Office Memorandum

Sub: Engagement of a retired Director/Deputy Secretary to the Government of India as Secretary to the Supreme Court Committee on Road Safety

The undersigned is directed to forward herewith an advertisement notice inviting application for engagement of a retired Director/Deputy Secretary to the Government of India as Secretary to the Supreme Court Committee on Road Safety. The Office of the Committee is located in New Delhi. The last date of application is 28th December, 2020.

2. It is requested that the same may be upload on the Ministry’s Website what’s new with the tag line "Advertisement for engagement of a retired Director/Deputy Secretary to the Government of India as Secretary to the Supreme Court Committee on Road Safety" at the earliest for a period upto 28th December, 2020.

3. The Advertisement has been approval by Secretary (RT&H).

Encl: As above

(Ram Raj Meena)
Under Secretary to the Government of India
011-23718560

To,

The Technical Director (NIC), MoRT&H, New Delhi
Copy along with Advertisement to: The Under Secretary (Admin. & Coordination), DoP&T, Khan Market, New Delhi for uploading the advertisement on the website of the DoP&T for a period upto 28th December, 2020 for wider publicity.
Ministry of Road Transport & Highways proposes to engage one Retired Director/Deputy Secretary as Secretary to the Supreme Court Committee on Road Safety, Vigyan Bhawan Annexe, New Delhi initially for a period of one year on the following terms and conditions:-

1. Qualification
   (a) Graduate in any stream.

2. Experience:
   (a) Retired Director/Deputy Secretary to the Government of India from any Ministry/Department of the Central Government.

   Desirable:
   (a) Good service record.
   (b) Strong communication skills, both oral and written

3. Role and responsibilities:
   The Selected person will serve as the Secretary to the SCCoRS and provide all necessary assistance as required by the Committee in discharge its duties and responsibilities.
4. PERIOD OF ENGAGEMENT:

The initial term of engagement shall be for a period of one year and subsequent extension(s) if any, shall be decided on case to case basis depending upon the specific job and the time frame for its completion. The maximum period of engagement of a person as Secretary to the SCCoRS shall not exceed 4 years or 65 years of age whichever is earlier, in any case.

5. AGE LIMIT:

The maximum age limit for applicant shall be 64 years as on 31.12.2020.

6. SELECTION PROCEDURE:

All the applications received in response to the advertisements will be scrutinized and short-listed. Thereafter, the same will be forwarded to the Supreme Court Committee on Road Safety for their perusal and recommendation of a suitable person as per requirement of the Committee. The suitable person so recommended by the Committee would be engaged by the Ministry for the purpose and engagement letter would be issued.

7. ENTITLEMENTS OF CONSULTANTS

7.1 Fee and local Conveyance: The maximum amount of monthly consolidated fee and Local Conveyance payable to the selected person as Secretary to the Supreme Court Committee on Road Safety shall be as under:

<table>
<thead>
<tr>
<th>Consultancy fees</th>
<th>Rs.70,000/- per month</th>
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<tbody>
<tr>
<td>Local Conveyance</td>
<td>Rs. 5,000/- per month</td>
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</tbody>
</table>

7.2 Allowances: The selected person as Secretary to SCCoRS shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.

7.3 Leave: The selected person as Secretary to SCCoRS shall be eligible for 8 days' leave in a calendar year on pro-rata basis. He/She will not be entitled to draw any remuneration for any absence beyond 8 days in a year (calculated on a
pro-rata basis). Also un-availed leave in a calendar year shall not be carried forward to next calendar year.

7.4 Termination of Engagement: The Ministry should be free to terminate the services in case of absence of a consultant by more than 15 days beyond the entitled leave in a calendar year. Besides, in case the work is not upto satisfaction to the Committee, the engagement may be terminated with 15 days advance notice by the Ministry.

7.5 TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per details specified below:-

1. TA- Reimbursement of First AC Train Fare (including Rajdhani & Shatabdi) / Air fare (economy class).
2. DA- Reimbursement for Hotel accommodation/guest house, Food bills etc. as admissible to serving Director in Central Government.

8. Other assignments: The engagement will be on full time basis and the selection person will not take up any other assignment during the period of his engagement as Secretary to the SCCoRS.

9. Interested candidates may send his/her application in the enclosed format on following address:-

The Under Secretary (Road Safety)
Ministry of Road Transport and Highways,
Room No. 227, Transport Bhawan,
Sansad Marg, New Delhi- 110001

10. Last date of submission of application form: by 4.30 p.m. on 28th December, 2020

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FORMAT OF APPLICATION FORM

1. Name:

2. Father's Name

3. Date of Birth:

4. Correspondence address (including e-mail)

5. Telephone No.

6. Educational qualification:

7. Experience:

I certify that above information is correct to the best of my knowledge. If any information is found incorrect, my candidature may be cancelled

(Name and signature of the candidate)

Place:

Date:

Note: Please enclose supporting paper (viz. proof of date birth, education qualification and experience in respective fields, etc.).