



# ASSOCIATION OF STATE ROAD TRANSPORT UNDERTAKINGS

ASRTU Bhawan, Plot No.4-A, PSP Block, Pocket 14, Sector-8, Dwarka, New Delhi-110 077

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Ref.No.ASRTU/ADMN/Dir(CIRT)-Rec/ 542/3977

Dtd. : 26<sup>th</sup> March, 2021

To

1. The Transport Secretaries, All State Governments
2. The Joint Secretary (T&A), Ministry of Road Transport & Highways
3. The Joint Secretary (AT&A), Deptt. Of Personnel & Training
4. The Joint Secretary (Admn.) Ministry of Heavy Industries & Public Enterprises
5. The Deputy Secretary (Admn, Gen & Vigilance), Ministry of Petroleum & Natural Gas
6. The Joint Secretary (Admn/SP) and Advisor (FR), Planning Commission
7. The Chief General Manager (Legal/HR & Admn.), National Highways Authority of India
8. The Chief Executives, All State Transport Undertakings
9. **The Secretary, Public Enterprises Selection Board, New Delhi**
10. The Director General of Supplies & Disposals, New Delhi
11. Director General, Research Designs and Standard Organisation, Ministry of Railways, Lucknow
12. Director General of Quality Assurance, Ministry of Defence, New Delhi
13. The Managing Directors of Research Institutes.

Sirs,

**Sub: Inviting applications to fill up the post of Director, Central Institute of Road Transport (CIRT), Pune on Deputation / Direct recruitment on contract basis.**

Association of State Road Transport Undertakings (ASRTU), New Delhi invites applications to fill up the post of **Director, Central Institute of Road Transport (CIRT), Pune**, on direct recruitment on contract basis or on deputation from the willing and eligible Executives from State Road Transport Undertakings or other Central/State Governments departments /Central or State Govt. agencies.

Central Institute of Road Transport (CIRT) Pune is a constituent of ASRTU which is a premier centre, recognized by the Bureau of Indian Standards for testing a wide range of automobile components and testing of vehicles.

CIRT also conducts various management development programmes covering general management, transport operations and maintenance engineering. The programmes are meant for practicing managers in State Transport Undertakings and other organizations related to road transport sector.

The eligibility conditions, duties and responsibilities, deputation terms etc for Director, CIRT are given at Annexure-I to IV.

You are requested to forward applications of willing/suitable officers, who have the requisite qualifications, so as to reach us by the due date.



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You are further requested to make wide publicity of this circular and arrangement may kindly be made to send the applications and other requisites details as mentioned below:

1. Personal data in the enclosed proforma with the attested copies of requisite certificates submitted by applicant.
2. Attested copies of Confidential Reports of last 3 years of the applicant.

The job profile, terms and conditions of deputation, application proforma can also be downloaded from our website [www.asrtu.org](http://www.asrtu.org) by clicking on Vacancies under Careers tab on Home page and CIRT website [www.cirtindia.com](http://www.cirtindia.com).

The applicants interested in deputation can submit one advance copy of the application directly to ASRTU and one copy can be routed through proper channel if delay is anticipated, but has to produce No Objection Certificate at the time of interview. Also attested copies of confidential reports of last three years along with vigilance clearance should reach ASRTU before the interview.

The last date of receipt of application is 15<sup>th</sup> April 2021. The envelope enclosing the application is to be superscribed "Application for the post of Director, CIRT and addressed to Executive Director, Association of State Road Transport Undertakings, ASRTU Bhawan, Plot no.4-A, PSP Block, Pocket -14, Sector-8, Dwarka, New Delhi – 110077.

Thanking you,

Yours faithfully,

Encl. As above

  
Executive Director 24/3  
ASRTU

**A. Particulars and eligibility conditions to the post of Director, CIRT on Deputation/  
Direct Recruitment contract basis.**

Name of the post : Director, Central Institute of Road Transport, Pune

**Pay Range & Pay Level :** Rs.144200-218200 (Pay Level-14)

**Eligibility Criteria**

**(I) Required Qualifications and Experience**

- 1) Must be a graduate degree in Mechanical/Automobile Engineering from a recognized University or equivalent. Candidate shall have post graduate degree or post graduate diploma in relevant field i.e. in automobile manufacturing, design, testing, development.
- 2) Must have experience in automobile manufacturing design, development, testing for at least 20 years.
- 3) Should be holding post of Head of Department or equivalent on regular basis in Central / State Govt./Central or State Undertakings, or Local Municipal bodies preferably having exposure in Transport Sector for two years.
- 4) Deputation from Govt. of India & State Govt. Departments / Agencies and from Private Organizations.
- 5) Candidates from Research Organizations can also apply.

**II) Tenure of appointment**

- i) The deputation shall be for the period of 3 years extendable upto period of 5 years or up to attaining the age of superannuation from his parent organization whichever is earlier.

In case of officer who have less then the above required leftover period of service in their parent organization, clause at (iii) will be applicable.

- ii) In case of officer on deputation, his retirement / superannuation will be as per his parent organization.
- iii) In case the superannuation age in his parent organization is earlier to 60 years, he may be retired from his parent organization and can take the benefits of retirement. In such case, on outstanding performance, he may be given an opportunity of re-employment at minimum of the scale of the post with provision of annual increment upto the age of 65 years.

**III) Age limit 45-60 years as on 26.03.2021**

**IV) Last date of receipt of application: 15.04.2021**

Terms of deputation enclosed at page no. 8/12 to 12/12

**JOB PROFILE OF DIRECTOR, CENTRAL INSTITUTE OF ROAD  
TRANSPORT, Pune**

1. The Director is the Chief Executive of the Institute, which is the technical organ of ASRTU established in Pune for -
  - i) Conducting training to STUs staff and officers
  - ii) Undertaking, organizing conference, lectures, seminars etc. to promote the development of road transport in India
  - iii) To set standards, specifications and norms
  - iv) Undertaking consultancy and research assignments on Transport Policy, Transport Planning, Traffic Management, Material Management, Human Resource Management and Management Information Systems.
  - v) Testing of vehicles and automobile components which is equipped with sophisticated automobile component testing laboratories recognized by the Bureau of Indian Standards etc.
2. He shall be responsible for the management and administration of the affairs of the Institute under the direction, superintendence, control and guidance of the Governing Council subject to the rules and bye-laws and subject to the general control and directions of the Executive Committee of ASRTU.
3. He is the Vice-Chairperson of the Governing Council of CIRT
4. It is his duty to co-ordinate and exercise general supervision over the activities of the Institute and administration of all sections in the Institute.
5. He shall periodically review the performance of the Institute and submit reports to the Governing Council.
6. He shall prepare and execute detailed plans and programmes for the furtherance of the Institute and put up to the Governing Council and Executive Committee, wherever applicable, for approval.
7. He is responsible for funds, budget, accounts and audit of the Institute. He shall expand the funds at the disposal of the Institute and manage the properties of the Institute, re-appropriate the funds with the sanctioned revenue budget etc. subject to the approval of the Governing Council and Executive Committee, ASRTU.
8. He is responsible for maintaining the records, minutes of the Governing Council etc.
9. He is expected to be conversant with the existing Government Rules & Regulations.
10. He shall attend and represent CIRT in the various meetings involving technical matters and conferences organized by the different Ministries, Government Departments, and Institutions etc.
11. He shall enter into agreements for and on behalf of the Institute
12. He shall report to the President, ASRTU
13. Any other work assigned from time to time.

## APPLICATION PROFORMA

### Application for the post of Director, CIRT, Pune

(All the required information should be neatly typed)

Please  
enclose latest  
passport size  
photograph

1. Full Name
2. Father/Husband's name
3. Date of Birth
4. Age as on ( 26.03.2021)
5. Date of retirement in parent organization  
(In case of applying on deputation basis)
6. Marital Status
7. Details of family members including dependents, if any,  
with relationship and age (enclose detail)
8. Home Town
9. Permanent Residence address with Telephone Nos.

10. Present Residence address with Telephone Nos.

(M)

(O)

Email id :

11. Educational qualifications (commencing from HSC)  
(Attested copies of certificates to be enclosed)

Sr. No.	Exam.Passed	Name of the Board/University/ Institute	Year of passing	Percentage of marks obtained	Class/ Grade	Subject specialization
1.	H.S.C.					
2.	B.E./B.Tech/AMIE ( Mechanical / Automobile )					
3.	Post graduate degree /diploma					

12. Employment details commencing from the latest  
(Attested copies of certificates to be enclosed)

Sr. No.	Name of the Institution	Period	Designation	Scale of pay	Nature of Duties

13. Details of experience in automobile manufacturing, design, development, testing of at least 20 years

14. Training received with details of the Institutions where such training was undertaken, period and area of training

15. Details of national and international Conference and workshops attended, papers Presented and articles published.

16. Brief history of achievements

17. i) Present post with basic pay and scale  
Please enclose a copy of latest Pay slip (mandatory in case of deputation itself)
- i) Details of CTC in case of direct candidate ( into contract posting)

18. Remarks, if any, or any other point applicant would like to apprise.

I certify that the above information furnished are true and correct and supported by relevant documents.

Signature

Name

Designation

Date :

Name of the serving organization

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**TO BE CERTIFIED BY THE CADRE CONTROLLING AUTHORITY  
/EMPLOYER**

**(Mandatory for Deputationists)**

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary / vigilance case is pending / contemplated against the officer and that no major / minor penalty has been awarded to him during past 10 years and there is no doubt about the integrity of the officer.

Place : \_\_\_\_\_

(Name, Signature & Seal of the Cadre  
Controlling Authority / Employer)

Date :

**TERMS AND CONDITIONS OF DEPUTATION FOR DIRECTOR(CIRT) ,PUNE**

**1. PERIOD OF DEPUTATION**

The deputation with the concurrence of the parent organization, shall be initially for a period of three years, extendable upto five years or attaining the age of 65 years whichever is earlier. The period of deputation may be terminated without assigning any reason, by giving three months notice on either side by the ASRTU/CIRT or the parent organization or deputationist himself, but after a minimum probation period of nine months of service on deputation.

**2. PAY AND ALLOWANCES**

The deputationist shall exercise his option before/on before joining to draw his salary

**[Either]**

In the pay range of 144200-218200 Pay Level-14 under operation of normal rules as admissible to the post of Director, CIRT for the time being (with pay protection). On adopting this option, he will not be entitled for any deputation allowance.

Dearness Allowances and other allowances will be as applicable to Central Govt. employees as followed in ASRTU/CIRT. At present, the DA is 17% of the Basic pay

**[Or]**

In the scale of pay in his parent organization plus deputation allowance as applicable to central Govt. employees.

**3. JOINING TIME AND JOINING TIME PAY**

- 3.1 The deputationist shall be entitled to joining time both on joining the post on deputation and reversion to parent organisation as per the deputation rules of ASRTU/CIRT. The expenditure shall be borne by CIRT.
- 3.2 The joining time shall be limited to 10 days from the date of release from the parent organisation in case of outstation officers and one day if within the same station. When holiday follows joining time, the normal joining time shall be deemed to have been extended to cover such holiday(s).
- 3.3 If for some reason, based on CIRT request an officer joins the post without availing full or partly joining time. He can utilise the same (limited to the period/ days not availed ) within six months of joining CIRT.



#### **4. TRANSFER BENEFITS**

##### **(A) TRAVELLING ALLOWANCE AND DAILY ALLOWANCE FOR JOURNEY**

The deputationist will be entitled to TA and DA in respect of the actual duration of journey by entitled class fare both on joining the post on deputation and on reversion therefrom for self and family members as per ASRTU/CIRT rules and shall be paid by ASRTU/CIRT.

In addition to the above, the deputationist will be entitled for additional fare by the entitled class for self for both on wards and return journey, if has to leave his family due to non-availability of accommodation or for any other justified reason at new place of posting.

##### **(B) COMPOSITE TRANSFER GRANT, PACKING ALLOWANCE AND COST OF TRANSPORTATION OF PERSONAL EFFECTS**

The deputationist shall be entitled for these allowances as on transfer under the rules, for joining CIRT and reversion therefrom as under: -

###### **(i) COMPOSITE TRANSFER GRANT**

The composite transfer grant shall be entitled at the rate of equivalent to 80% of the last months basic pay in case of transfers involving a change of a station located at a distance of more than 20 km from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of the last month's basic pay. In case of transfer to stations which are at a distance of less than 20 km from the old station and of transfers within the same city, the Composite Transfer Grant will be restricted to one third of basic pay, provided a change of residence is actually involved, as result of deputation to ASRTU.

Deputationist who does not complete a minimum period of one year shall not be entitled to Composite Transfer Grant on reversion.

###### **(ii) TRANSPORTATION OF PERSONAL EFFECTS**

The entitlements for transportation of personal effects to CIRT, Pune will be as per ASRTU deputation terms as modified in Seventh Pay Commission.

##### **(C) TRANSPORTATION OF CONVEYANCE**

As per ASRTU deputation terms as modified in Seventh Pay Commission.

##### **(D) TA/DA ADVANCE ON TRANSFER**

As per ASRTU deputation terms as modified in Seventh Pay Commission

#### **5. ENTITLEMENT OF TRAVEL WHILE ON OFFICIAL TOUR**

- 5.1 He may undertake official tour, after approval from the President and Vice-President, ASRTU, followed by a tour report in respect of tour undertaken before settlement of the TA claims, as per office orders in force.

- 5.2 While on official tour, the Director, CIRT is entitled to travel by air by Economy Class and by rail and road as per Government of India Rules applicable for equivalent post and as per office orders in force.
- 5.3 He shall comply with the Government of India notifications/directives and office orders in force, in respect of expenditure relating to the pay scale applicable to the post of Director such as perquisites, tour expenditure and expenditure incurred on guests and entertainment and the use of office vehicles and production of original documents in relation thereto etc.
- 5.4 While on official tour, he will be entitled for T.A and D.A in respect of the actual duration of tour by entitled class as per ASRTU/CIRT rules with the prior written sanction of the President, ASRTU. Where ASRTU Rules are not specific in such cases for such purposes, the Govt. of India Rules shall apply like D.A for foreign countries and such other entitlements as notified by GOI from time to time. On return from foreign tour, he shall submit a tour report before settlement of T.A. claims to the Vice President and President, ASRTU and place a copy of the same before the Governing Council.

## **6. DAILY ALLOWANCE**

As per ASRTU/CIRT rules as modified in Seventh Pay Commission.

## **7. LEAVE RULES AND GRATUITY**

### **(A) LEAVE, PROVIDENT FUND AND GRATUITY**

During the period of deputation the deputationist shall continue to be governed by the leave rules of ASRTU in respect of Earned Leave (EL), Commuted Sick Leave, Extra Ordinary Leave (EOL), Maternity/Paternity Leave and Casual Leave. ASRTU will extinguish its liability by making monthly payment of leave salary contribution @ 11% of basic pay and Dearness Allowance to the individuals after making necessary adjustment of leave availed by the deputationist during the month. This leave salary contribution @ 11% is in lieu of Earned Leave (EL). By this, the deputationist's EL account with his parent organisation shall remain frozen at the time of his departure to CIRT, till his repatriation.

The deputationist shall be governed by the CPF Rules/Gratuity Rules/or pension rules of his parent organisation and CIRT will make monthly contribution of 12% of the basic pay plus DA towards the Employer's share of PF and yearly payment of 15 days of pay calculated on the basic pay plus DA of the deputationist had he continued in his parent department, towards gratuity, both to the parent organisation of the deputationist.

### **(B) DISABILITY LEAVE**

The CIRT shall bear the charge for the leave salary in respect of disability leave, if granted to him on account of any disability incurred in or through the foreign services, even if such disability manifests itself after the termination of the deputation.

## **8. LEAVE TRAVEL CONCESSION**

The L.T.C and Medical benefits will be given only to those members who have been declared in the application form by the deputationist.

The deputationist may opt either for the rules in his parent office or ASRTU as far as LTC is concerned.

## **9. MEDICAL BENEFITS**

While on deputation the deputationist will be entitled for medical benefits as per the ASRTU rules for self and dependent.

## **10. ACCOMMODATION AND FURNITURE**

The institute has within its premises a ready to occupy Director's Bungalow. The deputationist shall pay the licence fee as per Rules for the time being. For the building and furniture provided, perquisites will be charged as per Income tax Rules for the time being.

## **11. USE OF STAFF CAR/TRANSPORT ALLOWANCE**

He will be entitled to use CIRT staff car for official purpose and also journey from residence to office and back. A sum as per rule framed in this regard from time to time will be deducted (optional) from his salary for use of staff car for all non-duty journeys upto a limit of 500 kms. Per month.

## **12. Ex-GRATIA**

The deputationist will be entitled for Ex-gratia as is paid to ASRTU/CIRT employees.

## **13. TELEPHONE FACILITY AT RESIDENCE**

Rent free telephone facility at the residence (land line and mobile) is admissible in actual.

## **14. ARREAR CLAIM**

CIRT shall pay the Arrear claims, if any, that may be pointed out by the parent organisation on account of the employee due to revision of pay, allowances etc. while on foreign service.

## **15. RETIREMENT AGE**

The deputationist shall be retired on attaining the age of superannuation as per his parent organisation rules.

In case retirement/superannuation age in his parent organisation is earlier to 60 years. He may be retired from his parent organisation and can take the benefits of retirement. In such case, on outstanding performance, he may be given an opportunity for re-employment at minimum of the scale of the post with provision of annual increment, subject to total tenure of deputation shall not exceed 5 years.

## GENERAL

16. Whenever deputationist performs official duties with approval of his Controlling Officer on the request of his parent organisation, during his deputation in CIRT, his TA/DA shall be payable by CIRT as per the entitlement of the deputationist.
17. The deputationist shall also be entitled to such allowances as are applicable to the post to which he is brought on deputation. However, this is subject to the deputationist not drawing similar allowances in his parent departments.  
  
All other service conditions will be governed by the Rules & Regulations of the CIRT in force for the time being.
18. Kit allowance, uniform allowance, which have no bearing on the job in CIRT are not allowed to be paid to a deputationist.
19. The deputationist shall also be entitled for reimbursement of news papers/magazine expenses on monthly basis limited to Rs.500/- on production of bill.
20. So far as expenses incurred on procurement of items on entertainment of official guest are concerned same will be reimbursed on actual basis on production of necessary bills.
21. In case of further clarification, may be obtained from the office of the Executive Director ASRTU which in turn , if need be may take guidance from the Central Govt. Rules from time to time or the Executive Committee.

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