



इंडियन रेलवे कैटरिंग एंड टूरिज्म कॉर्पोरेशन लिमिटेड  
(भारत सरकार का उद्यम - मिनी रत्न)  
**INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.**  
(A Govt. of India Enterprise – Mini Ratna)

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**Engagement of “Graduate Apprentice Trainees” at IRCTC/East Zone/Kolkata**

**No. 2023/IRCTC/EZ/HRD/Apprentices**

**Date : 06.03.2024**

**Indian Railway Catering & Tourism Corporation Ltd (IRCTC - A Govt of India Enterprise), East Zone, Kolkata** invite applications for engagement as **“Graduate Apprentices Trainees”** for FY 2023-24 under Apprenticeship Act-1961 (as amended in 2014) as a measures of skill building initiative for the nation as detailed below :-

Position	No. of positions	Essential Qualification	Desirable Qualification	Duration	Stipend per month
Graduate Apprentices Trainees	<b>21</b>	Graduate in any discipline	Post Graduation Degree/ Diploma in HR/Tourism/ Hospitality/Catering/ Procurement/Marketing/ Computer Science/IT/ Commerce/Accounting/ CA/CA Inter/CMA/ CMA Inter	12 Months	Rs. 9,000

- **Applicants have to apply on <https://nats.education.gov.in/> portal.**
- **Cut-off date** - The cut-off date for all qualifications and age criteria will be **01-MARCH-2024.**
- **Candidates are advised to ensure before applying that they are comfortable & interested to work at Kolkata.**
- **Age Criteria** – Candidates should have completed 15 years and should not have completed 25 years **as 01.03.2024.** (Relaxation to SC/ST-5 yrs., OBC-3 yrs., Ex-Serviceman-10 yrs., Differently abled-10 yrs)
- Place of work will be in **Kolkata only.** (Anywhere in Kolkata)
- **Candidates should have completed their graduation not earlier than 5 years from cut-off date i.e. 01.03.2024.**
- Candidates should not have engaged earlier as Graduate Apprentice in any organization.
- Selection will be based on the qualification/experience required by the organisation and their willingness to work at Kolkata. Applicants are advised to fill up marks and to attach supportive documents for all the educational/Technical qualifications (**year-wise Mark-sheets and Pass-Certificates**).
- Candidates engaged as Apprentices will be released after one year tenure of Apprenticeship training.

### **Important Dates :**

Commencement of Online application by Candidates	<b>06.03.2024 (Wednesday)</b>
Last date of applying online application	<b>13.03.2024 (Wednesday)</b>

**Reservation :** Reservation as per Govt. of India guidelines to be followed/applicable.

- (i) There will be a reservation to the extent of 4% for Persons with Disabilities (PwD) and 10% for Ex-Servicemen. Person with Disability (PwD) who wants to avail the benefit of reservation must produce a disability certificate issued by a Competent Authority (i.e. Medical Board duly constituted by the Central or State Government including on specialist in the particular field for assessing disability).
- (ii) The Applicants who want to avail the benefit of reservation of Ex-servicemen and Armed Forces Personnel and in case of children of Ex-servicemen and children of Armed Forces personnel, they must submit Discharge certificate or Armed Forces Serving Certificate respectively (as the case may be) of his/her parents at the time of verification.
- (iii) For SC slots, when the prescribed number of persons belonging to the SC is not available, it will be filled by ST Applicants. If ST Applicants are not available, they will be filled by SC Applicants. If the prescribed training slots for SC/ST Applicants cannot be filled even in the above given manner, then the training slots so lying unfilled will be filled by the persons not belonging to the scheduled castes or the scheduled tribes i.e. Unreserved Applicants. Similarly, the seats remaining unfilled by OBC applicants will be filled by Applicants of reserved category.
- (iv) The Applicants, who want to avail the benefit of reservation of SC/ST, must submit his/her Caste certificate in the prescribed format at the time of verification.
- (v) OBC Applicants are required to submit **OBC Caste Certificate with Non-Creamy layer certificate valid for the year 2022-2023**. Certificates should indicate Caste, Date of Issue etc. and bear the Seal of the Issuing Authority. **OBC Certificate should be issued within last ONE YEAR.**

**Note :** PwD– Persons with Disability, the percentage of disability should not be less than **40%**.

### **Reservation for Economically Weaker Sections (EWS) :**

Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family has gross annual income below Rs. 8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business and profession etc. for the financial year prior to the year of Application.

The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by Competent Authority. The income asset certificate issued by any one of the following authorities only be accepted as candidate's claim as belonging to EWS:-

- (i) District Magistrate/Addl District Magistrate/Collector/Deputy Commissioner/  
1<sup>st</sup> class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/  
Executive Magistrate/Extra Assistant Commissioner.

- (ii) Chief Presidency Magistrate/Addl Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally reside.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notification.

**Mode of Selection :**

- (i) Selection will be based on the qualification/experience required by the organisation and their willingness to work at Kolkata.
- (ii) In case of two applicants are having the same marks the applicants having older age shall be preferred. In case the dates of birth are also same, then the applicants who passed matriculation exam earlier shall be considered first. There will be no written test or viva.
- (iii) Final selection of applicants would be subject to verification of original testimonials.
- (iv) Candidates in the Stand-by list will be offered to join only on receipt of details of absentees and rejected candidates from the Merit list.
- (v) The offers will be issued strictly in the order of Merit.
- (vi) The tentative schedule will be advised through e-mail only. Applicants are advised to be in readiness at short notice to report to concerned office for Document/Certificate Verification.

**General Instructions :**

- (i) Applicants should ensure their name, father's name, date of birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment.
- (ii) Applicants are required to report for Document/Certificate Verification with their Originals.
- (iii) Applicants are required to submit their OBC Certificate issued within last ONE Year on the format enclosed.
- (iv) Applicants are required to submit their EWS Certificate, if he/she is claiming against EWS Quota.

**Documents required to be Submitted :**

Applicants are required to submit the self-attested scanned copy of the following documents -

- (i) 10<sup>th</sup> Standard Mark Sheet and Pass Certificate.
- (ii) Certificate for proof of date of birth (Standard 10 or its equivalent certificate or mark sheet indicating date of birth or School Leaving Certificate indicating date of birth).
- (iii) 12<sup>th</sup> Standard Mark Sheet and Pass Certificate.
- (iv) Graduation/Post Graduation & any other higher/Technical qualification – Year-wise Mark Sheets and Pass Certificate.**
- (v) Caste certificate for **SC/ST/OBC** Applicants. OBC Certificate should not be issued earlier than ONE YEAR.
- (vi) **Disability certificate**, in case of PwBD Applicants.

- (vii) **Discharge Certificate/Serving Certificate**, in case of applicants applied against Ex-Servicemen quota.
- (viii) **Recent colour photograph** (size 3.5cm x 4.5cm) taken not later than three months from the date of application, along with a soft copy in JPG/JPEG format, 100 DPI, size of the file should be between 20 kb – 70kb) with clear front view of the Applicants without cap and sunglasses. Applicants may note that IRCTC may, at any stage, reject the applications for submitting old/unclear photograph or for any significant variations between photograph submitted in the application form and the actual physical appearance of the applicants. Applicants are advised to keep two additional copies of the same photograph ready with them and carry the same at the time of Document/Certificate Verification.

**Note :- Candidates are advised to show original documents along with 2 sets of self-attested photocopies on the day of Document verification.**

**Important Instructions :**

- (i) The decision of IRCTC in all matters relating to eligibility, acceptance or rejection of the applications and mode of selection etc. shall be final.
- (ii) No correspondence for engagement will be entertained.
- (iii) Canvassing in any form will disqualify the candidature and no correspondence will be entertained in the matter.
- (iv) Candidature of the Applicants shall be cancelled if he/she fails to produce the required original testimonials for verification or any other discrepancy noticed.
- (v) No daily allowance/conveyance allowance or travelling allowance will be paid to the applicants called for document verification
- (vi) After selection for engagement, request of applicants to change the trade will not be entertained.
- (vii) Applicants will be trained only for the Trade in which they have been selected.
- (viii) Applicants selected for training will not be allowed to withdraw from training except for reasons, which are beyond their control.

**Important Advisory :**

Applicants will be selected purely as per merit. IRCTC has not appointed any agents for action on its behalf. Applicants are warned not to fall under the lure against any such claims being made by Persons/Agencies.

**Impersonation/Suppression of Facts – Warning :**

Any applicants found using unfair means of any kind in the document verification, sending someone else in his/her place to appear in the document verification and attempt to impersonate will be disqualified.

Applicants found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges shall lead to rejection of their candidature.

Applicants shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the engagement. Candidatures of such applicants are liable to be rejected.