

Association of State Road Transport Undertakings

ASRTU BHAWAN, Plot No.4-A, PSP Block,Pocket-14, Sector-8 DWARKA, NEW DELHI -77

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No.ASRTU/ADMN./1519/XV/Consultant/

07 July 2016

Sub: Engagement of one consultant for ASRTU East Zone office at Kolkata.

Association of State Road Transport Undertakings (ASRTU) proposes to engage one consultant at ASRTU's East Zone office at Kolkata for promotion of Road Safety Activities and other Best Practices as per Govt. of India Guidelines, initially for a period of one year.

1. Duties & Responsibilities of Consultant for East Zone office at Kolkata

- i) Establishing of East Zone office at Kolkata to promote Road Safety Practices.
- ii) Promotion of various Road Safety activities and guidelines formulated by MoRT&H
- iii) To co-ordinate the activities and working of all the committees appointed by ASRTU.
- iv) Collecting printing materials from SRTUs for ASRTU magazines.
- v) To assist member STUs of East Zone for disposal of various matters if pending with the Ministries of Govt. of India and other departments.
- vi) To visit Eastern Zones SRTUs frequently for collecting information after approval of tour program by the Competent Authority.
- vii) Shall submit a monthly progress report to the competent authority.
- viii) Any other work assigned from time to time by ASRTU and the competent authority.

2. Qualification & Experience

S.No.	Consultants fields	Qualification and eligibility criteria
1	Road Safety / Enforcement	Graduate in Arts/Science/Commerce from a recognized University or equivalent

3. Experience

- i) Over 20 years, knowledge & expertise in the respective fields.
- ii) Retired / working officers of Central / State Government will be given preference.

4. Desirable:

- i) Good professional track record.
- ii) Strong Communication skills, both oral and written
- iii) Coordination with NGOs, create awareness on Road Safety, dissemination of Electric & Print material to promote Road Safety awareness

5. Period of Contract:

The initial term of engagement shall be for a period of one year and subsequent extension(s) if any, shall be decided on case to case basis depending upon the specific job and the time frame for its completion. The maximum period of engagement of Consultants shall not exceed 5 years in any case.

6. **Age limit:**

The maximum age limit for Consultants shall be 65 years as on 01.04.2016.

7. **Selection Procedure:**

All the applications received in response to the advertisements will be scrutinized and short-listed. Thereafter, the Consultancy Evaluation Committee (CEC) would recommend a name of the suitable candidate including two waitlisted persons as Consultant.

8. **ENTITLEMENTS OF CONSULTANTS:**

8.1.1. **Consultation Fee:** The maximum amount of monthly consolidated fee payable to Consultant shall be as under :-

Consultant	Rs.60,000/- plus other incidental expenses on actual basis.
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The amount of fee in the case of retired Government officials engaged as Consultant shall be decided as per existing ASRTU / CIRT Service Rules & Regulations.

8.2 **Allowances:** The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc. The Consultant would also be entitled to mobile telephone facility. The maximum reimbursable amount in case telephone will be as per ASRTU / Service Rules & Regulations.

8.3 **Leave:** Consultant shall be eligible for 8 days' leave in a calendar year on pro-rata basis. He/ She will not be entitled to draw any remuneration for any absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year shall not be carried forward to next calendar year.

8.4 **Termination of Engagement:** ASRTU should be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

8.5 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Consultants shall be allowed. TA/DA for travel inside the country in connection with the official work shall be admissible as per ASRTU Rules:

9. Interested candidates may send his / her application in the enclosed format on following address:-

Executive Director,
Association of State Road Transport Undertakings
ASRTU Bhawan, Plot No.4A, PSP Block, Pocket – 14
Sector – 8, Dwarka, New Delhi – 110 077.

10. **Last date of submission of application form :** by 11.00 AM on 22.08.2016

FORMAT OF APPLICATION FORM

1. **Name :**
2. **Father's Name:**
3. **Date of Birth :**
4. **Correspondence address (including e-mail) :**
5. **Telephone No.:**
6. **Educational Qualification:**
7. **Experience:**

I certify that above information is correct to the best of my knowledge. If any information is found incorrect, my candidature may be cancelled for which the undersigned will be responsible.

(Name and signature of the candidate)

Place:

Date:

Note : Please enclose supporting paper (viz. Proof of date of birth, education qualification and experience in respective fields etc.) Incomplete application will be rejected.