

**CENTRAL INSTITUTE OF ROAD TRANSPORT**  
**Post Box No. 1897, Pune – Nasik Road, Pune – 411 026**

**Appointment of Assistant Registrar / Admin. Officer on Regular Basis  
through Direct Recruitment**

Pay Level :	10 as per 7 <sup>th</sup> CPC
Pay Scale :	Rs.1,14,780/- Total including all admissible allowances.
Other Benefits :	Following allowances as per 7 <sup>th</sup> CPC - (i) PF, LTC, Ex-Gratia, leave encashment, medical reimbursement, Children Education Allowance. (ii) Leave Entitlement - EL/HPL/CL/EOL (iii) Travel allowances for official tours/work
Qualifications :	Post graduate in Law, Public Relations, MIS, Sociology, Science, Arts or Commerce.
Age Limit :	Not more than 30 years as on the date of advertisement.
Experience :	Minimum Five years experience in a responsible capacity in a public sector organisation.
Responsibilities required to be handled	<ol style="list-style-type: none"><li>1. Responsible to Head-ASD / HoD</li><li>2. Coordination with all sections and staff working under HoD</li><li>3. Allocation of duties, maintenance of discipline, general administration of HoD's office in respect of the staff placed under I/c Admin.</li><li>4. To organize smooth and timely flow of all papers being put upto the HoD/Director for appropriate action.</li><li>5. Responsible for all activities of staff placed under I/c Admin. and personally for the following :<ol style="list-style-type: none"><li>a) Declaration of holidays</li><li>b) Correspondence &amp; Coordination in r/o CIRT Karmachari Credit Society and CIRT Staff Welfare Association.</li><li>c) Conduct of election of CPF Trustees</li><li>d) Provision of budget</li><li>e) Matters related to uniform, medical rules, overtime and conveyance</li><li>f) To arrange quarterly Management Review Meeting and monthly meeting of Sectional Heads of Admin. Dept.</li><li>g) To initiate action on requirement of office equipments and arrange for maintenance contracts</li><li>h) To take action as per the policies/practices for official functions.</li><li>i) To ensure that all files and registers are duly maintained by concerned staff.</li><li>j) To initiate action on prior and post activities of the Mgt. Review meetings.</li><li>k) Matters related to recruitment, appointment, placement, probation, promotion, MACP, superannuation and deputation, Service matters, pay fixation, annual increment, issue of Staff Office Orders, maintenance of data, strength statement &amp; seniority list of employees, statutory correspondence, disciplinary cases, court cases/matter, forwarding applications to other organisations, maintenance, updation of service books &amp; personnel files, all matters &amp; related correspondence in</li></ol></li></ol>

	<p>respect of CPF, Gratuity &amp; EPS, Women Employees Welfare activities, Employees Grievance Committee,</p> <p>l) Liaisoning with all concerned government authorities.</p> <p>m) Compliance with all statutory requirements.</p> <p>n) Any other work assigned by Head-ASD.</p>
Probation Period :	The period of probation will be two years from the date of appointment. After satisfactory completion of probation, the candidates are considered for regularisation in service.
No. of Vacancies :	One
Place of work :	CIRT, Pune

**Appointment of Assistant Registrar/Administrative Officer on Regular Basis Through Direct Recruitment.**

**Terms and Conditions of Appointment :-**

1. Appointment of Assistant Registrar/Administrative Officer on Regular Basis at pay level of 10 as per 7<sup>th</sup> CPC.
2. The terms and conditions of appointment are as follows:-
  - i. The probation period will be for the period of two years and after satisfactory completion of probation, the candidate will be regularised in the service.
  - ii. The appointment is terminable by either party by one month's notice. Alternatively, the appointment is terminable by payment of a sum of money equivalent to the salary drawn as on the date of resignation or termination for the period falling short of such a notice.
  - iii. He/She shall be governed by ASRTU/CIRT Service Rules & Regulations.
  - iv. The Institute, a unit of Association of State Road Transport Undertakings (ASRTU), follows ASRTU/CIRT rules for service conditions of its employees except in such specific matters, follows Central Government rules (where ASRTU/CIRT has not framed its rules for the employees of CIRT).
  - v. Medical facilities, Contributory Provident Fund, Ex-gratia will be paid as per ASRTU/CIRT Service Rules & Regulations.
  - vi. Earned leave, Half Pay leave, Extraordinary leave etc. are entitled as per ASRTU/CIRT Service Rules & Regulations.
  - vii. He/she will be entitled for LTC, leave encashment, Children Education Allowance as per ASRTU/CIRT Service Rules & Regulations.
  - viii. He/she will be eligible for annual increment as per ASRTU/CIRT Service Rules & Regulations.
  - ix. He/she would be required to undertake outstation tours according to requirement. In respect of official tour performed, he/she will be paid Travel Allowance and other allowances as per pay level 10.
  - x. He/She should not divulge, disclose or make public at any time except under legal obligations any confidential document of the Institute without the written consent of the competent authority.
  - xi. He/She should not accept any gift, commission or any kind of gratification in cash or kind from anybody having dealings with CIRT/ASRTU and, if it is offered, the same should be reported to CIRT in writing and shall be handed over to the Institute.
  - xii. He/She should not indulge in any of the activities mentioned below:-
    - (a) Engage directly or indirectly in any trade/business.
    - (b) Negotiate, or undertake any other employment.
  - xiii. He/She will be liable for transfer to any of the offices of CIRT/ASRTU.
3. If any declaration given or information furnished by him/her proves to be false or he/she is found to have willfully suppressed any material information, he/she will be liable for removal from service or such other action, as the Institute may deem necessary.

**Appointment of Assistant Registrar / Admin. Officer on Deputation**

Pay Level :	10 as per 7 <sup>th</sup> CPC
Pay Scale :	Rs.1,14,780/- Total including all admissible allowances. During the period of deputation to ASRTU/CIRT, the deputationist has option to :- (A) either to opt for the scale of pay and D.A. of the post in ASRTU/CIRT under the operation of normal rules plus, such other allowances as admissible to the post in ASRTU/CIRT. (OR) (B) To opt to draw scale of pay, D.A. and other compensatory allowances (except post allowance, kit allowance, uniform allowance (or) Orderly/Security Guard/Sweeper/Mali/Peon Allowances) in the same manner which would have been drawn by him in the parent organization had the deputationist continued in his parent organization plus admissible deputation allowance.
Other Benefits :	Deputation allowance at the current rates; CCA and HRA. HRA is payable when accommodation is not provided. Children Education allowance/Reimbursement of Tuition fee, Joining Time and Joining Time Pay. Transfer Benefits, Daily Allowance, Leave, Gratuity and Provident Fund, Medical Benefits, Transport Allowance as per 7 <sup>th</sup> CPC.
Qualifications :	Post graduate in Law, Public Relations, MIS, Sociology, Science, Arts or Commerce.
Age Limit :	Not above 55 years on the date of selection.
Experience :	Minimum Five years experience in a responsible capacity in a public sector organisation.
Responsibilities required to be handled	<ol style="list-style-type: none"> <li>1. Responsible to Head-ASD / HoD</li> <li>2. Coordination with all sections and staff working under HoD</li> <li>3. Allocation of duties, maintenance of discipline, general administration of HoD's office in respect of the staff placed under I/C. Admin.</li> <li>4. To organize smooth and timely flow of all papers being put up to the HoD/Director for appropriate action.</li> <li>5. Responsible for all activities of staff placed under I/C, Admin. and, personally, for the following :- <ol style="list-style-type: none"> <li>a) Declaration of holidays</li> <li>b) Correspondence &amp; Coordination in r/o. CIRT Karmachari Credit Society and CIRT staff Welfare Association.</li> <li>c) Conduct of election of CPF trustees</li> <li>d) Provision of budget</li> <li>e) Matters related to uniform, medical rules, overtime and conveyance</li> <li>f) To arrange quarterly Management Review Meeting and monthly meeting of Sectional Heads of Admin. Dept.</li> <li>g) To initiate action on requirement of office equipments and arrange for maintenance contracts</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>h) To take action as per the policies/practices for official functions.</li> <li>i) To ensure that all files and registers are duly maintained by concerned staff.</li> <li>j) To initiate action on prior and post activities of the Mgt. Review meetings.</li> <li>k) Matters related to recruitment, appointment, placement, probation, promotion, MACP, superannuation and deputation, Service matters, pay fixation, annual increment, issue of Staff Office Orders, maintenance of data, strength statement &amp; seniority list of employees, statutory correspondence, disciplinary cases, court cases/matter, forwarding applications to other organisations, maintenance, updation of service books &amp; personnel files, all matters &amp; related correspondence in respect of CPF, Gratuity &amp; EPS, Women Employees Welfare activities, Employees Grievance Committee,</li> <li>l) Liaisoning with all concerned government authorities.</li> <li>m) Compliance with all statutory requirements.</li> <li>n) Any other work assigned by Head-ASD.</li> </ul>
No. of Vacancies :	One
Place of work :	CIRT, Pune

**Appointment of Assistant Registrar/Administrative Officer on Deputation**

**Terms and Conditions of Appointment :-**

1. Appointment of Assistant Registrar/Administrative Officer on Deputation Basis at pay level of 10 as per 7<sup>th</sup> CPC.
2. The terms and conditions of appointment are as follows:-
  - i. The deputation period shall be for a period of three years, extendable on yearly basis in consultation with parent organization to a period of maximum 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.
  - ii. He/She shall be governed by ASRTU/CIRT Service Rules & Regulations.
  - iii. The Institute, a unit of Association of State Road Transport Undertakings (ASRTU), follows ASRTU/CIRT rules for service conditions of its employees except in such specific matters, follows Central Government rules (where ASRTU/CIRT has not framed its rules for the employees of CIRT).
  - iv. Medical facilities, Contributory Provident Fund, Ex-gratia will be paid as per ASRTU/CIRT Service Rules & Regulations.
  - v. Earned leave, Half Pay leave, Extraordinary leave etc. are entitled as per ASRTU/CIRT Service Rules & Regulations.
  - vi. He/she will be entitled for LTC, leave encashment, Children Education Allowance as per ASRTU/CIRT Service Rules & Regulations.
  - vii. He/she will be eligible for annual increment as per ASRTU/CIRT Service Rules & Regulations.
  - viii. He/she would be required to undertake outstation tours according to requirement. In respect of official tour performed, he/she will be paid Travel Allowance and other allowances as per pay level 10.
  - ix. He/She should not divulge, disclose or make public at any time except under legal obligations any confidential, document of the Institute without the written consent of the competent authority.
  - x. He/She should not accept any gift, commission or any kind of gratification in cash or kind from anybody having dealings with CIRT/ASRTU and, if it is offered, the same should be reported to CIRT in writing and shall be handed over to the Institute.
  - xi. He/She should not indulge in any of the activities mentioned below:-
    - (a) Engage directly or indirectly in any trade/business.
    - (b) Negotiate, or undertake any other employment.
  - xii. He/She will be liable for transfer to any of the offices of CIRT/ASRTU.
3. If any declaration given or information furnished by him/her proves to be false or he/she is found to have willfully suppressed any material information, he/she will be liable for removal from service or such other action, as the Institute may deem necessary.

**INSTRUCTIONS TO CANDIDATES REGARDING RECRUITMENT FOR THE POST OF ASSISTANT REGISTRAR/ADMINISTRATIVE OFFICER ON REGULAR BASIS THROUGH DIRECT RECRUITMENT OR ON DEPUTATION BASIS**

1. Candidates are requested to please go through the advertisement in detail and only those candidates who qualify all the criteria are requested to send the prescribed Application Form duly filled in with copies of documents.
2. The envelope containing application should be superscribed as “Application for the post of Assistant Registrar/Administrative Officer” in the right corner of the envelope for the post applied for.
3. Candidates can also forward their complete application and documents through e-mail on : pers@cirtindia.com. However, all copies of the documents should be legible.
4. The applications should be sent by both hard copy and soft copy mode. However, all documents should be enclosed with hard copy as well as with e-mail.
5. The person who is already in ASRTU/CIRT and has been appointed on regular basis is permitted to apply for a post filled by direct recruitment or deputation, he shall be allowed to deduct from his age the period of his service upto a maximum of ten years for the purpose of maximum age limit. However, he should comply with all the minimum requirements as laid down in the advertisement.
6. The candidates who are working in Government/Semi-Government organisations may apply on deputation and shall send their applications through proper channel. However, if it is not feasible, then they can send advance copy directly to CIRT with information to their respective departments. In such condition, they can bring NOC from their employer at the time of interview.
7. The candidates should be familiar and hands on experience with CCS (Conduct) Rules, 1964 & (CCA) Rules, 1965 of Government of India.
8. The candidates are advised to send applications on or before the prescribed date and time. Any application received thereafter will not be entertained.
9. Director, CIRT reserves the right to cancel this process of recruitment at any stage.

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