

Subject: Advertisement for engagement of Consultant — Tourism on Temporary basis in IRCTC/ East Zone (Location – Kolkata & Guwahati) -reg.

Indian Railway Catering and Tourism Corporation Ltd, East Zone, Kolkata invites applications from suitable candidates for engagement as Consultant — Tourism from retired Sr. Section Engineer in Mechanical (C&W/ workshop) or Electrical (train lighting/ AC) maintenance in open line/workshop). The engagement will be purely on temporary basis for a period of six months.

| Sl.No. | Name of the Post | No. of incumbents proposed to be empanelled | Age limit (as on the last date of receipt of applications) | Remuneration per month |
|--------|--------------------|---|---|---|
| 1 | Consultant Tourism | 02 nos (1 – Kolkata 1 – Guwahati) | Maximum age limit is 64 years as on last date of receipt of applications. | Remuneration will be fixed as per the rules of IRCTC. |

The details including eligibility criteria, term of reference etc. of the above engagement are placed at Annexures - A, B and C. The candidates shortlisted on the basis of applications received will be intimated through e-mail for appearing for the interview, dates of which will be intimated in due course.

Interested candidates, who fulfil the eligibility criteria, possessing good health and are in a position to join immediately may submit their application in the prescribed proforma (**Annexure-I**) along with relevant documents in support of experience in sealed cover subscribed "Engagement of Consultant- Tourism on temporary basis in IRCTC/EZ" which should reach this office on or before 21.08.2023 (4:00pm) at the following address:

**The Group General Manager,
Indian Railway Catering and Tourism Corporation Ltd,
3, Ground Floor, Koilaghat Street,
Kolkata – 7000 001.**

It is also mandatory to send the scanned application form along with enclosures to email ID hrdkolkata@irctc.com on or before the closing date.

IRCTC reserves the right to increase/decrease/withdraw the advertisement at any stage of recruitment process.

No enquiry will be entertained during the recruitment process.

**अपर महाप्रबंधक (मा.सं.वि.) /पूर्वी क्षेत्र
Addl. General Manager-HRD
IRCTC/EZ/Kolkata**

Eligibility Criteria

- A. Name of Position** : Consultant — Tourism
B. No. of persons to be engaged : 02 nos (Kolkata-01 & Guwahati- 01)
C. Eligibility criteria :

- i. The applicant should have retired from Railways.
- ii. Should have sound knowledge and experience of Yard Working LHB Rake Maintenance Sound knowledge of Maintenance, Operational & Accident rules & policies of Indian Railways.

Preferences will be given to the candidates with Work Experience on ER/SER & NFR, especially Howrah, Sealdah Division & Santragachi, as the rakes are headquartered at HWH/SDAH/SRC & GHY for better local co-ordination.

Work Profile

1. May be deployed on Bharat Gaurav Trains tour itineraries, if required for technical & operational co-ordination.
2. He will take care of all technical issues on the running train including watering/ fuelling/co-ordination with Railways for Placement, Shunting, and Movement etc.
3. He will co-ordinate for maintenance of the rakes at Coaching Depots, Yards, Workshops, nominated workshop or En-route during the run.
4. Any other technical work required to co- ordinate with concerned Railways.
5. Any other work assigned by higher Officials regarding internal maintenance of rakes to be done by IRCTC.

Remuneration

The remuneration of consultant will be fixed as per the rules of IRCTC.

**अपर महाप्रबंधक (मा.सं.वि.) /पूर्वी क्षेत्र
Addl. General Manager-HRD
IRCTC/EZ/Kolkata**

Application for engagement of Consultant Tourism in IRCTC/EZ

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|----|--|----------------------------------|------|----|-----------------------------|--------------------------|
| 1 | Name in full (Block letters) | | | | | |
| 2 | Father's Name | | | | | |
| 3 | Date of Birth | | | | | |
| 4 | Details of advertised Experience | | | | | |
| 5 | Date of superannuation from Railway Service | | | | | |
| 6 | PPO no. (Enclose photocopy) | | | | | |
| 7 | Complete residential address with phone number/mobile no. | | | | | |
| 8 | Office address at the time of retirement | | | | | |
| 9 | Designation last held | | | | | |
| 10 | Last pay drawn | | | | | |
| 11 | E-mail id | | | | | |
| 12 | Brief particulars of experience (Pl. enclose extra sheets if required) | Designation and Place of Posting | From | To | BP/GP/Pay Level/Monthly Pay | Nature of work performed |
| | | | | | | |
| | | | | | | |
| 13 | Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary | | | | | |
| 14 | Name of two references preferably from Railways in which worked along with designation, address, contact no. & email | (1) | | | | |
| | | (2) | | | | |

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work. I have read this document and ready to accept all the terms and conditions for engagement of Consultant (Tourism).

Place:

Date:

(Signature of the Candidate)

Terms and Conditions

1. Period of engagement

The engagement shall be for a period of six months.

2. Selection procedure

The engagement will be purely on temporary basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Interview.

3. Remuneration

The remuneration of consultant shall be 100% of (last Pay drawn (Basic + Dearness Allowance) less (-) pension & Dearness relief thereon at the time of engagement). The consultant so engaged will get consultancy fees as a lump sum. In case of requirement to proceed to an outstation in connection with the completion of given assignment, Expenses incurred on account of Travelling, Boarding & Lodging will be reimbursed as per relevant TA-DA Rules.

4. Scope of Duties

During the period of such engagement, the consultant would be required to perform work as assigned by IRCTC/EZ authorities. Following are the detailed nature of duties to be performed:

- a. May be deployed on Bharat Gaurav Trains Tour Itineraries, if required for technical & Operational co-ordination.
- b. He will take care of all technical issues on the running train including Watering/ Fuelling/Co-ordination with Railways for Placement, Shunting, Movement etc.
- c. He will co-ordinate for maintenance of the rakes at Coaching Depots, Yards, Workshops, nominated workshop or Enroute - during the run.
- d. Any other technical work required to co- ordinate with concerned Railways.
- e. Any other Work assigned by higher up regarding internal maintenance of rakes to be done by IRCTC.

5. Leave

The Consultant would be entitled to leave as per Policy of IRCTC.

6. Office time and working hours

Engagement of consultant would be on full time basis. Working hours shall be from 10.00 AM to 6.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment (full time/part time) during the period of engagement in IRCTC. The Consultant may be called on Sunday/other Gazetted holidays, if required.

7. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

8. Confidentiality of data and documents

The engaged consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purposed of this assignment or during the course of the assignment for the office, without the express written consent of the

office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. Conflict of interest

The Consultant engaged by this office, shall in no case represent or give opinion or advice to any matter which adverse to the interest of the office.

10. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving one month's notice which can be curtailed/extended depending upon the workload.

11. Guidelines for the submission of the application

The duly completed applications in prescribed proforma should be submitted so as to reach the office before the closing date. It is also mandatory to send the scanned application form along with enclosures to email ID hrdkolkata@irctc.com on or before the closing date. Any application received after the last date will not be entertained.

The application should be submitted with the copy of retirement notification and PPO duly self-certified.



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