

Notification for Walk-in-Interview
Engagement of 'Qualified CA/CMA' on Contractual
basis IRCTC – South Central Zone

No.2024/IRCTC/3/HRD/SCZ/Contractual/Finance/CA_CMA

Dated: 30-08-2024

Eligible and Qualified candidates are invited to appear for walk-in-interview for engagement as Qualified 'Chartered Accountant (CA) / Cost & Management Accountant (CMA)' on Contract basis for a period of 01 year.

Name and Number of Posts	Mode of Selection	Remuneration (CTC)	Educational Qualification	Experience	* Upper age limit as on 31-08-2024	Place of Posting
<p>"Qualified CA /CMA" 2 posts [Reservation as per Govt. of India policy for SC, ST, OBC- NCL, BPH, EWS, Ex. Servicemen is applicable]</p>	Walk-in Interview	Total CTC: Rs.70,000/- per month (incl. Statutory deductions) and other allowances as applicable.	Chartered Accountant (CA)/ Cost & Management Accountant (CMA)	Minimum 02 years post-qualification experience: Essentials: 01-year Working exposure of ERP/SAP, Oracle & 01-year Working experience of accounting & taxation other than audit	40 years for UR. Age relaxation will be given to SC/ ST/OBC/ PwBD / Ex-Serviceman applicants as per Government guidelines. Upper age is relaxable by 5 years for SC/ST applicants, by 3 years for OBC applicants and by 10 years for PwBD applicants. Ex-Service Men - Upto the extent of service rendered in defense plus 3 yrs.	The selected candidates will be posted in Zonal Office/SCZ; Secunderabad. However, candidates may be deployed/ posted anywhere in what the discretion of IRCTC.

Selection Process:

Candidates are requested to fill in the application form (attached along with this notification) duly completing in all respects. The completed application form has to be submitted at the venue of the interview for verification along with original documents, one set of attested copies of requisite documents and two recent passport size photographs. Interview will be conducted and based on the credentials & performance in the personal interview the candidates will be shortlisted. The offer of engagement shall be issued to the suitable candidates in the order of merit and based on number of vacancies, subject to verification of antecedents. In addition, selected candidates against the notified vacancies, equal number of candidates will be placed on Reserved Panel, subject to availability of the suitable candidates.

Medical fitness:

Engagement of selected candidates shall be subject to being medically fit as prescribed by IRCTC.

Remuneration and other allowance:

CTC : As indicated above.

Service Conditions:

The rules & regulations, as applicable for personnel engaged on contractual basis in IRCTC, will be equally applicable for these 'Qualified CA/CMA', viz. Leave, Bonus/performance award, Night Duty Allowance, re-imbursment of insurance, etc.

Scope of work:

- The selected candidates for 'Qualified CA/CMA' (02nos) will be posted in the Finance department of Zonal Office / SCZ, Secunderabad.
- Work related to ERP entries, Auditing, taxation, finalization of accounts, Annual closing, banking, payroll accounts, reconciliation, etc.

General Information:

- a) This engagement is purely contractual in nature and will not entitle any candidate to claim for regular / permanent employment in IRCTC.
- b) Contract may be terminated by giving one month notice by either side. If performance during contract period is not found satisfactory the contract may be terminated without any notice.
- c) Only Indian Nationals are eligible to apply.
- d) Those working in Govt. / PSUs may apply through proper channel or submit NOC at the time of Interview or should submit proper relieving letter from present employer in the event of selection in IRCTC.
- e) IRCTC reserves the right to cancel/ amend the advertisement and/or the selection process at any time without prior notice.
- f) The number of vacancies to be filled (including Reserve Panel) may increase or decrease depending on the requirement of IRCTC at the time of engagement.
- g) Candidates should ensure that they fulfil the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after engagement that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services will be summarily terminated.
- h) The selected candidate(s) have to furnish security deposit of Rs. 25,000 in the form of Demand-Draft.
- i) No TA/DA will be paid to the candidates for attending the walk-in interview.
- j) Knowledge of computer (MS Office), preparation of reports is desirable.
- k) Ability to solve problems and to make rational decisions.

Place/ Date of walk-in-Interview:

IRCTC Zonal Office / South Central Zone, 1 st Floor, Oxford Plaza, SD Road, Secunderabad – 500 003	19-09-2024
---	------------

Note: In case of extension of interview date, candidates will have to arrange their own stay and food.

Any corrigendum/clarifications to this notification (incl. date & place of interview), if necessary, will be uploaded on IRCTC website (www.irctc.com) only and no separate press coverage will be given in the news-paper.

Proforma for submission of application for engagement as 'Qualified CA/CMA' on 'Contract basis' in IRCTC / South Central Zone

Ref: No. 2024/IRCTC/3/HRD/SCZ/Contractual/Finance/CA_CMA dated 30-08-2024

1	Name of the Applicant (BLOCK LETTERS)				
				Photo	
2	Father`s/Spouse Name				
3	Category (SC/ST/OBC-NCL/ PwBD/ EWS/ Ex.SM) (Enclose self-attested copy of latest Certificate issued by competent authority in support of claim)				
4	Present Address				
	Landline/Mobile No.				
	Email ID				
5	Permanent Address				
6	Date of Birth & Age (as on 31.08.2024)				
7	Gender				
8	Marital Status				
9	Aadhaar number				
11	Professional/Technical/Educational Qualification: (Enclose self-attested copies)				
S. No	Name of the Graduate/ PG degree(s) Passed	Duration & (Full time/Part time/distance), Year of Passing	% marks	Institution/ University	
a.	10 th				
b.	12 th				
c.	Graduation				
d.	CA/CMA				
12	Particulars of Post Qualification Experience				
S No	Organization	Post Held& Scale/ pay drawn	Period: From & To	Experience (Yrs - Mths)	Job description /Responsibility areas
a.					
b.					
13	Languages Known	Speak			
		Write			
14	Document to be attached a) Proof of educational Qualification b) Proof of experience c) Proof of Date of Birth d) Proof of Category (SC/ST/OBC*/PwBD/EWS/Ex.SM) *Should submit OBC-NCL certificate in the format prescribed by Govt. of India e) Others (pl. Specify)				

The above information is true to the best of my knowledge and belief. My candidature will be rejected, if any information given above is found to be incorrect/ incomplete or false.

Place:

Date:

(Signature)

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kum* _____ Son / Daughter* of Shri /
Smt.* _____ of Village/Town* _____ District/Division*
_____ in the _____ State belongs to the

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011//95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in
the _____ District / Division of _____ State. This is also to certify that he/she
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,
Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004
Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of
the Government of India.

Dated: _____

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.