



# Association of State Road Transport Undertakings

No. ASRTU/ADMN/1519/XV/AD(T)/146/4198

Date: 11 January, 2024

To

**The Chief Executives of All State Transport Undertakings**

Sir,

**Sub: Inviting applications to fill up the post of Assistant Director (Technical) in ASRTU on Deputation basis**

Association of State Road Transport Undertakings (**ASRTU**), New Delhi invites applications to fill up the post of **Assistant Director (Technical)** 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 (Technical) 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 also be downloaded from our website [www.asrtu.org](http://www.asrtu.org) by clicking on Vacancies under Careers tab on Home page.

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 **5<sup>th</sup> February 2024**. The envelope enclosing the application is to be superscribed "**Application for the post of Assistant Director (Technical)**" 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,

(Dr. T. Surya Kiran)  
Executive Director

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**Particulars and eligibility conditions for the post of Assistant Director (Technical) in ASRTU on deputation basis**

**Pay band & Grade Pay**

Asstt. Director(Technical) : Pay Range Rs.56100-177500 (Pay Level-10)

**Requirements of the post**

**The post requires the incumbent to**

1. Be young, energetic, honest, hard working, analytically sound & have learning aptitude to grasp technical matters pertaining to Automobile components;
2. Be conversant with the various parts of buses of different makes/ model in India;
3. Have exposure to auto repair/maintenance, procurement procedures and specifications;
4. Be conversant with the production process;
5. Be capable of independently carrying out factory inspection and would also require to analyse various reports including material test reports etc;
6. Be capable of preparing data in tabulation form and analyse various reports of the Standing Committee of ASRTU;
7. Be ready to undertake periodical tours on inspection and meetings;
8. Must be Computer Literate;
9. Be willing to work as part of a team.
10. Have knowledge of alternate fuel vehicles and may require to work in the field and be efficient in public dealing.

**Eligibility Criteria for deputation basis**

**(A) Required Qualifications and experience:**

**Assistant Director(Technical)**

1. Degree in Mechanical/Automobile/Electrical Engineering of a recognised University or equivalent;
2. Experience in a responsible position in Depot Maintenance in State Transport Undertaking:

In the Pay range Rs.56100-177500 Pay level-10 or equivalent Grade

OR

3 years' experience in the Pay Range Rs.44900-142400 Pay level - 7

OR

Must be working at least in the Cadre of Depot Manager for 3 years in the State Transport Undertakings wherever Central Pay system is not being followed / 7<sup>th</sup> Pay commission recommendation is not implemented.

3. Fairly good working knowledge about ASRTU Specifications, Rate Contracts, Works inspection procedures and Sample Selection for testing.
4. Candidates having knowledge and experience in Computer Applications & Programming / or with Post Graduate Degree / diploma in Computer Application or Engineering or MBA will be preferred.

**(B) Age:**Should not have completed **55 years** as on the last date of receipt of application i.e.05.02.2024

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

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**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 organisation 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 Range Rs.56100-177500 under operation of normal rules as admissible to the post of Asstt. Director(Technical) in ASRTU for the time being (with pay protection). On adopting this option, he 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 subject to a maximum of Rs.4500/- p.m

**ii) Deputation outside the Headquarters station**

10% of basic pay subject to a maximum of Rs.9000/- p.m

**iii) The ceiling will further rise by 25% each time dearness allowance increase by 50%**

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.

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**(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 therefrom for self and family as per ASRTU rules and shall be paid by ASRTU.

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 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 Delhi, are given in the table below:

Level	By Train/steamer	By Road
12 and above	6000 kg by goods train/4	Rs.50/- per km

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	wheeler wagon / 1 double container	
6 to 11	6000 kgs by goods train/ 4 wheeler wagon/ 1 single container	Rs.50/- per Km

The rates will further rise by 25% whenever DA increases by 50%.

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 :

Level	Scale
6 and above	One motor car etc. or one motor-cycle/scooter

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

As per ASRTU deputation terms as modified in 7<sup>th</sup> Central Pay Commission

**(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 7<sup>th</sup> 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 plus other allowances 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.

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**(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 27% of the Basic Pay, when leased accommodation is not provided. When such accommodation is provided, the ASRTU's liability will be restricted to 40% 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.

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## 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) 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.
- (16) 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.
- (17) The deputationist shall also be entitled for reimbursement of newspaper/magazine expenses on monthly basis limited to Rs.200/-.
- (18) 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.
- (19) **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.
- (20) **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.
- (21) 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.

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APPLICATION FOR THE POSTS OF ASSISTANT DIRECTOR  
(TECHNICAL) ON DEPUTATION IN ASSOCIATION OF STATE ROAD  
TRANSPORT UNDERTAKINGS, NEW DELHI

Please affix  
passport size  
photograph  
here

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 05.02.2024
5. DATE OF RETIREMENT IN PARENT ORGANISATION:
6. SEX
7. Marital Status
8. Home Town
9. Correspondence Address
10. Permanent Address
11. TELEPHONE NO. (O) (R) (M)
12. NATIONALITY
13. DETAILS OF FAMILY MEMBERS INCLUDING DEPENDENTS, IF ANY,  
WITH RELATIONSHIP AND AGE

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14. EDUCATIONAL QUALIFICATIONS

(Starting from Secondary/Matric Exam)

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

15. EXPERIENCE

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

16. 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.

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

18. 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

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**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.
- 2. Certified that this corporation does not have any objection to Shri .....  
..... appearing for the interview for the post of  
.....
- 3. 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.
- 4. Up to date CR dossier for the last three years are enclosed.
- 5. 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.
- 6. 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.

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