



## 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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No. ASRTU/ADMN/ED/2025/154/4339

Date: 28<sup>th</sup> March, 2025

To

1. The Transport Secretaries, All State Governments
2. The Joint Secretary (Transport), 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

Sir,

**Sub: Inviting applications to fill up the post of Executive Director in ASRTU on Deputation / Direct(Contract) basis.**

Association of State Road Transport Undertakings (ASRTU), New Delhi invites applications to fill up the post of Executive Director on Deputation/Direct(Con basis from the willing and eligible candidates.

It is requested to forward applications of willing and suitable officers who have the requisite qualification and experience so as to reach us by the due date.

It is 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 eligibility conditions, job profile, terms and conditions of deputation, application Performa can be downloaded from our website [www.asrtu.org](http://www.asrtu.org) by clicking on Vacancies under Careers tab on Home page. The same is enclosed herewith also.

The applicants for deputation can submit one advance copy of the application in original / mail ([ed.asrtu@gmail.com](mailto:ed.asrtu@gmail.com)) directly to ASRTU and one copy can be routed through proper channel if delay is anticipated, but has to produce No Objection & Vigilance Clearance Certificates 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 1<sup>st</sup> May 2025. The application to be addressed to **The President, 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

Encl: As above

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l) **Particulars and eligibility conditions for recruitment to the post of Executive Director on Deputation / Direct (Contract) basis in ASRTU**

Name of the post : **Executive Director**  
Scale of pay : Pay Level [14] & Corresponding Pay Range Rs.144200-218200

**Job Profile**

**The post is highly sensitive.** Executive Director, as a Principal Officer of this Society shall be responsible for the proper administration of the affairs of the Society under the direction, superintendence, control and guidance of the Executive Committee.

The Executive Director is responsible in all matters under his charge, for the powers delegated to him by the Executive committee. He has to exercise the power under the direction, superintendence and control of the Executive committee subject to these rules and Bye-laws. It is his duty to coordinate and exercise general supervision over the activities of the Society. He may also periodically review performance of the society and the other Institution/ organization of the society and submit reports to the Executive Committee. He is responsible for funds, budget, accounts and audit of the association.

The Executive Director functions as the Secretary of the Executive Committee and is responsible for maintaining the record, minutes etc. of the meetings of the Committee.

The Association's main objective is to provide necessary assistance in implementation of decision taken at the All India State Transport Undertaking Conference, to assist the member STUs in the expeditious disposal of various matter with various department and ministries of the Government of India etc.

He is expected to be well conversant with existing Govt. of India Laws & Regulations in procurement methods.

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**Required Qualifications and Experience:**

**By Direct (Contract) Recruitment**

**A) Educational Qualifications**

Must possess a post graduate degree/ any Engineering Degree of recognized university or equivalent.

Note: 1) Candidates having MBA/PhD shall be given preference.  
2) Candidates working in research institutions will be given preference.

**B) Experience**

Minimum 20 years administrative or managerial experience in a responsible position out of which minimum of 10 years experience in the field of road transport in the capacity of a head of the department or at higher level in road transport.

**C) Tenure**

The tenure of the appointment shall be for a period of 3 years extendable for 1+1 (two) years based on the evaluation and performance of the candidate each year by a committee as constituted and approval accorded by the Competent Authority.

**Age Limit - 45-57 years as on last date of receipt of application**

**On Deputation Basis**

**A) Educational Qualifications**

Must possess a Post Graduate degree / any Engineering Degree of a recognised University or equivalent.

Note : Candidates having M.Tech/ MBA/PhD shall be given preference.

**B) Experience**

- i. Deputation from Govt. of India and State Govt. Department / Agencies / Undertakings
- ii. Should be holding an analogous post in the Pay Band Rs.37400-67000 with Grade pay 10000 (6<sup>th</sup> CPC) / Level-14 of Pay Matrix (7<sup>th</sup> CPC) or equivalent on regular basis in Central / State Govt./Central or State Undertakings, local Municipal bodies.

**OR**

Should have 3 years regular service in the Pay band Rs.37400-67000 with Grade pay 8700 (6<sup>th</sup> CPC) / Level-13 of Pay Matrix (7<sup>th</sup> CPC) or equivalent

Preferably having exposure in Transport Sector for 2 years

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### C) Tenure

- a) The tenure of the appointment shall be for a period of 3 years extendable for 5 years. On superannuation from the parent organization the employment shall be on contractual basis till the completion of total term of (3+1+1) years, subject to evaluation and performance of the candidate each year by a committee as constituted and approval accorded by the Competent Authority.
- b) In case of officer on deputation, his/her retirement/ superannuation age shall be as per his/her parent organization.
- c) In case the superannuation age in his/her parent organization is earlier to 60 years, (s)he may be retired from the parent organization and can take the benefits of retirement. In such cases, on outstanding performance, (s)he may be given an opportunity of re-employment as minimum of the scale of the post with provision of annual increment upto the age of 60 years.

### D) Age limit – 45-57 years as on last date of receipt of application

1. The terms of deputation as per ASRTU/CIRT Service Rules is enclosed with the Notification.
2. In case of Direct/Contract appointment the selected candidate will be placed in minimum of the scale and ASRTU/CIRT Service Regulations as applicable to direct/contract employees will be applicable in his case.

### II) DUTIES AND RESPONSIBILITIES OF EXECUTIVE DIRECTOR IN ASRTU

1. He shall report to and be answerable to the President, ASRTU;
2. He shall be the Member Secretary of the Executive Committee of ASRTU. He shall convene the meeting of the Executive Committee in consultation with and upon authorization by the President ASRTU. He shall prepare the agenda papers and notes for Executive Committee meeting well in time. He shall keep himself thorough and extremely meticulous with all the matters relating to agenda items and issues that are likely to be raised relating to those items. He shall present each item of agenda and explain all aspects. He shall also meticulously keep track of the entire discussion on each item and maintain an accurate record of the proceedings and prepare minutes and circulate the same to all Members after approval by the President ASRTU. He shall ensure proper advice, guidance and instructions and orders to his subordinates such that the function of his department with reference to the affairs of the Standing Committee including release of contracts are effectively followed up and in time;
3. He shall be a Member of the Standing Committees and may attend meetings of the Standing Committee;
4. He shall prepare the Annual Report of the all Standing Committees for placing before the Annual Conference of Chief Executives of STUs;
5. He shall present to President detailed notes on items and issues that are to be brought to the notice of the members of ASRTU and to be discussed in the Annual Conference of Chief Executive and shall also follow up with actions as per the directives or decisions of the Conference/meeting;
6. He may undertake tours or participate in meeting or conference or publish paper with prior consent of the President.
7. He shall prepare a budget of the association and submit to the Executive Committee for approval in the AGM every year; etc.

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## APPLICATION PROFORMA

### Application for the post of Executive Director, ASRTU, New Delhi.

(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 1<sup>st</sup> May 2025 (last date of application)
5. Date of retirement in parent organization  
(For candidate 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. & Email-id :**
10. Present Residence address with Telephone Nos.
11. Educational qualifications (commencing from HSC)  
(Attested copies of certificates to be enclosed)

Sr. No.	Examination .Passed	Name of the Board/University/ Institute	Year of passing	Percentage of marks obtained	Class/ Grade	Subject specialization

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

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14. Details of national and international Conference and workshops attended, papers presented and articles published.
15. Brief history of achievements
16. Present post with basic pay and scale  
Please enclose a copy of latest Pay slip
17. Remarks, if any, or any other point applicant would like to apprise.

Signature

Name

Designation

Date :

Name of the serving organization

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

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 : \_\_\_\_\_

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**TERMS OF DEPUTATION FOR THE POST OF  
EXECUTIVE DIRECTOR IN THE  
ASSOCIATION OF STATE ROAD TRANSPORT UNDERTAKINGS (ASRTU)  
NEW DELHI**

**1. PERIOD OF DEPUTATION**

- i) The tenure of the appointment shall be for a period of 3 years extendable for 5 years. On superannuation from the parent organization the employment shall be on contractual basis till the completion of total term of (3+1+1) years, subject to evaluation and performance of the candidate each year by a committee as constituted and approval accorded by the Competent Authority.
- ii) In case of officer on deputation, his/her retirement/ superannuation age shall be as per his/her parent organization.
- iii) In case the superannuation age in his/her parent organization is earlier to 60 years, (s)he may be retired from the parent organization and can take the benefits of retirement. In such cases, on outstanding performance, (s)he may be given an opportunity of re-employment as minimum of the scale of the post with provision of annual increment upto the age of 60 years.

**2. PAY AND ALLOWANCES**

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

[Either]

In the scale of Pay Level [ 14 ] & Corresponding Pay Range Rs.144200-218200 ( as per 7<sup>th</sup> CPC) under operation of normal rules as admissible to the post of Executive Director in ASRTU for the time being (with pay protection). On adopting this option he will not be entitled for any deputation allowance.

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

[Or]

In the scale of pay in his parent organization plus deputation allowance as per Govt. of India Rules applicable for equivalent post.

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. 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 the parent organisation as per the Deputation Rules of ASRTU. This expenditure shall be borne by ASRTU.

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- 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 (Delhi). 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 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.

#### 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 there from for self and family members 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 or for any other justified reason at new place of posting.

##### (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 80% of the last month's 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 will be as per ASRTU deputation terms as modified in 7<sup>th</sup> Central Pay Commission.

##### (C) TRANSPORTATION OF CONVEYANCE

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

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

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

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

- 5.1 He may undertake official tour, after approval from the 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 Executive Director, ASRTU is entitled to travel 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 Executive 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.

## **6. DAILY ALLOWANCE**

As per ASRTU deputation terms as modified in 7<sup>th</sup> Central 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 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 department, 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.

## **8. LEAVE TRAVEL CONCESSION**

Immediately on joining the post on deputation the deputationist shall declare the details of his family members including those who are dependent on him. The L.T.C. and Medical benefits will be given only to those members who have been so 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.

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9. **MEDICAL BENEFITS**

While on deputation the deputationist will be entitled for medical benefits as per the ASRTU rules for self and dependent family members based on his declaration.

10. **ACCOMMODATION AND FURNITURE :**

***The Deputationist is entitled to House Rent Allowance of 30% of the Pay in pay matrix when leased accommodation is not provided. When such accommodation is provided, the ASRTU's liability will be restricted to 40% of Pay in pay matrix or the market rate of the accommodation whichever is lower to be evaluated by a committee and the officer shall forgo the HRA and he shall also pay a Licence Fee (as applicable) in force on the monthly rate. For the accommodation and furniture provided shall attract TDS as perquisites as per Income Tax Rules in force.***

***He will be entitled to purchase furnitures/household items (including household electrical/electronics items) on reimbursement basis up to a maximum of 1.5 times of the minimum of the basic plus DA of the pay scale adopted at the time of their joining as per terms of Office order no ASRTU/Admn/44 dated 06.08.2024***

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.

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

Where the deputationist resides within the municipal area of Delhi/New Delhi, free conveyance may be provided from residence and office and back. Where such free conveyance is not provided, then Transport Allowance as per rule will be paid.

The deputationist shall pay the prescribed rates in force when he is allowed to use the staff car for non-duty purposes.

12. **Ex-GRATIA**

The deputationist will be entitled for Ex-gratia as is paid to ASRTU employees. However, he will not be entitled to draw the same in his parent organization.

13. **TELEPHONE FACILITY AT RESIDENCE**

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

14. **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.



#### 14. RETIREMENT AGE

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

#### GENERAL

- 16. 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.
- 17. 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.  
  
All other service conditions will be governed by the Rules & Regulations of the ASRTU in force for the time being.
- 18. Post Allowance, Kit allowance, Uniform allowance which has no bearing on the job in ASRTU/CIRT are not allowed to be paid to a deputationist. Similarly engagement of personnel as Orderlies/Security Guards/Malis/Sweepers at the expenses of ASRTU is not permitted. Even though, a deputationist is allowed such a facility in his parent organization.
- 19. The deputationist shall also be entitled for reimbursement of newspapers/ magazine expenses on monthly basis limited to Rs.500/- on production of bills.
- 20. So far as expenses incurred on procurement of items on entertainment of official guests are concerned same will be reimbursed on actual basis on production of necessary bills.
- 21. In case of further clarification, ASRTU shall refer to the Central Government Rules from time to time or to Executive Committee, as may be required.

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