

## Notice for Walk-in-Interview for the post of Supervisor (Hospitality)

No.IRCTC/HRD/Fixed Term (Catering)/S1/2019.

Date: 16 .01.2019

Eligible and Qualified candidates are invited to appear for a walk-in-interview for the post of Supervisor (Hospitality) on Contract basis for a period of 2 years and extendable based on requirement and satisfactory performance.

| Name and Number of Post   | Mode of Engagement | Consolidated Remuneration  | Essential Qualification & Experience  | Upper age limit as on 01.01.2019  | Place of Posting   |
|---|--------------------|--|---|---|--|
| Supervisor (Hospitality )<br>50 posts<br>Reservation as per Govt. of India policy i.e. SC-15%, ST-7.5%, OBC-27%, Differently abled- 4% & Ex.Service men-10% | Walk -in Interview | Rs.25,000/- P.M. In addition, Daily Allowance Rs.250/- per day for on-duty on-board in train (s) Lodging Charges at outstation will be Rs.250/-, if night stay is involved. The nature of duty would require movement in trains upto 22 days per months. | Full Time B. Sc. in Hospitality & Hotel Administration from Institution recognised by NCHMCT/Government of India/AICTE/ UGC. <b>Experience:</b> Minimum 2 years in F&B Industry (production /service/operations etc) of units having FSSAI certification.<br><br>Teaching experience and training period (Induction) will not be counted as experience. | 30 years for UR. Age relaxation to SC/ST-5 yrs., OBC-3 yrs., Ex-Service Men- Up to the extent of service rendered in defence plus 3 yrs., Differently abled-10 yrs. (Differently abled & SC/ST-15yrs., OBC-13yrs) | The selected candidates may be posted in Northeast States, West Bengal, and Bihar& Jharkhand State. However candidate may be transferred/ posted anywhere in India at the discretion of IRCTC. |

\* Preference will be given to the candidates who have already served for IRCTC in Catering department.

**Medical fitness:** Engagement of selected candidates shall be subject to medical fitness test as prescribed by IRCTC.

### **Selection Process:**

Candidates are requested to fill in the Application Form (attached with this advertisement) complete in all respects. The complete Application Form has to be submitted at the Venue of the Interview for verification along with original & one set of attested copies of required documents and three recent passport size photographs.

Interview will be conducted & based on the credentials, performance in the personal interview the candidates will be selected and the offer of engagement shall be issued to the suitable candidates in the order of merit and based on number of vacancies and will be subject to verification of antecedents. In addition to 50 selected candidates, names of 20 candidates will be placed on reserved list for unforeseen reason.

### Scope of work:

- Responsible for supervision/monitoring food production, quality, services in nominated mobile/static catering units.
- Ensure compliance with company policies and standard hospitality procedures/practices.
- Ensuring men & material for nominated mobile/static catering units.
- Resolve customer/passenger care related issues and complaint management.
- Collection of feedback, analysis and course correction.
- Ensuring implementation of statutory regulations as applicable.
- Supervise & educate staff in efficient upkeep of equipment and devices.
- Coordinated with various departments, offices, business partners.

### General Information:

1. This engagement is purely contractual in nature and will not entitle any candidate to claim for regular/permanent employment in IRCTC.
2. Contract may be terminated by giving one month's notice by either side. If performance during contract period is not found satisfactory the contract may be terminated with 15 days notice.
3. Medical insurance will be provided by the IRCTC to engaged candidates.
4. Only Indian Nationals are eligible to apply.
5. Those working in Govt. / PSUs may apply through proper channel/ submit NOC at the time of Interview or should submit proper relieving letter from present employer in the event of selection in IRCTC.
6. IRCTC reserves the right to cancel/ amend the advertisement and/or the selection process there under.
7. **The number of vacancies to be filled may increase or decrease depending on the requirement of IRCTC at the time of engagement.**
8. 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.
9. The selected candidate(s) have to furnish security deposit in the form of DD for Rs. 25,000/-.
10. No TA/DA will be paid to the candidates for attending the walk in interview.
11. In case of extension of interview, candidates will have to arrange their own stay and food.
12. Knowledge of computer (MS Office), preparation reports is desirable.
13. Ability to solve problems and make rational decisions.
14. Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on IRCTC website and no separate press coverage will be given in the news paper.
15. Candidate can appear at any one convenient place only. Attending at more than one place will be liable for disqualification.

### Place & Date of walk-in-Interview:

| Sl. no. | Institute    | Address of Institute  | Date of Walk-in-Interview |
|---------|--------------|---|---------------------------|
| 1       | IHM/Kolkata  | P-16 Taratala Road, Kolkata-700088.   | 05.02.2019 & 06.02.2019   |
| 2       | IHM/Guwahati | Upper Hengrabari, Chachal, Barbari, Opposite Doordarshan Quarters, Guwahati - 781036, | 12.02.2019 & 13.02.2019   |
| 3       | IHM/Hajipur  | Hajipur, National Highway 19, Hajipur, BR 844101                                      | 19.02.2019 & 20.02.2019   |

**PROFORMA FOR SUBMISSION OF APPLICATION FOR ENGAGEMENT AS  
SUPERVISOR (HOSPITALITY) ON CONTRACT BASIS**

**Ref: No. IRCTC/HRD/Fixed Term (Catering)/S1/2019, dated: 16 .01.2019**

|      |   |  |                     |                                      |
|------|---|--|---------------------|--------------------------------------|
| 1    | Name of the Applicant   |  |                     |                                      |
|      |   |  | Photo               |                                      |
| 2    | Father/Spouse Name  |  |                     |                                      |
| 3    | Category (SC/ST/OBC/Diff. abled/Ex.Service men)<br>(Enclose self-attested copy of latest Certificate issued by competent authority in support of claim)                                       |  |                     |                                      |
| 5    | Present Address   |  |                     |                                      |
|      | Landline/Mobile No.   |  |                     |                                      |
|      | Email ID  |  |                     |                                      |
| 6    | Permanent Address   |  |                     |                                      |
| 7    | Date of Birth& Age (as on 01.01.19)   |  |                     |                                      |
| 8    | Gender  |  |                     |                                      |
| 9    | Marital Status  |  |                     |                                      |
| 10   | Aadhar 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              |
| 1    | 10 <sup>th</sup>  |  |                     |                                      |
| 2    | 12 <sup>th</sup>  |  |                     |                                      |
| 3    | Graduation  |  |                     |                                      |
| 4    | Post Graduation   |  |                     |                                      |
| 12   | Particulars of Post Qualification Experience:   |  |                     |                                      |
| S No | Organisation  | Post Held& Scale/<br>pay drawn                             | Period :<br>From-To | Job description/Responsibility areas |
|      |   |  |                     |                                      |
|      |   |  |                     |                                      |
| 13   | Languages Known   | Speak  |                     |                                      |
|      |   | Write  |                     |                                      |
| 13   | Document to be attached<br>i) Proof of educational Qualification<br>ii) Proof of experience<br>iii)Proof of Date of Birth<br>iv) Proof of Category (SC/ST/OBC etc)<br>v) 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.

**Date:**

**(Signature)**