

MR-16023/1/2019 -TRW(RT)
Government of India
सड़क परलबहन ँवं राजमार्ग मंत्रालय
Ministry of Road Transport and Highways
परलवहन अनुसंधान प्रभाग
(Transport Research Wing)

1st Floor, IDA Building,
Jamnagar House, New Delhi-11
Dated:04.08.2022

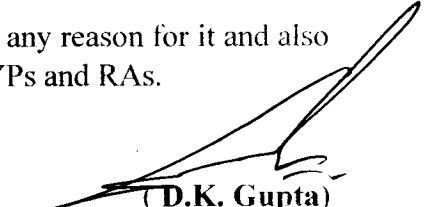
Sub: Vacancy Circular for the post of Young Professionals (YPs) and Research Analysts (RAs).

Transport Research Wing of Ministry of Road Transport & Highways invites applications from willing and eligible candidates for the post of 02 Young Professionals and 02 Research Analysts **on purely contractual basis** for an initial period of one years. Terms and Conditions for their engagement and other relevant information is given in the annexed advertisement. The number of YPs and RAs to be hired are indicative and can vary.

2. Interested and eligible candidates can send applications through e-mail only to dinesh.gupta12@gov.in/bikram.moharana@gov.in along with photo. For details like application Proforma, Terms and Conditions, Eligibility Norms, Qualifications, Experience, Remuneration etc., please log on to **Website: morth.nic.in**. **Last date for submission of the application is 25.08.2022 till 5.00 PM only.**

3. The Ministry reserves the right to reject any application without assigning any reason for it and also revise the number of vacancies and Terms and Conditions of engagements of YPs and RAs.

Enclosure: As above


(D.K. Gupta)
Deputy Director

To

1. Director, NIC (MoRTH) - With a request to upload the Advertisement and the Guidelines on the Ministry's website with the tag line "**Advertisement for Engagement of Young Professionals and Research Analysts in the Transport Research Wing of Ministry of Road Transport and Highways**" at the earliest.
2. DOP&T (Kind Attn.: (Under Secretary, (CS-I) CS-D Division), Lok Nayak Bhawan, New Delhi-110003.

Copy for information to:

1. Sr. PPS/Secretary (MoRTH)
2. Sr. PPS to JS (Admn.). MoRTH
3. Director Budget, MoRTH
4. PS, DDG/TRW

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Government of India
सड़क परलबहन ँवं राजमार्ग मंत्रालय
Ministry of Road Transport and Highways
परलवहन अनुसंधान प्रभाग
(Transport Research Wing)
आई॰डी॰ए॰ बलडलंग, जलमनगर हाउस,

1st Floor IDA Building,
Jamnagar House, New Delhi -11
Dated:04.08.2022

ADVERTISEMENT

Transport Research Wing (TRW) of Ministry of Road Transport & Highways seeks to provide a unique opportunity for Young Professionals (YPs)/ Research Analysts (RAs) to work and get exposure to various programs and activities of the Transport Research Wing of Ministry of Road Transport & Highways. Transport Research Wing seeks to utilize YPs/RAs to build organizational capacity, strengthening of program monitoring, scheme formulation, evaluation of data to be collected, compiled, analyses and dissemination. Under this program, highly qualified, motivated individuals will work in the areas of collection, compilation, analyses and dissemination of Data in regard to Roads, Road Transports and Road Accidents etc. so as to support the Ministry for policy planning and monitoring.

2. Transport Research Wing is looking for engaging a pool of talented **Young Professionals (YPs)** as per the following details:

1	Name of post	Young Professional
2	Number of posts	02
3	Method of engagement	Contract based through Open Market
4	Age limit	Candidates should be below 32 years of age as on last date of Application
5	Period of Contract	For a period of ONE year.
6	Remuneration (per month)	Rs 50,000/- (Inclusive of Taxes)
7	Education qualification	Bachelor's degree in Statistics/Applied Statistics/ Mathematics/Operational Research/ Economics/Business Economics, /B. Tech. in Computer Science/Information Technology (IT)/BCA/BBA.

8.	Desirable Qualification:	<p>(i) Post qualification experience in the relevant field would be preferred.</p> <p>(ii) Knowledge of basic statistical concepts and ability to deal with large data sets with the help of analysis packages such as PYTHON/R/ SPSS/ STATA</p> <p>(iii) Proficiency in M.S. Office (Excel, Power Point and Word)</p> <p>(iv) Good soft skills including strong communication skills (written and oral).</p>
9.	Experience:	<p>Minimum of one (01) years' experience in Government, reputed Organizations, Research Organizations etc. Preference will be given to persons with work experience in the field of Roads and Transport supported by published work/policy papers appraisal/monitoring of projects & schemes etc.</p> <p>The experience of internship/training will not be considered.</p>
10.	Scope of Work:	<p>i) Engagement in Data Analytics using data of TRW and other line Ministries and assisting in data driven policy decisions.</p> <p>(ii) Identifying data provisions in the functioning of the Ministry/Departments including their statutory provisions.</p> <p>(iii) Developing module for creating statistical awareness among producers and users regarding advanced techniques for data production, analysis and dissemination.</p> <p>(iv) Bringing in innovative approach to solve statistical problems faced by producers and users.</p> <p>(v) Coordination with international agencies on statistical matters.</p> <p>(vi) Coordination with Divisions of TRW and Statistical Advisers of Line Ministries for data integration into NIIP.</p> <p>(vii) Developing concept notes, best practices and other soft materials.</p> <p>(viii) Any other relevant work.</p>

2.1 Research Analysts:

1	Name of position	Research Analysts
2	Number of posts	02
3	Method of engagement	Contract based through Open Market
4	Age limit	Candidates should be below 45 years of age as on last date of Application
5	Period of Contract	For a period of ONE year.
6	Remuneration (per month)	Rs 70,000/- (Inclusive of Taxes)
7	Essential Qualification	Master's degree in Statistics/Applied Statistics/Mathematics/Operational Research/Economics/Business Economics /M. Tech.in Computer Science/Information Technology (IT)/MCA/MBA.
8	Desirable Qualification	<p>(i) Persons with M.Phil., Ph.D as additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p> <p>(ii) Knowledge of basic statistical concepts and ability to deal with large data sets with the help of analysis packages such as PYTHON/R/ SPSS/ STATA</p> <p>(iii) Proficiency in M.S. Office (Excel, Power Point and Word)</p> <p>(iv) Good soft skills including strong communication skills (written and oral).</p> <p>(v) One to five years of research and report writing experience.</p> <p>(vi) The ability and the experience to handle large database.</p>
9	Experience	<p>Minimum of one (02) years' experience in Government, reputed Organizations, Research Organizations etc . Preference will be given to persons with work experience in the field of Roads and Transport supported by published work/policy papers appraisal/monitoring of projects & schemes etc.</p> <p>The experience of internship/training will not be considered.</p>

10	Scope of Work:	<p>i) The Research Analyst is expected to work under the guidance and supervision of assigned officer.</p> <p>ii) The research topic shall be within the purview of Roads, Roads Traffic and Road accidents and can also be carried out on other extant/ongoing issues identified for research in TRW.</p> <p>iii) The data for research purposes shall be publicly available data, data compiled with TRW.</p> <p>iv) The timeline for completion of a research paper/analytical paper shall be one month. The paper may be between 3000 to 4500 words or up to 10 pages and the same shall be vetted by or prepared under the guidance of the supervising officer on a date to be notified each month.</p> <p>v) A short 15-minutes presentation of the paper and research findings shall be organized towards the end of the months in-house before the officers of TRW on a date to be notified each month.</p> <p>vi) A target of one research paper/analytical paper every month shall be assigned to each Research Analyst. This target, however, shall be subject to modification under approval of the supervising officer depending on further work required to be carried out on the subject or any other circumstances that the supervising officer may approve.</p>
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3. Terms and conditions of engagement:

The terms and conditions of engagement of the Young Professional/ Research Analysts will be according to the Guidelines of the Transport Research Wing (TRW) of Ministry of Road Transport & Highways (MoRTH). The Guidelines are placed on MoRTH website at morth.nic.in. Further, it is mentioned that No. of posts for Young Professional/Research Analysts are tentative and may vary as per requirement of TRW. The TRW reserves the right to cancel the process at any stage. Candidates would be required to furnish the original documents for verification before the selection process/interview. In the absence of original documents and if any of the information furnished in the application is found to be false at any stage, candidature would be cancelled.

Note: The applications of the candidates may be shared with other Ministries/Departments for their utilization, if required.

Submission of Applications: Transport research Wing of Ministry of Road Transport & Highways invites the applications for engagement of Young Professionals & Research Analysts. Candidates should send a scanned copy of application (in the enclosed proforma) along with photo and enclosures by e-mail only to dinesh.gupta12@gov.in/bikram.moharana@gov.in. For other details like terms & conditions, eligibility norms, qualifications, experience, remuneration etc., please log on to **Website: morth.nic.in**. The last date of submission of applications shall be 21 days from the date of its publication i.e. by 25.08.2022

APPLICATION PROFORMA FOR YOUNG PROFESSIONAL AND RESEARCH ANALYSTS IN TRANSPORT RESEARCH WING OF MINISTRY OF ROAD TRANSPORT AND HIGHWAYS.

APPLICATION FOR CATEGORY

(All eligibility conditions to be satisfied on the closing date of application)

A. Personal Details:

1.	Applicant's Name (As Per Matriculation Certificate)		Affix latest passport size photograph duly self attested across.
2.	Father/Mother/Husband's Name		
3.	Date of Birth (DD/MM/YYYY)		
4.	Age as on () (As per Matriculation Certificate) Years.....Months.....days	
5.	Gender		
6.	Address for Correspondence		
7.	Permanent Address		
8.	Contact No./Mobile No.		
9.	E-Mail		

B. Academic Qualification (in reverse order, starting from the latest):**

S. No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division/ Grade /Percentage	Distinction (if any)

(*Attach Self attested documents in support of claim)

**May attach separate sheet of Academic Qualification on the above format.

C. Professional Qualification (in reverse order, starting from the latest):

S. No.	Qualification	Name of Board/ Institute/ University	Subjects	Year of Passing	Division/Grade /Percentage	Distinction (if any)

(*Attach Self attested documents in support of claim)

D. Other relevant Achievements (including research experience, published paper etc.):

...

...

E. Experience Details:

Sl. No	Name of Organisation	Designation	Period		Total Period	Place of Posting	Responsibilities in brief	Emoluments per month
			From (date)	To (date)				

(*Attach Self attested documents in support of claim)

* **Total work experience (in years):**

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* **Work experience in relevant field (in years):**

.....

F.	Current Profile	Work	Organisation: Position: Date of Appointment: :.....
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G. A short note on your suitability for the post (in around 250 words, either typed in double-space or neatly handwritten)

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H. Undertaking:

- (a) I,....., hereby undertake that the above information is correct and nothing has been concealed.
- (b) I have gone through the vacancy circular/advertisement and agree to the terms and conditions given there.
- (c) I undertake to submit the original documentary proof in respect of my educational qualification, experience, date of birth, address etc. as and when asked.
- (d) I undertake that I fulfil the eligibility criteria as per the advertisement/guidelines. In case of non-eligibility, my candidature is liable to be rejected without informing me.
- (e) I undertake that no criminal case is pending against me and I have never been convicted by any court of law.

Name & Signature of the applicant

Date:

Place:

MR-16023/1/2019-TRW (RT)
Government of India
Ministry of Road Transport & Highways
Transport Research Wing
1st Floor, IDA Building, Jamnagar House, New Delhi-11

Dated: 04.08.2022

Subject: Procedure and Guidelines for engagement of Young Professionals and Research Analysts in Transport Research Wing (TRW) of Ministry of Road Transport & Highways.

In supersession of existing "Procedure and Guidelines for engagement of Young Professionals and Research Analysts in the Transport Research Wing (TRW) of Ministry of Road Transport and Highways, the following guidelines and procedures are being prescribed for engagement of Young Professionals (YPs) and Research Analysts (RAs) in the Transport Research Wing (TRW) of Ministry of Road Transport and Highways until such time as these guidelines are amended or new guidelines issued. These guidelines will come into effect from the date of issue.

1. Definitions: The following definitions apply for the purpose of the present instructions:

Young Professionals or Research Analysts or Individual Consultants, depending upon their experience, are recruited for similar activities as Consultancy Service providing firms, when a full team is not considered necessary. They may be independent experts, not permanently associated with any particular firm, or they may be employees of a firm recruited on an individual basis. They may also be employees of an agency, institution, or university. They are normally recruited for project implementation supervision, provision of specific expert advice on a highly technical subject, policy guidance, special studies, compliance supervision, training, or implementation monitoring. Individual consultants/service providers are not normally recruited for project preparation unless the proposed project is simple and, generally, a repeat of an already established and successful project.

2. Purpose and Scope of Application

2.1 These Young Professionals/ Research Analysts will be expected to deliver in such areas where in-house expertise is not readily available within the framework of Transport Research Wing of Ministry of Road Transport and Highways. They should be high quality professionals, capable of lending their expertise in collecting, compiling and critical analyzing the data relating to Roads and Road Transports and also Road Accidents along with reasons thereof.

2.2 Scope of work for Young Professionals:

- i. Engagement in Data Analytical works, using data of TRW and other line Ministries and assisting in data driven policy decisions.
- ii. Identifying data provisions in the functioning of the Ministry/Departments including their statutory provisions.
- iii. Developing module for creating statistical awareness among producers and users regarding advanced techniques for data production, analysis and dissemination.

- iv. Bringing in innovative approach to solve statistical problems faced by producers and users.
- v. Coordination with international agencies on statistical matters.
- vi. Coordination with Divisions of TRW and Statistical Advisers of Line Ministries for data integration into NIIP
- vii. Developing concept notes, best practices and other soft materials.
- viii. Any other relevant work.

2.3 Scope of work for Research Analysts:

- i. The Research Analysts is expected to work under the guidance and supervision of assigned officer.
- ii. The research topic shall be within the purview of Roads, Roads Traffic and Road accidents and can also be carried out on other extant/ongoing issues identified for research in TRW.
- iii. The data for research purposes shall be as publicly available data and data compiled with TRW.
- iv. The timeline for completion of a research paper/analytical paper shall be one month. The paper may be between 3000 to 4500 words or up to 10 pages and the same shall be vetted by or prepared under the guidance of the supervising officer on a date to be notified each month.
- v. A short 15-minutes presentation of the paper and research findings shall be organized at the end of the months in-house before the officers of TRW on a date to be notified each month.
- vi. A target of one research paper/analytical paper every month shall be assigned to each Research Analyst. This target, however, shall be subject to modification under approval of the supervising officer depending on further work required to be carried out on the subject or any other circumstances that the supervising officer may approve.

3. Contractual terms and conditions

3.1 Legal Status: The Young Professionals/ Research Analysts shall have independent legal status vis-à-vis TRW and shall not be regarded for any purposes, as being either a "staff member" of TRW, or an "official" of TRW. Accordingly nothing within or relating to the Contract, shall establish the relationship of employer and employee, or of principal and agent, between TRW and the Individual Consultant.

3.2 Standards of Conduct:

In General, the Individual YP/RA shall neither seek nor accept instructions from any authority external to TRW, Ministry of Road Transport and Highways in connection with the performance of its obligations under the Contract. The Young Professional/ Research Analysts shall not take any action individually, in respect of its performance of the Contract, or otherwise relating to its obligations under the Contract that may adversely affect the interests of TRW. The Young Professional/ Research Analysts shall perform their obligations under the Contract with the fullest regard to the interests of TRW.

The Young Professional/ Research Analysts warrants that they will not offer any

direct or indirect benefit arising from or relating to the performance of the Contract or the award thereof to any representative, official, employee of TRW. The Young Professional/ Research Analysts shall comply with all laws, ordinances, rules and regulations bearing upon the performance of their obligations under the Contract. In the performance of the Contract, the Young Professional/ Research Analysts shall individually comply with the standards of Conduct. Failure to comply with the same shall be regarded as grounds for termination of the contract of the individual YP/RA for the cause.

3.3 Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Individual Young Professional/ Research Analysts shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Individual YP/RA acknowledges and agrees that any breach of any of the provisions thereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of TRW to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

3.4 Title Rights, Copyrights, Patents and Other Proprietary Rights:

3.4.1 Title to any equipment and supplies which may be provided by TRW to the individual Young Professional/ Research Analysts for the performance of any obligations under the Contract, shall rest with TRW, and any such equipment shall be returned to TRW on the conclusion of the Contract or when no longer needed by the Individual YP/RA. Such equipment, when returned to TRW, shall be in the same condition as they were delivered to the Young Professional/ Research Analysts individually, subject to normal wear and tear, and he/she the Individual Consultant shall be liable to compensate to TRW for any damage or degradation of the equipment that is beyond normal wear and tear.

3.4.2 TRW shall be entitled to all intellectual property and other proprietary rights including, but not limited to patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual Young Professional/ Research Analysts has developed for TRW under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of the performance of the Contract, and the Individual Young Professional/ Research Analysts acknowledges and agrees that such products, documents and other materials constitute works made for hire for TRW.

3.4.3 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual Young Professional/ Research Analysts under the Contract shall be the property of TRW, and shall be made available for use or inspection by TRW at reasonable times and in reasonable places. It shall be treated as confidential and shall be delivered only to TRW authorized officials on completion of work under the Contract.

3.5 Confidential Nature of Documents and Information: The Individual Young Professional/ Research Analysts would be subject to the provisions of the Indian Official Secrets Act, 1923. The Individual Young Professional/ Research Analysts shall not, except with the prior sanction/ permission of TRW or in the bonafide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any

newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by TRW.

- 3.6 **Use Of Name, Emblem or Official Seal of the TRW:** Individual Young Professional/ Research Analysts shall not advertise or otherwise make public for the purposes of commercial advantage that it has a contractual relationship with TRW, nor shall the Individual Young Professional/ Research Analysts, in any manner whatsoever, use the name, emblem or official seal of TRW, or any abbreviation of the name of TRW, in connection with its business or otherwise without the written permission of TRW.

- 3.7 **Insurance:** The Individual Young Professional/ Research Analysts shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at his/her Individual consultant's sole expense, such life, health and other forms of insurance as the Individual Young Professional/ Research Analysts may consider to be appropriate to cover the period during which he/she Individually provides services under the service Contract.

3.8 Travel, Medical Clearance and Service Incurred Death, Injury or Illness:

TRW may require the Individual Young Professional/ Research Analysts to submit a Statement of Good Health from a recognized physician prior to commencement of work under the contract with TRW.

In the event of the death, injury or illness of the Individual Young Professional/ Research Analysts which is attributable to the performance of services on behalf of TRW under the terms of the Contract while the Individual Young Professional/ Research Analysts is traveling at TRW expense or is performing any services under the Contract in any offices or premises of TRW or Government of India, the Individual consultant or the Individual consultant's dependents, as appropriate, shall not be entitled to any compensation.

3.9 Force Majeure and other Conditions:

Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the YP/RA.

The Individual YP/RA acknowledges and agrees that, with respect to any obligations under the Contract that the Individual YP/RA must perform in or for any areas in which TRW is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

- 3.10 **Termination:** TRW can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the individual Young Professional/ Research Analysts. The individual Young Professional/ Research Analysts can also seek for termination of the contract upon giving one month's notice to TRW.
- 3.11 **Audits and Investigations:** Each invoice paid by TRW shall be subject to a post-payment audit by auditors, whether internal or external to TRW or by other

authorized and qualified office of TRW at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. TRW shall be entitled to a refund from the Individual Young Professional/ Research Analysts for any amounts shown by such audits to have been paid by TRW other than in accordance with the terms and conditions of the Contract. The Individual Young Professional/ Research Analysts acknowledges and agrees that, from time to time, TRW may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Individual Young Professional/ Research Analysts generally relating to performance of the Contract. The right of TRW to conduct an investigation and the Individual Young Professional/ Research Analysts obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract.

The Individual Young Professional/ Research Analysts shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the individual Young Professional/ Research Analysts obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant access to TRW at individual Young Professional/ Research Analysts premises at reasonable times and on reasonable conditions in connection with such access to the Individual Consultant's personnel and relevant documentation.

3.12 Settlement of Disputes: TRW and the Individual YP/RA shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

3.13 Arbitration: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Secretary, MoRTH for arbitration. The Secretary, MoRTH may appoint an arbitrator for the settlement of the controversy.

3.14 Conflict of Interest: The Individual YP/RA shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of his/her are not found satisfactory or found in conflict with the interests of the TRW/Government of India, his/her services will be liable for discontinuation without assigning any reason.

4 Terms of reference:

4.1 TRW is responsible for ensuring that detailed terms of reference describing the work to be performed are prepared well in advance of the engagement of the individual consultant.

4.2 The terms of reference are mandatory and shall form part of the individual contract. The terms of reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, results-based and time-bound.

5. General Terms & Conditions:

5.1. Tenure: Individual YP/RA will be engaged for a fixed period of one years which may be extended by one year at a time up to a maximum tenure of five years i.e.

1+1+1+1+1 years for providing high quality services on specific projects as per requirement of the TRW. However, their continuation in their respective position beyond the first and subsequent years, would be depending on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond five years may be considered under exceptional circumstances with the approval of Secretary/MoRTH and with concurrence of IFD. However, no extension will be given beyond the age of 65 years.

- 5.2 Professionals with requisite qualification and experience as prescribed would be hired as individual YP/RA. As per Rule 177 of GFR 2017, the consulting services do not include direct engagement of retired Government servants. However, a retired Govt. servant can be hired as consultant through a competitive process. They should not be engaged against regular vacant posts as consultant under this rule. Retired government servants can be engaged only for the specific tasks and for specific duration as consultant. They should be assigned clear output related goals.
- 5.3 The Individual YP/RA may be appointed on part-time or full-time basis. The Individual Young Professional/ Research Analyst appointed on full-time basis would not be permitted to take up any other assignment during the period of contract with TRW.
- 5.4 The appointment of YP/RA is of a temporary nature and TRW can cancel the appointment at any time without providing any reason for it.
- 5.5 Part-time Consultants will be appointed subject to the condition that they face no conflict of interest with respect to the work they are handling in TRW.
- 5.6 **Number of Individual Consultants:** The total number of Individual Consultants to be engaged by TRW shall depend on the actual requirement at a particular point of time and provision of budget.

6. Educational Qualifications, Age, Experience and Remuneration:

- 6.1 **Educational Qualification:** In general, specific Educational Qualifications may be prescribed as per actual requirement of the verticals, however, following qualifications are required for the Post of **Young Professionals**:

Essential Qualification:	Bachelor's degree in Statistics/Applied Statistics/Mathematics/Operational/Research/Economics/Business Economics /B. Tech. in Computer Science/Information Technology (IT)/BCA/BBA/equivalent bachelor degree
Desirable Qualification:	<p>(i) Knowledge of basic statistical concepts and ability to deal with large data sets with the help of analysis packages such as PYTHON/R/ SPSS/ STATA</p> <p>(ii) Proficiency in M.S. Office (Excel, Power Point and Word)</p> <p>(iii) Good soft skills including strong communication skills (written and oral).</p>

- 6.2 **Educational Qualification:** In general, specific Educational Qualifications may be prescribed as per actual requirement of the verticals, however, following qualifications are required for the Post of **Research Analysts**:

Essential Qualification:	Master's degree in Statistics/Applied Statistics/ Mathematics/operational Research/Economics/Business Economics /M. Tech. in Computer Science/Information Technology (IT)/MCA/MBA/ equivalent master degree
Desirable Qualification:	<p>(i) Persons with M.Phil., Ph.D as additional qualifications, research experience, published papers in the relevant field would be preferred.</p> <p>(ii) Knowledge of basic statistical concepts and ability to deal with large data sets with the help of analysis packages such as PYTHON/R/ SPSS/ STATA</p> <p>(iii) Proficiency in M.S. Office (Excel, Power Point and Word)</p> <p>(iv) Good soft skills including strong communication skills (written and oral).</p> <p>(v) One to five years of research and report writing experience.</p> <p>(vi) The ability and the experience to handle large database.</p>

6.3 **Experience, Age and Remuneration:**

Name of the Position	Experience in Years*	Upper Age (limit)	Remuneration (Rs.)
Young Professionals	1	32 years	Rs.50,000
Research Analysts	2	45 years	Rs. 70,000

*Experience includes up to 3 years for Ph.D. holder. provided no work experience is counted during these 3 years.

NOTE: The YP/ RA can apply for higher position in TRW/MORTH competing with external candidates provided they meet the eligibility criteria for the higher positions advertised. However, keeping in view their experience in TRW/MORTH and expertise in the subject, exceptionally deserving candidates may be provided relaxation in period of experience by six months (compared to external candidate) along with exemption in terms of minimum salary being

drawn in existing position while screening their applications.

- 6.3.1 In case the contract is for more than one year, the remuneration of Consultants may be reviewed after completion of one year on annual basis. The enhancement in remuneration will be based on his/her performance during the year after the recommendation of the Review Committee to be constituted duly approved by the Secretary as per the following criteria:-

Performance#	Enhancement in remuneration
Performed only routine/assigned work	Nil
Individual YP/RA who have made significant contribution in his/her domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task.	Upto 5% of the remuneration with the approval of Secretary, MORTH
In exceptional cases, where the individual YP/RA demonstrated exemplary performance in his/her domain and have made significant contribution in policy making and his or her articles have been published in reputed journals / magazine / newspaper or has authored books etc. NOTE: The criteria based on which 10% enhancement is recommended should be spelt out and brought out in the recommendations made by the Committee while evaluating the performance of the individual Consultants	Upto 10% of the remuneration with the approval of Secretary, MORTH.

#Performance not to be judged merely on the APR grading. Publications of articles in reputed journals/magazine/newspaper or books authored by the individual YP/RA will be given extra weightage while evaluating/deciding cases for enhancement in remuneration etc.

- 6.3.2 Total enhancement in remuneration shall not exceed 10% annually in any case.
- 6.3.3 Notwithstanding anything mentioned above, in no case the remuneration of any individual Consultant shall exceed 1.25 times of the initial remuneration. Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.
- 6.3.4 Emoluments of Part-time Consultants will be decided on number of man-days basis by the Consultancy Evaluation Committee (CEC).
- 6.3.5 The YP/RA Evaluation Committee shall fix the consolidated remuneration for the positions of the Individual Young Professional/ Research Analyst. The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed.
- 7 **TA/ DA** - The individual YP/RA may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:-

Position/Post	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professionals /Research Analysts	AC-III/ AC Chair car by train	Reimbursement for hotel accommodation/guest house up to Rs 750 per day. Reimbursement of non-AC taxi charges of up to 225 per day for travel within the city. Reimbursement of food bills not exceeding Rs. 800 per day

8. SELECTION PROCESS:

- 8.1 The selection of Young Professional/ Research Analysts shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7 – Selection of Individual Consultant/Service Provider (para 7.1 and 7.2) Chapter – 6 (para 6.5) of Manual for Procurement for Consultancy and Other Services 2017.
- 8.2 The requirement of TRW will be advertised from time to time on MORTH website ,GeM as well as in e--procurement portal/CPPP.
- 8.3 Data of all the applications received shall be collated in tabular form by the Administration Division, TRW. Scrutiny of applications w.r.t eligibility criteria mentioned in para above will be done by the Administration Division, TRW.
- 8.4 The applications received shall be placed before a Screening /Shortlisting Committee. The Committee will list out eligible candidates for the concerned category subject to fulfilling minimum/threshold criteria beyond minimum eligibility conditions as may be decided. The composition of Screening Committee will be as follows:

Deputy Director General, TRW	Chairman
Deputy Director, TRW	Member
Assistant Director, TRW	Member

- 8.5 The Committee will shortlist upto 3 times the applications for each position from candidates fulfilling the threshold criteria. The shortlisted candidates will be given score/marks. The list of shortlisted candidates and criteria adopted shall be posted on the Department's website.
- 8.6 The panel of Shortlisted applications shall be placed before a Selection Committee with following composition:

Deputy Director General, TRW	Chairman
Rep. of AS &FA	Member
Joint Director, TRW	Member
Representative from Admin	Member
Deputy Director, TRW	Member Secretary

*The DDG may include an outside expert on case-to-case basis.

- 8.7 The Selection Committee will conduct personal interaction (either on virtual or physical mode based on prevailing circumstance) with the candidates and devise its

own mechanism for selection and give marks/ score to each candidate interviewed. The Committee/administration reserves the right to conduct a written test for shortlisting, wherever considered expedient.

- 8.8 Minimum time of 07 days shall be given to candidates to appear for interviews.
- 8.9 The Administration Division thereafter shall compile the score obtained by candidate in the interview and at the time of shortlisting and will draw the final merit list. This will be the basis of final selection of the eligible candidate, unless revised for reasons to be recorded in writing.
- 8.10 The approval of Secretary (MoRTH) as the competent authority will be taken on the final merit list and accordingly offers will be made. Administration may also form a panel for future slots. Such panel may be valid for a year.
- 8.11 In certain exceptional cases, with the approval of the Secretary, MoRTH selection from a single source as per GFR 2017 may also be considered. However, full justification for this must be given by the Selection Committee.
- 8.12 Competent Authority shall have right to reject/select any candidate for the reasons to be recorded in writing.
- 8.13 TRW may also hire consultants on secondment basis under Rule 194 of GFR, 2017 from established Research Organisations e.g. NIPFP, IEG, NCAER, Universities, Educational Institutions, including but not limited to IITs, IIMs, AIIMS and other Research Institutions like ICAR, PSUs and Government Organizations. In exceptional cases, individuals can also be hired on secondment basis from Private Institutions/Organisations/Think Tanks like ICRIER, FICCI, CII, Centre for Policy Research with the approval of Secretary. This engagement will be based on payment of such monthly sum to the parent employer as would cover the cost of salary and other allowances due to the selected individual and additional expenditure in terms of Department of Expenditure' s approval conveyed vide ID No. 26/1/2016- PPD dated 25-10-2016.
9. **Leave** - The Individual Consultants shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by DDG/TRW.
10. **Payment:** The payment will be released by TRW within one week after completion of the month based on the biometric attendance registered by the individual YP/RA or on certification by the concerned head of the division in case the individual consultant has been deputed to other place
11. **Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the MORTH will issue TDS Certificate/s. Goods and Service Tax, as applicable shall be admissible to the Individual YP/RA. The TRW undertake no liability for taxes or other contribution payable by the Individual YP/RA on payments made under this contract.
12. **Police Verification:** Police verification of the Individual YP/RA shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice.

13. **Training:** After joining, a minimum of three days induction training may be organized for all the individual YP/RA.
14. **Relaxation:** Where the Secretary, MoRTH is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules.
15. **Probation period:** Performance of an individual YP/RA under the contract shall be reviewed after a period of one month and continuation of Contract shall be allowed after the result of the successful completion of the probation period.
16. The General conditions of Contracts for the services of Young Professionals/ Research Analysts will be incorporated into their individual contracts.
17. YPs and RAs engaged under the previous guidelines, shall continue to be governed by the terms and conditions of those guidelines till the expiry of their existing contract. Any extension will be subject to these new guidelines.
18. This issues with the concurrence of AS&FA datedand with the approval of Secretary, MoRTH.


(Dinesh Kumar Gupta)
Deputy Director

To

1. The Director, NIC (MoRTH), Transport Bhavan, New Delhi-1 for uploading on MoRTH website: morth.nic.in.
2. The DOP&T – Kind Attn.: (Under Secretary, (CS-I CS-D Division, Lok Nayak Bhavan, New Delhi-3 for uploading the Advertisement & Guidelines on DOP&T Website

Copy to:

1. Sr. PPS, Secretary, MoRTH, Transport Bhavan, New Delhi-1
2. Sr. PPS, Joint Secretary (Admn.), MoRTH, Transport Bhavan, New Delhi-1
3. Director (Budget), MoRTH, Transport Bhavan, New Delhi-1
4. PS, DDG, TRW.

Government of India
Ministry of Road Transport & Highways
Transport Research Wing
1st Floor, IDA Building, Jamnagar House, New Delhi-11

File No

Date-----

Contract for the services of an Individual YP/RA

This Contract is entered into on between the TRW/MoRTH and Mr/Ms/Mrs.s/d/w/o. (hereinafter referred to as "the Individual YP/RA")

whose address is

WHEREAS, TRW/MoRTH desires to engage the services of the Individual YPs and RAs on the terms and conditions hereinafter set forth, and:

WHEREAS, the individual YP and RA is ready and willing to accept this Contract with TRW/MoRTH on the said terms and conditions.

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services:

The Individual YP/RA shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as Annex I.

2. Duration:

This Individual Contract shall commence on..... and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than, unless sooner terminated in accordance with the terms of this Contract. He/ She is designated as **(Insert Young Professionals/ Research Analysts.)** This Contract is subject to the conditions mentioned in the "**Procedure and Guidelines for engagement of Young Professionals/Research Analyst in TRW**" datedand is attached hereto as Annex II.

3. Payment:

A consolidated remuneration of Rs per month inclusive of all applicable taxes shall be paid to the Individual YP/RA subject to satisfactory services. If unforeseen travel outside the Duty Station is requested by TRW, and upon prior written agreement, such travel shall be at TRW expense and the Individual YP/RA shall receive a TA/DA as per the said terms and conditions.

4. Rights and Obligations of the Individual Consultant:

The rights and obligations of the Individual YP/RA are strictly limited to the terms and conditions of this Contract, including its Annexures. Accordingly, the Individual YP/RA shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The individual YP/RA shall be solely liable for claims by third parties arising from the Individual YP/RA's own acts or omissions in the course of performing this Contract and under

no circumstances shall TRW be held liable for such claims by third parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

By signing below, I, the Individual YP/RA, acknowledge and agree that I have read and accept the terms of this Contract, including the conditions mentioned in the "**Procedure and guidelines for engagement of Consultants/ Senior Consultants / Young Professionals in TRW/MORTH** date and attached hereto in Annex-II which form an integral part of this Contract.

The Individual Consultant has submitted a Statement of Good Health and form for Police verification.

AUTHORIZED OFFICER:

INDIVIDUAL CONSULTANT:

TRW/MoRTH

Name:

Name

Signature----- •

Signature:----- •

Date:

Date:

Place:

Place:

Terms of Reference for the Individual Consultant

Transport Research Wing (TRW) Reference:

Title : Young Professional/ Research Analyst

(Followings are to be filled by the concerned vertical and sent to Administration to initiate hiring process)

- a. Name of the Vertical:
- b. Purpose of assignment:
- c. Duration :
- d. Tasks Related to Assignment:
- e. Job Description:
- f. Qualifications and Competencies:
 - i. Academic:
 - ii. Work experience :