPORATION LTD.
(A Miniratna PSU under Ministry of Railways)

Ref. : Recruitment Advt. No. : IRCTC/Officers/2013/1

Indian Railway Catering and Tourism Corporation Limited a leading Mini Ratna Public Sector Undertaking under Ministry of Railways, invites applications for the post of **Deputy General Manager (Finance)** to be filled on **Direct Recruitment basis** as per following criteria :-

SN	Post Code	No. of Posts	Name of Post	Place of Posting	Pay Scale (IDA) & Grade/Type of Appointment	Essential qualifications	Experience	Age Limit
1	001	03	DGM/ Finance	Any where in India	Rs. 29,100-54500/- as E4 grade On Direct Recruitment basis	Graduate with Chartered Accountant or ICWA or MBA(Fin) from UGC/AICTE recognized University/ Institution.	Minimum 10 years post qualification experience in finalization of Accounts preferable in Manufacturing /Service Industry in a completely Computerized/ ERP environment out of which minimum 2 years should be in a capacity of senior position not below Assistant Manager. Working knowledge of MS-Office is essential. Candidates from private sector having a CTC of minimum Rs. 8 lakhs per Annum will be eligible to apply.	40 yrs

COMPENSATION PACKAGE

For Post to be filled on Direct Recruitment basis at E-4 level.

IDA Pay Scale for E-4 (Dy. General Manager) grade – Rs. 29,100-3%-54,500/-.

The total current CTC would be Rs. 11.4 lakhs approx for DGM grade. The selected candidate will be paid Dearness Allowance (DA) and other admissible perks and allowances limited to 50% of basic pay which will be payable as per the rules of IRCTC depending upon the place of posting. In addition, Provident Fund, company leased accommodation (in lieu of HRA), Indoor Medical facilities, Performance Related Pay (PRP), Gratuity and LTC benefits etc are also admissible as per the rules of IRCTC.

The reservation in the above posts would be followed as per details below :-

Total No. of Posts	GEN	OBC	SC	ST
3	3	0	0	0

GENERAL TERMS AND CONDITIONS

1. ELIGIBILITY

a) Nationality / Citizenship: A candidate must be a citizen of India.

b) Age: A candidate must be within the age limit as mentioned in the table mentioned above.

c) Educational Qualification and Experience: A candidate must possess the minimum qualification and experience as mentioned in the table above. Educational qualification, post qualification experience and age should be reckoned as **on 01.04.2013**.

d) Computer Literacy: The candidate must have a good working knowledge of computers including MS Office.

e) Application From Govt./PSU Officials: In addition to the minimum essential qualification and experience prescribed for the post, the Govt/PSU officials have to fulfill the following conditions for consideration of their candidature :

- In case of Internal Candidates from IRCTC in IDA scale of pay, he/she must have minimum one year of experience in one level below the post applied for.
- Candidates from other Public Sector undertakings (PSU) in IDA scale of pay must have a minimum two years experience in one grade below the post applied for.
- In case of candidates in CDA pay scale from other PSUs/Central Government department/Armed Forces, DPE/DOPT guidelines will be followed to determine the equivalence of minimum two years experience in one scale of pay and rank below the post applied for.

2. HOW TO APPLY

- a) The eligible candidates are required to submit their application in the prescribed format as per the specimen provided in this advertisement. Applications not as per the prescribed format will be summarily rejected. There is no objection for using printed application form as long as the format is exactly the same as published. Application duly complete in all respects should be sent by ordinary post in a cover superscribed "Application for the post of "..... (Post Code)" The application should be addressed to :-

**The Deputy General Manager (HRD),
IRCTC, Corporate Office,
5th Floor, STC Building,
Jawahar Vyapar Bhawan, 01-Tolstoy Marg,
Janpath, New Delhi -110001.**

- b) Candidates should get the application neatly typed or fill it in CAPITAL LETTERS IN HIS/HER OWN HANDWRITING in the prescribed format and should use as far as possible only international forms of Indian numerals.
- c) The advertisement may be viewed and application format may be downloaded from IRCTC's website: www.irctc.com and can be used for submission.
- d) A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification.
- e) Individual application for each post must be accompanied by Demand Draft/Pay Order in favour of IRCTC, New Delhi payable at New Delhi and copies of under mentioned certificates:
- Secondary School Certificate/School Leaving Certificate or any other documentary proof of age;
 - Certificate(s) in support of educational qualifications and experiences;
 - Those who are still in defense service should submit a certificate from a competent authority that they will be relieved from defence services, within a reasonable period of time.
 - Certificates(s) in support of Pay Scale (IDA/CDA) and Last drawn annual gross salary/CTC.
- f) An application not accompanied by relevant certificate(s), wherever necessary or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will be summarily rejected.

3. APPLICATION FEE:

Application Fee including Postal Charges (Non Refundable) :

S. No.	Category	Fees in Rs.
1	Scheduled Castes / Scheduled Tribe / Person With Disability	Nil
2	All others including OBCs	300.00

The requisite application fee must be paid by means of a crossed Demand Draft / Pay Order issued by a Scheduled Commercial Bank in favour of "IRCTC", payable at New Delhi which must be purchased on or before the last date stipulated for submission of application and should be valid for minimum three months from the date of issue. Payment of application fee by Cash/Cheque/Money Orders/ Postal orders/Postal stamps etc will not be accepted. Candidates must write his/her name, postal address and pin code & date of birth on the reverse of the Demand Draft / Pay Order.

Candidates seeking relaxation in Fee must enclose attested copy of the certificate in support of his/her claim and should not send original certificates/testimonials.

4. LAST DATE: Applications complete in all respects should reach the above address by post on or before **18:00 hrs** by **29.04.2013**. Applications received after the last date will not be entertained.

5. RELAXATION IN UPPER AGE LIMIT:

- Scheduled Caste / Scheduled Tribe candidates by 5 years;
- Other Backward Classes candidates by 3 years;
- Person with disability : As per Government Directives up to 10 years;
- Ex-serviceman: As per Government Directives; Government /PSU employees upto maximum of 5 years depending upon length of service in Govt/ PSU.

Candidates seeking relaxation in age must enclose attested copy of the certificate in support of his/her claim and should not send original certificates/testimonials.

6. SELECTION PROCEDURE: The selection for the posts will be on the basis of qualification, experience & performance of the candidate in the interview. Merely satisfying the eligibility norms do not entitle the candidate to be called for interview. IRCTC reserves the right to call only the requisite number of candidates for interview after preliminary screening/short listing with reference to the candidate's qualification, suitability etc. However, IRCTC reserves the right to conduct the written examination in case the number of applications received from eligible candidates is reasonably high. The details of written examination, if any, shall be communicated to the candidates in advance.

7. VENUE FOR THE INTERVIEW : **The interviews for the post will be held at New Delhi only.** However, IRCTC reserves the right to conduct interviews at any other place(s) at its sole discretion. **The candidates called for interviews will be reimbursed 3 Tier AC fare for the shortest distance or the actual whichever is less on production of original railway ticket.**

8. CALL LETTERS: Call letters for interview will be sent to the short-listed candidates at the correspondence address given in their application form by registered post /speed post. Requests for sending call letters to different addresses subsequently will not be entertained.

9. POSTING: IRCTC reserves the right to post/transfer any of the selected candidates against this advertisement at any of its offices located within the country as per its requirements.

10. PROBATION: The candidates selected to the post of DGM/Finance against direct recruitment will be on probation for a period of **two years** during which their performance will be reviewed periodically. After successful completion of the probation period, the candidates would be confirmed on the grade and scale through written intimation.

11. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT: Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies / testimonials. In case of any information being found false before / after selection, the candidature/services of the candidate shall be terminated.

12. GENERAL INSTRUCTIONS:

- i. Candidates in their own interest are advised to submit the applications well in time before the last date to avoid possible delay in postal transit. Applications received after the last date shall not be accepted including those sent through proper channel.
- ii. Before applying for the post, candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement. IRCTC would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

- iii. Candidates serving in Government / Public Sector Undertakings (including Public Sector Banks) should send their application through proper channel only. They are required to produce a "No Objection certificate" (NOC) from their employer clearly indicating their vigilance/ D&AR clearance at the time of interview, in the absence of which their candidature will not be considered. However, candidates may send an advance copy of their application with the requisite fee in case they are not able to submit the "No Objection Certificate" within the last date. But their application would be considered only on receipt of the NOC from their employer.
- iv. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/ selection.
- v. Decision of IRCTC in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IRCTC in this behalf.
- vi. Any request for change of address of correspondence will not be entertained.
- vii. Canvassing in any form is not allowed and the candidature of such applicant will be rejected.
- viii. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of IRCTC. Further, the appointment will also be subject to the Service and Conduct Rules of IRCTC. Appointment of selected candidates will also be subject to suitable reference check / police verification of antecedents.
- ix. IRCTC takes no responsibility to connect any certificate / remittance sent separately. IRCTC takes no responsibility for any delay in receipt or loss in postal transit of application or communication.
- x. IRCTC reserves the right to increase or decrease or not to fill up the vacancies without assigning any reason.
- xi. IRCTC shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution.
- xii. Corrigendum/ amendments / clarifications if any in respect of this recruitment advertisement will only be published in IRCTC website. Candidates are advised to visit the website on regular intervals.
- xiii. In case any dispute arises on account of interpretation in versions other than English, the English version will prevail.
- xiv. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts/Tribunals/Forums situated in Delhi.

Place : **New Delhi**
