

## **Vacancy Notice**

Transport Research Wing of the Ministry of Road Transport & Highways, invites the applications from interested and eligible individuals for the post of Research Analyst to handle the statistical work relating to Road Accidents/Black Spots in Transport Research Wing (TRW) for a period of one year which may be extended further depending on the performance of the candidate and need of TRW.

2. Interested individuals are requested to download the details of Engagement of Research Analyst and application form at annexure-2 from the Ministry's website [www.morth.nic.in](http://www.morth.nic.in) and forward their application at [L.kuttiraja@gov.in](mailto:L.kuttiraja@gov.in)/ [rk.puri@nic.in](mailto:rk.puri@nic.in) as well as in hard copy to Shri L. Kuttiraja, Deputy Director, Ministry of Road Transport and Highways, Transport Research Wing, 1<sup>st</sup> Floor, Room No.114, I.D.A Building, Jamnagar House, Shahjahan Road, New Delhi-110011 so as to reach this office by 10<sup>th</sup> February 2020, 5.00 PM

## **Request for Proposal**

F.No.MR-16023/1/2018-TRW (RT)  
Government of India  
M/o Road Transport & Highways  
Transport Research Wing

Ist Floor, I.D.A. Building,  
Jamnagar House, Shahjahan Road,  
New Delhi-110 011  
Dated: 21.01.2020

**Subject: Engagement of Consultant/ Research Analyst in Transport Research Wing (TRW) of Ministry of Road Transport & Highways (MoRTH).**

The Transport Research Wing (TRW) of Ministry of Road Transport and Highways (MoRTH), require services of a Consultant on the following terms of reference, terms, and conditions for a period of one year, which may be extended up to three years or curtailed.

**1) Terms of Reference : As per Annexure-I**

**a) Education Qualifications & Experience**

- i) Professionals having a Master's Degree in Economics or Statistics
- ii) Working knowledge of computer applications, statistical packages like SPSS, R MS Office including Excel, Access etc.

**b) Desirable Qualifications:**

- i) Good Academic record.
- ii) Strong communication skills, both oral and written
- iii) Ability to generate a well-researched and written report (Copies of Report)
- iv) Experience in handling the data on road accidents.
- v) Candidates having additional qualifications, research experience and published papers in the relevant field would be preferred.

**2) Period of Engagement:** The Consultant/Research Analysts selected will be appointed on contract basis initial for a period of one year. This term may be extended further depending on the performance of the candidate and need of TRW.

**3) Age Limit:** Maximum 35 years.

**4) Remuneration:** Rs. 60,000/- per month.

**5) Job Description:** Processing of data for Road Accidents, processing of data in respect of identification of black spot of the States/UTs, on Road Accidents, analysis of data and monitoring of progress of the study on "Socio economic cost of Road Accidents in India". Any other work assigned by Sr. Officers of TRW from time to time.

**Terms of reference for engagement of Consultant/Research Analyst in Transport Research wing of Ministry of Road Transport & Highways**

**1) Job Description**

Processing of data for Road Accidents, processing of data in respect of identification of black spot of the States/UTs, on Road Accidents, analysis of data and monitoring of progress of the study on "Socio economic cost of road Accidents in India". Any other work assigned by Sr. Officers of TRW from time to time.

**2) Schedule for completion of tasks:** Schedule to be decided on case to case basis by the Adviser (TR).

**3) Output to be required:** Sr. Adviser/Adviser, TRW of Ministry of Road Transport & Highways, would determine the final output that will be required from the consultant on completion of each task.

**Terms and conditions for engagement of Consultant/Research Analyst in Transport Research Wing of Ministry of Road Transport & Highways.**

1. During the period of contract, the engaged person shall perform the duty as mentioned in para 1 of terms and reference above in the Ministry of Road Transport & Highways.
2. During the validity of this Contract of engagement, while on duty, the engaged person shall:
  - i. Observe punctuality & discipline.
  - ii. Attend office on all working days, and if necessary, on holidays, if required, he/she will have to work even beyond normal office hours.
  - iii. Head Quarter: though his/her Headquarter will be Delhi. He will be liable to serve anywhere in India.
  - iv. Leave: He/She will be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also the un availed leave in a year cannot be carried forward to next calendar year.
  - v. Library facilities: During the period of his engagement, he/she will have access to the Ministry of Road Transport & Highways Library and will be allowed to borrow books as per library rules.
3. The engaged person will be entitled to draw a consolidated monthly remuneration of amount Rs. 60,000/- per month during the validity of this contract. No other remuneration shall be payable to him/her on account of working on holidays and / or outside office hours. He/she will not be allowed any foreign travel at Government expenses.
4. This contract of engagement is terminable by the Ministry at any point of time without prior notice if the performance of the engaged person is not found satisfactory.
5. If the consultant wants to leave this office, he/she has to render three months advance notice to the controlling authority (Sr. Adviser/Adviser, TRW). The competent Authority may relieve the consultant on the recommendation of his/her controlling officer.

**Format for application**

Application for engagement as Research Analyst in the TRW, Ministry of Road Transport and Highways, IDA Building, Jam Nagar House, Akbar Road, New Delhi.

Recent passport size photograph
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1. Name Mr./Ms./Dr. ....
2. Father's Name: .....
3. Date of Birth: .....
4. Domicile: .....
5. Nationality.....
6. Mailing Address (with Tel. / Mob. No. & Email address): .....
7. Permanent Address: .....

## 8. Educational Qualification

S.No.	Course	Subject(s)	University / Institute	Year of Passing	Division / Class

## 9. Work Experience (from latest)

S.No.	Organisation/ Institute	Period	Work Experience

## 10. Details of Report

11. Knowledge of computer applications used for statistical &amp; data analysis

12. Whether SC/ST/OBC

The application form should be sent to [l.kuttiraja@gov.in](mailto:l.kuttiraja@gov.in)/ [rk.puri@nic.in](mailto:rk.puri@nic.in) as well as in hard Copy to Shri L. Kuttiraja, Deputy Director, Ministry of Road Transport and Highways, Transport Research Wing, 1<sup>st</sup> Floor, Room no. 114, I.D.A. Building, Jamnagar House, Shahjahan Road, New Delhi-110 011 to reach this office by 10<sup>th</sup> February 2020, 5.00 PM

Place: .....

Date: .....

Signature