



# Association of State Road Transport Undertakings

No. ASRTU/ADMN/1519/XV/Liasion Office/20/1086

Date: 26<sup>th</sup> May 2016

To

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

Sir,

**Sub: Inviting applications to fill up the post of Liaison Officer for ASRTU west zone liaison office at Nagpur on fixed term contract basis – reg.**

Association of State Road Transport Undertakings (ASRTU), New Delhi invites applications for the post of Liaison Officer on fixed term contract basis from the willing and eligible candidates for its liaison office at Nagpur.

The eligibility conditions, duties and responsibilities, contract terms etc. for Liaison Officer is given at Annexure – I, II, III & IV.

You are requested to forward applications of willing and suitable officials who have the requisite qualifications and experience to work in fixed term contract basis in liaison offices 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.

The job profile, terms and conditions of contract employment, application Performa, etc 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 last date of receipt of applications is **30<sup>th</sup> June 2016**. The envelope enclosing the application is to be superscribed "**Application for the post of Liaison Officer** 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,

  
(H.N. Bhalerao)  
Director(Tech.)

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**Particulars and eligibility conditions for the post of Liaison Officer on fixed term contract basis in Nagpur.**

**Pay**

Liaison Officer : Rs.50,000/- per Month (Consolidated Fixed pay)

**Requirements of the post**

The post requires the incumbent to

1. Be 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 of STUs
4. Must be Computer Literate
5. Be willing to work as part of a team.
6. Have knowledge of alternate fuel vehicles and may require to work in the field and be efficient in public dealing.

**Eligibility Criteria**

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

1. Must be Graduate/Post graduate in Arts/Science/Commerce from a recognized University or equivalent;
2. Minimum 5 years experience in Liaison with Central Govt./State Govt./Public Sector Undertakings/STUs/Reputed Private organizations in the field of automobile sector.
3. Preference shall be given to the candidate with higher qualifications or having Degree/Diploma in Automobile/Mech. Engineering.
4. Preference shall also be given to the local persons with good communication skills.
5. Age : should not complete 55 years as on last date of receipt of applications.

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

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**Duties & Responsibilities of Liaison Officer for West Zone Liaison office at Nagpur.**

1. Establishing of west zone Liaison Office at Nagpur and establish liaison with MSRTC, BEST, GSRTC etc.
2. Enrolment of new vendors from West Zone for registration under VDRS Scheme of ASRTU for Automobile Spare Parts.
3. Efforts to bring new firms on ASRTU Rate Contract from West Zone.
4. Convincing SRTUs to purchase materials from ASRTU RC/TRC and submit STU wise details of use of ASRTU Contract.
5. Collect information about addition/deletion of items for ASRTU Tender Schedule.
6. To assist in the work of prescribing standards and specifications and in carrying out tests at CIRT.
7. To co-ordinate the activities and working of all the committees appointed by the ASRTU.
8. Collecting printing materials from SRTUs for ASRTU magazines.
9. To assist member STUs of West Zone for disposal of various matters if pending with the Ministries of Govt. of India and other departments.
10. Monthly collection of details of purchases made by STUs against ASRTU RC/TRC and forward the same to ASRTU Head Office for close Monitoring the Secretarial Rebate.
11. To collect the feedback performance of the items purchased under ASRTU Rate Contract and other information required for PRSC and Standing Committee(S&C) meeting.
12. To collect the details of rims other than on Rate Contract of ASRTU which are supplying to west zone SRTUs, so that they also can be brought under ASRTU Rate Contract.
13. To visit western Zones SRTUs frequently for collecting information after approval of tour program by the Competent Authority.
14. Report to the Competent Authority through Shri Ullas Babu, AD(Tech.&TP), ASRTU.
15. Shall submit a monthly report to the Competent Authority.

Any other work assigned from time to time by ASRTU and the Competent Authority.

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Annexure – III

APPLICATION FOR THE POST OF LIASION OFFICER ON FIXED  
TERM CONTRACT BASIS IN ASSOCIATION OF STATE ROAD  
TRANSPORT UNDERTAKINGS AT ITS NAGPUR LIASION OFFICE

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 30.6.2016
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

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### 13. EDUCATIONAL QUALIFICATIONS

(Starting from Secondary/Matric Exam)

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

### 14. EXPERIENCE

Sr. No.	Name of the Institution	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 organisation where presently employed with full address and Telephone no.

### 16. 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

Signature

Name :

Designation :

Date :

**CONTRACT OF EMPLOYMENT**

Articles of Contract made on ----- between ----- resident of ----- as one part and Executive Director, Association of State Road Transport Undertakings, New Delhi, hereinafter called the ASRTU which mean and include its successors and assigns of the other part.

WHEREAS the ASRTU has appointed ----- as **Liaison Officer** in ASRTU Liaison Office at west zone at **Nagpur** and he has agreed to serve in ASRTU Liaison office at Nagpur on the terms and conditions hereinafter contained.

- (i) He is appointed on a fixed consolidated pay of Rs.50,000/- per month.
- The incumbent shall be entitled to TA/DA as applicable to the Supdt. cadre employees of ASRTU.
- (ii) The tenure of the appointment is for a fixed term period of three years. This includes successful completion of one year on contract. On satisfactory completion of the one year period, the contract will be extended for a period of further 2 years. Otherwise, the contract shall be terminated. During the contract employment period, the appointment may be terminable by either party by giving a notice of one month.
- (iii) The progress during the period of engagement will depend upon satisfactory performance and conduct.
- (iv) For the purposes TA/DA, he shall be governed by the rules of the ASRTU as amended from time to time.
- (v) He will not be entitled for any kind of leave like Earned Leave, Half Pay Leave, Extra Ordinary leave etc. during his contract employment in Liaison Office.
- (vi) He shall not accept any gifts, commission or any kind of gratification in cash or kind from any outside person, party or firm having dealings with ASRTU and, if he is offered any, should immediately report the same to the Executive Director in writing and, if so decided upon by the Executive Director, the same shall be handed over to the ASRTU at once.
- (vii) He shall not indulge in the any of the activities mentioned below :
- a) Engage directly or indirectly in any trade or business or negotiate, or undertake any other employment
  - b) Undertake honorary work of a social or charitable nature.
  - c) Undertake occasional work of a literary, artistic or scientific character.
  - d) Participate in sports activities as amateur.
- (viii) His contract employment shall be governed by the rules and regulations laid down by the ASRTU as per terms and conditions of his contract employment.

- (ix) At the time of joining ASRTU, he is required to produce the original certificate/testimonials in respect of his qualifications, training, age, experience, dependants, pension etc. as mentioned by him in the application/bio-data or service record for verification and record purpose.
- (x) If during the subsistence of agreement, he can be deputed to any other zonal liaison offices of ASRTU, the provisions of this Agreement will continue to apply.
- (xi) He will be required to undergo medical examination, which will be arranged by the ASRTU and his fixed term contract employment is subject to satisfactory medical report.
- (xii) He will make his own arrangements for travelling and transport of his belongings at the time of joining the services of the ASRTU.
- (xiii) Other matters relating to his contract employment including service conditions in respect of which provision is not specifically made in the preceding clauses, shall be decided by the Executive Director.
- (xiv) He shall be liable for transfer to any of the Liaison offices of ASRTU.
- (xv) If any declaration given or information furnished by him proved to be false or he is found to have wilfully suppressed any material information, he will be liable for instant removal from service or such other disciplinary action as the ASRTU may deem necessary.

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