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इंडियन रेलवे कैटरिंग एंड टूरिज्म कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम - नवरत्न)
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Govt. of India Enterprise –NavRatna)
"CIN- L74899DL1999GOI101707", ई-मेल/E-mail : info@irctc.com, वेबसाइट/Website : www.irctc.com

Engagement of Apprentice Trainees at IRCTC/East Zone/Kolkata

No. 2025/IRCTC/EZ/HRD/Apprentices **Date: 13.10.2025**

Indian Railway Catering & Tourism Corporation Ltd (IRCTC - A Govt of India Enterprise-NavRatna), East Zone, Kolkata invite applications for engagement as Apprentice Trainees for FY 2025-26 under Apprenticeship Act-1961 (as amended in 2014) as a measures of skill building initiative for the nation as detailed below:

Sl. No	Trade	Number of Apprentices to be engaged	Eligibility Criteria	Duration
1	Computer Operator and Programming Assistant (COPA)	45	Matriculation with minimum 50% marks in aggregate from recognized Board **and** ITI certificate affiliated to NCVT/SCVT in COPA trade	12 Months

- **Cut-off date -** The cut-off date for all qualifications and age criteria will be **01/10/2025.**
- **Candidates are advised to apply through the portal: https://www.apprenticeshipindia.gov.in**
- **Candidates are advised to ensure before applying that they are comfortable & interested to work at IRCTC Offices situated at Kolkata.**
- **Age Criteria –** Candidates should have completed 15 years and should not have completed 25 years **as on 01/10/2025.** (Relaxation to SC/ST-5 yrs., OBC-3 yrs., Ex-Serviceman-10 yrs., Differently abled-10 yrs)
- **Place of work will be in Kolkata.**

Salient Features:

- Selection will be based on the merit list prepared on the basis of percentage of marks. There will be no written test or viva.
- Applicants are advised to fill up marks and to attach supportive documents for all the educational/Technical qualifications starting from matriculation (year-wise Mark-sheets along with Pass-Certificates should be attached on the website while applying).
- Final selection of applicants would be subject to verification of original testimonials.
- Applications incomplete in any form will summarily be rejected.
- Candidates engaged as Apprentices will be released after the tenure of Apprenticeship training. Candidates will have no right to claim for regular employment in IRCTC in any form.

Important Dates:

Commencement of Online application by Candidates	**13.10.2025**
Last date of applying online application	**28.10.2025**

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).

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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 for Govt of India format. Certificates should indicate Caste, Date of Issue etc. and bear the Seal of the Issuing Authority.
vi. OBC Certificate should be issued not earlier than last ONE YEAR.

Note : PwBD– 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: -

a. District Magistrate/Addl District Magistrate/Collector/Deputy Commissioner/1st class Stipendiary magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
b. Chief Presidency Magistrate/Addl Chief Presidency Magistrate/Presidency Magistrate.
c. Revenue Officer not below the rank of Tehsildar.
d. 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 merit list. In case of grading system of marking than a average of highest & lowest marks will be taken. The candidate must be interested 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.

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Stipend:

Selected candidates engaged as Apprentices will be paid a stipend during the training at the following prescribed rate as per extant rules: -

Sl. No.	Category	Prescribed minimum amount of stipend
1	Technician (vocational) apprentice or Vocational Certificate holder or Sandwich Course (Students from Diploma Institutions)	Rs. 9,600/- per month

General Instructions:

1. 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.
2. Applicants have to produce details of registration made on **https://www.apprenticeshipindia.gov.in** portal.
3. Applicants are required to report for Document/Certificate Verification with their Originals.
4. Applicants are required to submit their OBC Certificate issued within last ONE Year on the format enclosed.
5. Applicants are required to submit their EWS Certificate, if he/she is claiming against EWS Quota.

Documents to be Submitted:

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

(i) 10th Standard Mark Sheet and Certificate.
(ii) ITI Standard mark sheet.
(iii) National Trade Certificate issued by NCVT/SCVT or Provisional National Trade Certificate issued by NCVT/SCVT.
(iv) 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).
(v) 12th Standard Mark Sheet and Certificate, if any.
(vi) Graduation Mark Sheet and Certificate, if any.
(vii) Caste certificate for SC/ST/OBC Applicants.
(viii) OBC Certificate should not be issued earlier than last ONE YEAR.
(ix) Disability certificate, in case of PwBD Applicants.
(x) Discharge Certificate/Serving Certificate, in case of applicants applied against Ex-Servicemen quota.
(xi) Recent Colour photograph (size 3.5 cm x 4.5cm) 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.
(xii) Applicants may 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 submit original documents along with 2 sets of self-attested photocopies on the day of Document verification.

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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. Canvasing 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 with draw 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. Candidature of such applicants are liable to be rejected.

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