



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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E-Mail: asrtu@del2.vsnl.net.in

Website: <http://www.asrtu.org>

Association of State Road Transport Undertakings (ASRTU) an apex coordinating body of all State Transport Undertaking, invites applications for filling the following posts in the cadre of Assistant Superintendent on contract basis with a consolidated pay as below:

Post name: Assistant Superintendent

No of Posts: 6 (six) nos

(A) Required Qualifications and Experience:

Post code AS01 – 2 Nos. Any graduate with inter CA/ ICWA. Minimum 8 years post qualification experience in relevant field (Finance & Accounts) from Govt /Semi Govt /large business house or company or corporations etc.

Post code AS02- 1 Nos. Any Graduate in Law from a recognized institute. Minimum 8 years post qualification experience in relevant field (Legal) from Govt /Semi Govt /large business house or company or corporations etc.

Post code AS03- 1 Nos. Any Engineering Graduates /12th with three years diploma in Computer Engg. from a recognized institute. Minimum 8 years post qualification experience in relevant field (Software /IT) from Govt /Semi Govt /large business house or company or corporations etc.

Post code AS04- 2 Nos. Any Engineering Graduates /12th with three years diploma in Mechanical or Automobile Engg. from a recognized institute. Minimum 8 years post qualification experience in relevant field (Technical) from Govt /Semi Govt /large business house or company or corporations etc.

The number of posts/vacancy in different categories may vary based on requirement and suitable candidates available.

The candidate should have good communication and writing skills as he /she will be expected to work in different sections of ASRTU as per requirement.

(B) Period of engagement under the contract:

Period of engagement will be initially for one year, from the date he/she joins the office. Based on performance the contract can be extended for a further period of 4 (four) years.

(C) Age Limit- 21-35 years as on last date of receipt of applications.

(D) The Terms and Conditions of Contract is attached at Annexure A.

(E) Application format attached at Annexure B

Selection will be made based on Interview depending on number of shortlisted candidates. Merely qualifying the minimum eligibility criteria does not make an applicant eligible for interview. Depending on the number of applications and suitability the applicants will be shortlisted for the interview and post can be kept vacant in case no applicant is considered suitable. ASRTU reserves the right to cancel this recruitment without assigning any reasons thereof.

Applications vide speed post/ Regd post/courier in the format attached at Annexure B completed in all respect with self-attested copies of educational, experience, etc certificates should reach this office in the below address on or before 7th April 2025.

Addressed to

**Executive Director
Association of State Road Transport Undertakings,
ASRTU Bhawan, Plot No.4-A, PSP Block,
Pocket 14, Sector-8, Dwarka
New Delhi-110 077**

Envelope containing application should be clearly super scribed with the following

“Application for the post of Assistant Superintendent in ASRTU Post Code _____”.

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ANNEXURE A

Terms and conditions of the contract of engagement of Assistant Superintendent

- i.** The selected candidate will be appointed as Assistant Superintendent on contract basis initially for one year extendable up to 5 (1+4) years based on performance.
- ii.** He/she will be eligible for a consolidated remuneration of Rs 55,000/- per month on initial engagement for one year. In case the contract is extended further as per clause (i) above, there shall be an increase of 8% over previous year remuneration every year till termination of contract.
- iii.** He/ She shall be governed by the contributory Provident fund Rules of ASRTU as amended from time to time.
- iv.** He/she will not be eligible for any other regular allowances or benefits except as mentioned in this present contract.
- v.** The tenure of appointment will be for a period of five years. This includes successful completion of one year probation period. On satisfactory completion of the probation period, the contract will be extended for a period of further 4 years. Otherwise, the probation period will either be extended or the contract terminated.
- vi.** During the probationary period the contract is terminable by either party by giving a notice of one month. After successful completion of probation, the contract is terminable by three months' notice on either side. Alternatively, the contract is terminable by payment of a sum of money equivalent to his/her salary, as on the date of resignation or termination, for the period failing short of such notice.
- vii.** At the end of fifth year, the contract will stand automatically terminated. However, the contract can be renewed subject to further requirement and satisfaction of Competent Authority in ASRTU.
- viii.** During the contract period he/she will be eligible for 1.5 days leave for one completed calendar month during the period of one year, on pro-rata basis subject to the prior written approval of competent authority of ASRTU. Un-availed leave cannot be carried forward to the next year. More than 5 days leave cannot be taken at a stretch except on medical ground.
- ix.** Appointed women candidates with fewer than two surviving children will be eligible for Maternity Leave as per statutory Rule.
- x.** If required to travel to any place in India for official purpose, while on tour TA/DA will be admissible as applicable to Assistant Superintendent regular Grade in ASRTU.
- xi.** His/ her employment shall be governed by the rules and regulations laid down by the ASRTU from time to time on the matters which are not specifically regulated by the terms of this contract.
- xii.** At the time of joining ASRTU, he/she is required to produce the original certificates/testimonials in respect of his qualifications, training, age, experience etc as mentioned by him/her in the application/bio-data or any other document required for verification and record purpose.

- xiii.** He/ She will be required to undergo medical examination, which will be arranged by the ASRTU and his/ her appointment will be subject to satisfactory medical report.
 - xiv.** He/ She will be required to submit police verification from their concerned police station.
 - xv.** He/ She will make his/ her own arrangement for travelling and transport of his/ her belongings at the time of joining the services of ASRTU.
 - xvi.** He/ She shall be liable for transfer to any offices of ASRTU/CIRT.
 - xvii.** If any declaration given or information furnished by him/ her prove to be false or he is found to have wilfully suppressed any material information, he/ she will be liable for instant removal from service or such other disciplinary action as the ASRTU may deem necessary.
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APPLICATION PROFORMA

Application for the post of Assistant Superintendent on contract basis in ASRTU, New Delhi

(All the required information should be neatly typed)

1. Full Name
2. Date of Birth
3. Father/Husband's name
4. Age as on DD/MM/YYYY
5. Gender
6. Nationality
7. Marital Status
8. E-Mail ID
9. Mobile Number
10. Permanent Residence address with Telephone/Mobile Nos. & Email-id :

11. Present Residence address with Telephone/Mobile Nos.

12. Educational qualifications (commencing from HSC)

Please
enclose latest
passport size
photograph

Sr. No.	Exam.Passed	Name of the Board/University/ Institute	Subject/ Discipline	Year of passing	Percentage of marks obtained	Remarks if any

13. Employment and status details commencing from the latest with details

Sr. No.	Name of the Organisation	Period		Designation	Scale of pay / Details of Salary	Nature of Duties
		From	To			

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

15. Languages Known.

16. Additional information, if any, which you would like to mention in support of your suitability for the post.

17. Any other relevant information.

Signature

Name:

Designation:

Date:

Name of present Employer: