

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

Advt. No. Adm:Per:1348/Assistant Registrar

Date: 14.10.2025

The Central Institute of Road Transport (CIRT) was established in 1967 on the joint initiative of the Ministry of Shipping & Transport & the Association of State Road Transport Undertakings. CIRT is committed to improving the efficiency & productivity of the transport sector, with particular emphasis on the STU. CIRT has been offering technical training, consultancy and automobile component testing services to the STU fraternity for the last 45 years.

CIRT has a vacancy for the post of Assistant Registrar to be filled through Direct Recruitment or on Deputation

Appointment of Assistant Registrar through Direct Recruitment or on Deputation

1	Post:	Assistant Registrar
2	No. of Vacancies:	01
3	Place of Work :	Central Institute of Road Transport, Pune
4	Pay Level :	Level 10 (Rs.56,100 – 1,77,500) of 7 th CPC as per ASRTU/CIRT Service Rules & Regulations, 1992.
5	Pay:	Basic pay of Rs. 56,100/- plus allowances admissible as per ASRTU/CIRT Service Rules & Regulations. Total Emoluments will be around Rs.1,19,844/- For Deputation: 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.
6	Other Benefits :	1. For Direct Recruitment: Following allowances as per ASRTU/CIRT Service Rules & Regulations - a) PF, LTC, Ex-Gratia, leave encashment, medical reimbursement, Children Education Allowance. b) Leave Entitlement - EL/HPL/CL/EOL c) Travel allowances for official tours/work 2. For Deputation: Deputation allowance as per rule at the current rates if opted for ; 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, Leave, Gratuity and Provident Fund, Medical Benefits, Transport Allowance as per ASRTU/CIRT Service Rules & Regulations, 1992.

7	Qualifications :	Essential : Post graduate in Law, Public Relations, MIS, Sociology, Science, Arts or Commerce. Desirable: 1. Knowledge of Central Government rules & regulations & administrative procedure pertaining to General Administration, Finance, Stores & Purchase. 2. Proficiency in computer applications like M.S. Office
8	Experience :	1. For Direct Recruitment: Minimum 5 years of Administrative experience in a responsible capacity (Section Officer or equivalent post at pay level 7 & above as per 7th CPC on regular basis) in Central/State Government, Central/State Universities & Central/State Autonomous Organizations & Public Sector Organization. 2. For Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower pay level (Section Officer or equivalent post at pay level 7 & above as per 7th CPC on regular basis) in the Central/State Government, Central/State Universities & Central/State autonomous organizations & Public Sector Organization.
9	Age Limit :	1. For Direct Recruitment: Not more than 30 years as on the date of advertisement. 2. For Deputation: Not above 55 years as on the date of advertisement. Note: A person who is already an employee of ASRTU/CIRT and has been appointed on regular basis shall be allowed to deduct from his/her age the period of his/her service upto a maximum of ten years for the purpose of maximum age limit. However, the person should comply with all the minimum requirements as laid down in the advertisement.

Responsibilities required to be handled as Assistant Registrar:

The Assistant Registrar will be responsible for:

1. Assisting in the administration, establishment, finance, legal, purchase, and other institutional functions. The role requires high-level coordination, policy implementation, and day-to-day administrative management.
2. Coordination with all sections and staff working under Administration.
3. Allocation of duties, maintenance of discipline, general administration of office in respect of the staff placed under In-charge Administration.
4. To organize smooth and timely flow of all papers being put upto the Director for appropriate action.
5. All activities of staff placed under In-charge Administration, and personally for the following :
 - a) Declaration of holidays
 - b) Correspondence & Coordination in r/o CIRT Karmachari Credit Society and CIRT Staff Welfare Association.
 - c) Conduct of election of CPF Trustees
 - d) Provision of budget
 - e) Matters related to uniform, medical rules, overtime and conveyance
 - f) To arrange quarterly Management Review Meeting and monthly meeting of Sectional Heads of Admin. Dept.
 - g) To initiate action on requirement of office equipments and arrange for maintenance contracts
 - h) To take action as per the policies/practices for official functions.
 - i) To ensure that all files and registers are duly maintained by concerned staff.
 - j) To initiate action on prior and post activities of the Management Review meetings.
 - 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 & seniority list of employees, statutory correspondence, disciplinary cases, court cases/matter, forwarding applications to other organisations, maintenance, updation of service books & personnel files, all matters & related correspondence in respect of CPF, Gratuity & EPS, Women Employees Welfare activities, Employees Grievance Committee,

- l) Liaisoning with all concerned government authorities.
- m) Compliance with all statutory requirements.
- n) Any other work assigned by Director.

Rules & Regulations Governing the Appointment of Assistant Registrar

1. He/She shall be governed by ASRTU/CIRT Service Rules & Regulations. 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).
2. For Direct Recruitment:
 - a. The probation period will be for the period of two years and only after satisfactory completion of probation, the candidate will be regularised in the service.
 - b. 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.
3. For Deputation:
 - a. The terms and conditions for deputation to CIRT shall be governed as per ASRTU/CIRT guidelines of Deputation or by DoPT O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time. These conditions shall be as mutually agreed upon by the parent organization of the selected candidate and the borrowing organization, i.e. CIRT.
 - b. The deputation 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.
4. He/she will be eligible for annual increment as per ASRTU/CIRT Service Rules & Regulations.
5. 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 of pay level 10 of 7th CPC as per ASRTU/CIRT Service Rules & Regulations .
6. 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.
7. 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.
8. He/She will be liable for transfer to any of the offices of ASRTU.
9. 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 ON REGULAR BASIS THROUGH DIRECT RECRUITMENT OR ON DEPUTATION

THE LAST DATE FOR SUBMISSION OF APPLICATION :

- a) Through Speed Post/Courier : On or before 17:00 hrs of 04.11.2025
b) Through E-mail : On or before 23:59 hrs of 04.11.2025

1. Candidates applying for the post of Assistant Registrar should clearly indicate in application form whether they are applying under the category of Direct Recruitment, Deputation or both(Direct & Deputation) by ticking the appropriate box.

2. 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.

3. The applications can be sent either as hard copy through speed post/courier or as soft copy through email.

- a) Address for submission of Application alongwith relevant documents through speed post/courier:

**The Incharge Admin.,
Central Institute of Road Transport,
Post Box No. 1897,
Pune – Nasik Road,
Pune – 411 026.**

- b) The soft copy consisting of the complete application and documents can be e-mailed at:

Email Id: **pers@cirtindia.com**

All supporting & required documents should be enclosed with hard copy as well as with soft copy of the application. The copies of the documents should be legible.

4. The envelope containing application should be superscribed as “**Application for the post of Assistant Registrar**” in the right corner of the envelope for the post applied for.

5. The candidates who are working in Central/State Government, Central/State Universities & Central/State autonomous organizations & Public Sector Organization 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 at the time of interview. Those who are applying for Deputation must submit their ACRs/APARs for preceding three years from their employer at the time of interview.

6. The candidates are advised to send applications on or before the prescribed date and time in the advertisement. Any application received thereafter will not be entertained.

7. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for the interview. The Institute reserves the right to restrict the candidates to be called for interview to a reasonable number *as decided by duly constituted Screening Committee and approved by the Competent Authority*. Call letters for attending interview will be sent only to the shortlisted candidates by Speed Post/Courier service/email. No correspondence will be made with applicants who have not been shortlisted/ not called for interview.

8. Selection will be made on the basis of candidate's previous record and their performance in the interview. The institute may utilize seminar/colloquium/lecture and/or any other mode as a supplementary method in selection process.

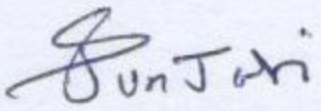
9. No application of a probationer in CIRT shall be forwarded for employment in other institution.

10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.

11. The candidates are required to visit the website <https://www.cirtindia.com> of the Institute periodically for any updates on the said recruitment.

12. Director, CIRT reserves the right to cancel this process of recruitment at any stage without assigning any reason.

13. In case of any enquiry regarding submission of application, please send your queries to **pers@cirtindia.com**


14/10/25
Incharge-Administration
CIRT,Pune