

To

The Chief Executives of All State Transport Undertakings

Sir,

Sub: Inviting applications to fill up the post of Assistant Director(Admn. & Legal) in ASRTU on Deputation basis

Association of State Road Transport Undertakings (**ASRTU**), New Delhi invites applications to fill up the post of **Assistant Director(Admn. & Legal)** on Deputation basis from the willing and eligible officials of State Road Transport Undertakings .

The eligibility conditions, duties and responsibilities, deputation terms etc. for Assistant Director(Admn./Legal) are given at Annexure – I, II & III.

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

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

1. Personal data in the enclosed Performa 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 Performa can be downloaded from our website www.asrtu.org.

The applicants 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 3 years should reach ASRTU before the interview.

The last date of receipt of applications is **15th February 2017**. The envelope enclosing the application is to be superscribed "**Application for the post of Assistant Director(Admn. & Legal)**" and addressed to **Executive Director, Association of State Road Transport Undertakings, ASRTU Bhawan, Plot No. 4A,PSP Block,Pocket-14, Sector -8, Dwarka, New Delhi – 110 077**.

Thanking you,

Yours faithfully,

sd/-
(P.S. Ananda Rao)
Executive Director

Particulars and eligibility conditions for the post of Asst. Director(Admn. & Legal) on deputation basis in ASRTU

Pay Band & Grade Pay

Asst. Director(Admn.&Legal) : Pay Band Rs.15600-39100 + Grade Pay Rs.5400

Job Profile for the post

The post requires the incumbent should be young, energetic, honest, hard working, computer literature and willing to work as part of a team. His job responsibilities are as under:

1. Handling all the matters pertaining to recruitment of various categories of staff and officers in ASRTU.
2. Maintenance of personal files and service books of all officers and staff of ASRTU
3. Release of annual increment, LTC, reimbursement of Tuition fees, transfer matters, Encashment of EL, Resignation/retirements of staff/deputationist officers.
4. Maintenance of files pertaining to staff engaged through outside agencies.
5. Monthly preparation of attendance of Officers/staff of ASRTU for release of salary.
6. Process of various types of leave for officers/staff of ASRTU
7. Processing medical claims of officers/staff of ASRTU.
8. All legal cases of ASRTU including service matters of ADMN Section
9. Arrangement of various training programmes for the officials of ASRTU
10. General Maintenance of office building including pest control, plant maintenance etc.
11. Preparation of Agenda items to put up in EC meeting pertaining ADMN Section
12. Any other works assigned by Executive Director/Director(T) from time to time.

Qualification and Experience

1. Master degree in Arts/Science/Commerce or MBA(Human Resource) from a recognized University with LLB.
2. Experience in a responsible position Administration Department in State Transport Undertaking:

In the Pay Band Rs.15600-39100 with Grade Pay Rs.5400 or equivalent Grade
OR

5 years' experience in the Pay Band Rs.9300-34800 with GP Rs.4600/-(pre-revised pay scale Rs.6500-10500) or equivalent grade in Administration Department of State Transport Undertakings.

And

Must be able to independently manage the Legal and Administration section.

Candidates having knowledge and experience in Computer Applications or Degree in Engineering will be preferred

Age: Should not have completed **55 years** as on the last date of receipt of application

The above requirements are relaxable in exceptional cases at the discretion of the ASRTU.

Those who anticipate delay in processing of their applications Through Proper Channel are advised to send by Registered Post advance copies of their applications.

TERMS OF DEPUTATION TO ASRTU**(1) PERIOD OF DEPUTATION**

The deputation period shall be for a period of three years, extendable on yearly basis in consultation with parent organization to a period of five years. The period of deputation may be terminated by giving three months' notice on either side but after a minimum period of nine months of service.

(2) PAY AND ALLOWANCES APPLICABLE

The deputationist shall exercise his option before joining, to draw his salary

(Either)

In the Pay Band Rs.15600-39100 + Grade Pay Rs.5400 for Asst. Director(Admn. & Legal) under operation of normal rules as admissible in ASRTU for the time being (with pay protection). On adopting this option he/she will not be entitled for any deputation allowance.

Dearness Allowance will be as applicable to Central Government employees in New Delhi as followed in ASRTU.

(OR)

In the scale of pay in his parent organisation with deputation allowance as mentioned below:

i) Deputation within the same station

5% of basic pay (i.e. band pay + grade pay) subject to a maximum of Rs.2000/- p.m

ii) Deputation outside the Headquarters station

10% of basic pay (i.e. band pay + grade pay) subject to a maximum of Rs.4000/- p.m

When the deputationist adopt the pay and allowances of his parent organization, his dearness allowance will be as per his parent organization which subsequently be revised on revision of the same in his parent organization.

(3) HOUSE RENT ALLOWANCE (HRA)

The deputationist shall be entitled to draw HRA at Delhi rates as applicable from time to time. HRA is payable only when leased accommodation is not provided by ASRTU.

(4) CHILDREN EDUCATION ALLOWANCE/REIMBURSEMENT OF TUITION FEE

During the period of deputation the deputationist will be eligible to claim Children Education Allowance/Reimbursement of Tuition Fee as applicable to the staff members and officers of ASRTU.

(5) JOINING TIME AND JOINING TIME PAY

The deputationist shall be entitled to joining time both on joining the post on deputation and reversion to the parent organisation as per the Deputation Rules of ASRTU. This expenditure shall be borne by ASRTU.

JOINING TIME

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 (Delhi). When holiday follows joining time, the normal joining time shall be deemed to have been extended to cover such holiday(s).

If for some reason, based on ASRTU request an officer joins the post without availing full or partly joining time, he can utilize the same (limited to the period/days not availed) within six months of joining ASRTU.

(6) 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 there from for self and family as per ASRTU rules. In addition to the above, the deputationist will be entitled for additional fare by the entitled class for self for the both onward and return journeys, if he has to leave his family due to non-availability of accommodation at new place of posting.

The Deputationist Officer is entitled to travel by rail/road as per his entitlement class of accommodation.

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

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

(i) COMPOSITE TRANSFER GRANT :

The composite transfer grant shall be entitled at the rate of equivalent to one month's Basic Pay in case of transfers involving change of a station located at a distance of more than 20 km from each other. 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 Delhi, are given in the table below:

Grade Pay	By Train/steamer	Rate per km. for transport by road (Rs.per km.)	
		X & Y class cities*	Z class cities*
Officers drawing grade pay of Rs.7600 and above and those in pay scale HAG+ and above	6000 kgs by goods train/ 4 wheeler wagon/ 1 double container	Rs 30.00 (Rs 0.005 per kg per km)	Rs 18.00 (Rs 0.003 per kg per km)
Officers drawing grade pay of Rs.4200, Rs.4600, Rs.4800, Rs.5400 and Rs.6600	6000 kgs by goods train/ 4 wheeler wagon/ 1 single container	Rs 30.00 (Rs 0.005 per kg per km)	Rs 18.00 (Rs 0.003 per kg per km)

* As per classification of cities for the purpose of HRA.

For transport of personal effects between stations not directly connected by trains, the actual or rates per km. Referred above by road whichever be the lower shall be admissible.

The cost towards transit insurance of personal effects shall be reimbursed at actual only after production of documentary evidence.

(C) TRANSPORTATION OF CONVEYANCE

Actual freight charged by Railway for transportation of own conveyance by train shall be admissible and paid by ASRTU. If transported by road actual expenses based on lorry receipt or cost of transportation by train whichever were lower shall be eligible and paid by ASRTU. Entitlement for transportation of own conveyance at the expense of ASRTU will be as follows :

Grade Pay	Scale
Officers drawing grade pay of Rs.4200/- and above and those in pay scales of HAG+ and above	One motor car etc. or one motor-cycle/scooter, or one horse

(D) TA/DA ADVANCE ON TRANSFER :

While being repatriated back to parent organisation or on retirement, a deputationist will be allowed to for composite transfer grant in full and 75% of the estimated transportation charges by train as an advance. The railway fare for self and family will be paid in full before commencement of journey. The advance will be cleared after submission of bills within next three months. In case actual transportation bill for freight is produced before being relieved the same will be reimbursed as per the rules.

(7) DAILY ALLOWANCE

In respect of journey performed on duty by the deputationist during the period of deputation, the ASRTU shall pay daily allowance under the rules applicable to officers of corresponding status in the ASRTU, as revised in 6th Central Pay Commission recommendations.

8) 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 with respect to Earned Leave(EL), Commuted 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 ASRTU, till his repatriation.

The deputationist shall be governed by the CPF Rules/Gratuity Rules/or pension rules of his parent organisation and ASRTU 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 organisation, towards gratuity, both to the parent organisation of the deputationist.

(B) DISABILITY LEAVE

The ASRTU 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.

(9) LEAVE TRAVEL CONCESSION

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

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

(10) MEDICAL BENEFITS

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

(11) ACCOMMODATION AND FURNITURE :

The deputationist is entitled to House Rent Allowance of 30% of the Basic Pay, when leased accommodation is not provided. When such accommodation is provided, the ASRTU's liability will be restricted to 60% of Basic Pay per month and the officer shall forgo the HRA and he shall also pay a Licence Fee (as applicable) in force.

For the accommodation and furniture provided shall attract TDS as perquisites as per Income Tax Rules in force.

Deputationist may be allowed to utilise the facility of leased accommodation for a period of 2 months on the same licence fee at the end of deputation period. For stay beyond this period, penal rent(2 times the rental value of the accommodation) will be charged.

FURNITURE :

He will be entitled to get following items of furniture (on loan from ASRTU office):

1. One double bed & two cots with mattresses and pillows
2. One sofa set (3+2 seater) i.e. 3+1+1
3. One Dining table with 6 chairs
4. One center table and 2 side tables
5. One air cooler
6. One refrigerator – 165 ltr.
7. One colour T.V. of normal size

(12) TRANSPORT ALLOWANCE .

The transport allowance will be paid as per eligibility thereon to compensate the cost incurred on account of commuting between the place of residence and the place of duty. In case office vehicle is provided then he will not be allowed for Transport Allowance.

(13) Ex-GRATIA

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

GENERAL

- (14) Whenever deputationist performs official duties with approval of his Controlling Officer on the request of his parent organization, during his deputation in ASRTU, his TA/DA, shall be payable by ASRTU as per the entitlement of the deputationist.
- (15) Deputationist even if he opt for ASRTU scale and allowances may also avail the benefit of leased accommodation provided by ASRTU of rent limited to 60% of his basic pay or he may also opt to draw HRA @ 30% of his basic pay.
- (16) The deputationist shall 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 department.
- (17) His other service conditions will be governed by the Rules and Regulations of the Association of State Road Transport Undertakings that may be framed from time to time.
- (18) The deputationist shall also be entitled for reimbursement of newspaper/magazine expenses on monthly basis limited to Rs.200/-.
- (19) So far as expenses incurred in providing tea/coffee etc. to the official guests ASRTU will reimburse the such expenses limited to Rs.200/- per month on self certification.
- (20) **Reimbursement of Telephone Expenses**
- ASRTU will reimburse the residential telephone or mobile phone expenses as incurred in official use limited to Rs.550/- per month on submission of bill/receipt.
- (21) **ARREAR CLAIM :**
- ASRTU 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.
- (22) In case of further clarification regarding these service ASRTU shall refer to the Central Government Rules from time to time or to Executive Committee, as may be required.

Annexure – III

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (ADMN. & LEGAL) IN ASSOCIATION OF STATE ROAD TRANSPORT UNDERTAKINGS, NEW DELHI

1. NAME OF THE POST APPLIED FOR

2. NAME OF THE APPLICANT
(Write in Bold & Block letters)

3. FATHER/HUSBAND'S NAME

4. DATE OF BIRTH AND AGE AS ON 15th Feb. 2017

5. SEX

6. Marital Status

7. Home Town

8. Correspondence Address

9. Permanent Address

10. TELEPHONE NO. (O) (R) (M)

11. NATIONALITY

12. DETAILS OF FAMILY MEMBERS INCLUDING DEPENDENTS, IF ANY,
WITH RELATIONSHIP AND AGE

Please affix
passport size
photograph here

13. EDUCATIONAL QUALIFICATIONS

(Starting from Secondary/Matric Exam)

Sr. No.	Exams.Passed	Name of the Board/University/ Institute	Year of passing	Percentage of marks obtained

14. EXPERIENCE

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

15. Details of present post held

Designation of the post

Scale of pay and present Basic pay drawn

Date of appointment to the post

Nature of appointment to the post (Whether regular/adhoc/ officiating)

Name of STU and Department where presently employed with full address and Telephone no.

16. Details of deputation held previously, if any, with full particulars

17. Remarks, if any

Please attach attested copies of the following documents:

- Secondary School Certificate as proof for date of birth
- Diploma/Degree Certificates
- Other Qualifications Certificates
- Salary certificate of last month having details of all allowances & deductions if any
- Appointment or promotion order to the present post

DECLARATION BY THE CANDIDATE:

1. I have read and understood the terms and conditions of deputation. I agree to and accept them all without any reservation. I exercise the following options :

Ref. Para No.	Terms	ASRTU	Parent Organisation
2.	Pay Scale		
9.	LTC		

2. I Confirm my acceptance to the following terms of ASRTU in case of selection.

- (a) Ref.Clause No. 8(A) of terms of deputation, Earned Leave will be extinguished at 11% of Basic & DA by ASRTU after adjustment of actual Earned Leave availed.
- (b) Ref. Clause No.11,12 & 20 of Terms of deputation relating to accommodation & furniture, transport and telephone

Signature
Name :
Designation :
Date :

**CERTIFICATE TO BE RECORDED BY THE OFFICE/
DEPARTMENT WHILE FORWARDING THE APPLICATION**

- 1. Certified that the particulars given by the applicant are true and have been verified from the office record.
- 1. Certified that this corporation does not have any objection to Shri appearing for the interview for the post of
- 2. The applicant, if selected, would be relieved within one month of selection to enable him to join ASRTU at New Delhi on the terms and conditions of ASRTU.
- 3. Up to date CR dossier for the last three years are enclosed.
- 4. It is certified that no vigilance case is pending or contemplated against him. There is nothing against the candidate which makes him ineligible for consideration for appointment to the post applied for.
- 5. No Major/Minor penalty is in force or currently against the official.

Date :
Place:

Sign. Of the Head office/
Department, with official seal
Tele No.