

Notification for Walk-in-Interview
Engagement of 'Company Secretary' on Contractual basis
IRCTC – Corporate Office

No. 2023/IRCTC/HRD/CO/Contractual/CS

Dated: 13.02.2026

Eligible and Qualified candidates are invited to appear for Walk-in-Interview for engagement as 'Company Secretary' on contract basis.

Name of Posts	Number of Posts	Mode of Selection	Remuneration	Educational Qualification	Experience	*Upper age limit as on 17.03.2026	Place of Posting
"Company Secretary" 02 post (01 post for IRCTC Ltd and 01 post for IRCTC Payments Ltd, a subsidiary of IRCTC Ltd.) [Reservation as per Govt. of India policy for SC, ST, OBC-NCL, PwBD, EWS, Ex. Servicemen] For a period of 02 years initially and extendable for one {01} year each for three years based on requirement and satisfactory performance subject to maximum of 5 years engagement.		Walk-in-Interview	Total CTC Rs. 90,000/- p.m.	Graduate with membership of ICSI	05 years post qualification experience.	40 years for UR. Age relaxation will be given to SC/ST/OBC/PwBD /Ex-Serviceman/EWS 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-Up to the extent of service rendered in defence plus 3 years	The selected candidates shall be posted at New Delhi

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 shall 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 to selected candidates against the notified vacancies, equal number of candidates will be placed on Reserve 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 posts of 'Company Secretary' viz. Leave/performance award, Night Duty Allowance, re-imbusement of medical insurance, etc.

Nature of Job :

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- The incumbent should possess thorough knowledge of matters pertaining to Company law, Corporate & Secretarial functions..
- The candidate should be well versed with the provisions and regulations of the Companies Act and SEBI rules & regulations.
- The experience should include, organizing meeting of Board of Directors and Shareholders, compilation of Notices / Agendas/ Minutes of the Board/General meetings, maintenance of records/registers as per Company Law and SEBI regulations, filing of Returns as per the Companies Act and compliance of filing with stock exchanges etc.
- Candidate should have excellent drafting, communication skill and Liaisoning skills.

General Information:

- This engagement is purely contractual in nature and will not entitle any candidate to claim for regular/permanent employment in IRCTC.
- 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.
- Only Indian Nationals are eligible to apply.
- 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.
- IRCTC reserves the right to cancel/ amend the advertisement and/or the selection process at any time without prior notice.
- 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.
- Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process of give 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.
- The selected candidate(s) have to furnish security deposit of Rs. 25,000/- in the form of Demand-Draft.
- No TA\DA will be paid to the candidates for attending the walk in interview.
- Knowledge of computer (MS Office), preparation of report is desirable.
- Ability to solve problems and make rational decisions.

Place/ Date of Walk-in Interview:

IRCTC, 3 rd Floor, World Trade Centre, Nauroji Nagar, New Delhi -110029.	Date : 17-03-2026 Time : 10.30 AM onwards
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- Note:**
1. In case of turning up of more than 100 candidates for a post, the interview of first 100 candidates shall be held on same day and the remaining candidates shall be interviewed in subsequent days.
 2. In case of extension of interview date, candidates will have to arrange their own and food.
 3. **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.**

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**Proforma for submission of application for engagement as 'Company Secretary'
on 'Contract basis' in IRCTC at Corporate Office/New Delhi.**

Ref: IRCTC Vacancy Notification No. 2023/IRCTC/HRD/CO/Contractual/CS dated 13.02.2026

1	Name of the applicant (BLOCK LETTERS)					Photo
2	Father/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 17.03.2026)					
7	Gender					
8	Marital Status					
9	Aadhar number					
10	Professional/Technical/Educational Qualification: (Enclose self-attested copies)					
SL. 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	CS					
11	Particulars of Post Qualification Experience					
Sl. No	Organization Name	Post Held & Scale/ pay drawn	Period: From-To	Experience (Yrs-Mths)	Job description /Responsibility areas	
A						
B						
12	Linguistic knowledge	Speak				
		Write				
13	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) - *OBC-NCL- 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 of false.

(Signature)

Place:

Date:

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