

Capital Region Urban Transport

Block-1, 2nd Floor, BMC Bhawani Mall, Saheed Nagar
Bhubaneswar, Odisha (INDIA), Pin- 751007
Email: crutbbsr@gmail.com; Phone No.: 0674-2548625

Notice No. 1390/CRUT

Date: 06/12/2018

Contractual Engagement

1. Applications are invited from the candidates for filling up the following posts for Capital Region Urban Transport (CRUT) for smooth management of City Bus Services operated by CRUT on contractual basis:

Sr. No.	Designation	Number of Vacant Post
1	Manager (Administration)	1
2	Manager (Training and Capacity Building)	1
3	Manager (Engineering)	1
4	Manager (Procurement)	1
5	Assistant Manager (Public Bicycle Sharing)	1
6	Assistant Manager (Regulatory matters)	1
7	Assistant Manager (Engineering)	1
8	Assistant Manager (Bill and Payments)	1
9	Executive Assistant	1
10	Technical Assistant	1
11	Consultant (Planning and Scheduling)	1

2. Details of the “**Job Description**” for each position shall be available in following websites: www.capitalregiontransport.in, www.bmc.gov.in, www.bdabbsr.in.
3. The eligible candidate may apply for these vacancies by submitting their application in the prescribed application form (attached along with Job Description) through Registered Post/ Speed Post along with their CV and self-attested copy of other documental proofs and it should reach to CRUT office on or before **31st December, 2018**.

Sd/-
General Manager (P&A)
Capital Region Urban Transport

MANAGER (ADMINISTRATION)

About CRUT:

Capital Region Urban Transport ("CRUT"), erstwhile known as Bhubaneswar Puri Transport Services (BPTS), is the sole public bus service provider for Bhubaneswar, Cuttack and Puri planning area. It started operations in October 2010. CRUT is a Special Purpose Vehicle ("SPV"), registered under Companies Act 2013 with shareholding from Bhubaneswar Development Authority, Cuttack Development Authority, Puri-Konark Development Authority and Bhubaneswar Smart City Limited.

Presently, CRUT is going through a phase of complete transformation where the services of CRUT shall be revamped through introduction of new and improved fleets, development and improvement of transit infrastructure (in terms of depots, terminals, bus queue shelters etc.), adoption of Gross Cost operation model and installation of Intelligent Public Transit System (IPTS). CRUT has planned to increase its fleets with the induction of 200 new buses in addition to the 160 existing buses, making its fleet size of total 360 buses.

To manage this modernised bus service system, CRUT is planning to create a proper institutional structure so that it shall have the internal capacity to manage everything on its own. In this regard, CRUT intends to recruit Manager (Admin) from the applicants fulfilling the qualification criteria through this advertisement.

Position:

The Manager (Administration) is responsible to assist General Manager (Administration) in all admin related works.

Reporting to the General Manager (Administration), the ideal candidate should have the professional knowledge and required expertise in administration related work in a government organization. He/ She will be responsible for Admin., Safety and statutory and legal compliance. He / She must have worked in the area of office administration, manpower management and will be responsible for optimum utilization of resources. The Manager (Admin) must have excellent interpersonal and people management skills. Manager (Admin) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Qualification:

The interested candidate should have Graduate Degree in the relevant field or equivalent (Candidates with post graduate degree/ diploma in Business Management or equivalent shall be preferred) with minimum 10 years of experience in administration in Government office works or in PSU. Alternatively, the interested candidate should be a working/ retired Defence Personal or would have taken VRS from regular defence or paramilitary forces or from Defence (Military or paramilitary)

with 15 years of experience in Police department or any unit of Defence or Paramilitary forces or any private security agencies in the area of Office Management & Administration. Preference shall be given to those who has experience of working in Public sector unit or with Govt. Organization (State Govt. / Central Govt.)

Responsibilities:

Strategic Planning and Leadership:

- Assist General Manager (Administration) in making strategic decisions.
- Provide leadership support to junior CRUT staff so that they are able to find inspiration for better work.
- Cultivate a strong and transparent working relationship with General Manager (Persons and Administration).
- Work collaboratively and strategically with other Managers.

Office Administration and Management:

- Shall be responsible for day-to-day office administration and management
- Shall be responsible for Safety and security of CRUT office and its employees during the working hours
- Take care of the statutory and legal Compliances
- Help GM (Admin) in various allied activities such as recruitment, procurement, managing vendors for office management etc.
- Help in managing the Contract labour and achieving optimum utilization of resources.

Communications:

- Participate in discussions, problem solving and priority-setting within CRUT
- Maintain sound working relationships and cooperative arrangements with all the contracted agencies.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

MANAGER (TRAINING AND CAPACITY BUILDING)

About CRUT:

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To manage this modernised bus service system, CRUT is planning to create a proper institutional structure so that it shall have the internal capacity to manage everything on its own. In this regard, CRUT intends to recruit Manager (Training and Capacity Building) from the applicants fulfilling the qualification criteria through this advertisement

Position:

The Manager (Training & Capacity Building) is responsible to provide support in managing training and capacity building programmes including driver and Conductor training and overall improvement of personnel associated with CRUT services.

Reporting to the General Manager (Administration), the ideal candidate should have the professional knowledge and required expertise in Training and Capacity Building. Manager (Training & Capacity Building) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Manager (Training and Capacity Building) directly manage Assistant Manager for training and capacity building from CRUT and fellow staffs from PgMC.

Qualification:

The interested candidate should have Post Graduate degree/ diploma with minimum 10 years of experience in training and capacity building works or shall be a Retd. Govt. employee with extensive work experience in training, capacity building and human resource management.

Responsibilities:

Strategic Planning and Leadership:

- Assist General Manager (Persons and Administration) in making strategic decisions.
- Provide leadership support to junior CRUT staff so that they are able to find inspiration for better work.
- Cultivate a strong and transparent working relationship with General Manager (Persons and Administration).
- Work collaboratively and strategically with other Managers.

Training and Capacity Development:

- Manage full range training programmes including drivers and conductors.
- Coordinate with Programme Management Consultant hired by CRUT and Odisha Skill Development Authority to develop training framework and schedule.
- Coordinate with Project Implementing Agency (PIA) for training purposes.
- Prepare the terms and conditions for MoU with PIA.
- Ensure that the delivery of training is cost effective, consistent and meet the expectations.
- Assess the training need assessment of all the personnel involved in bus operations.
- Assessing the performance of trained personnel and identify the training need.
- Provide instructions in the areas of social responsibility, work place health and safety, workers' rights etc.
- Maintain training records, including class schedule, participant attendance list, training material etc.
- Actively seek ways to improve instructions.
- Continue update training content, teaching methodology and techniques to make it relevant with respect to time.
- Assist in preparation of Induction Kit.

Communications:

- Participate in discussions, problem solving and priority-setting within CRUT
- Maintain sound working relationships and cooperative arrangements with guest lecturers or trainers.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one month notice without assigning any reason thereof.

MANAGER (ENGINEERING)

About CRUT:

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Position:

The Manager (Engineering) is responsible to assist General Manager (Engineering) in all engineering related works.

Reporting to the General Manager (Engineering), the ideal candidate should have the professional knowledge and required expertise in Engineering related work in a government organization or construction company. He / She must have worked in Civil Engineering Projects such as Roads and buildings. The Manager (Engineering) must have excellent interpersonal and people management skills. Manager (Engineering) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work

Qualification:

The interested candidate should BE/B.Tech in Civil Engineering from a reputed institute with minimum 10 years of experience in construction management or a retired State Government engineer with relevant experience. Preference shall be given to those who has experience of working in Public sector unit or with Govt. Organization (State Govt. / Central Govt.).

Responsibilities:

Strategic Planning and Leadership:

- Assist General Manager (Engineering) in making strategic decisions.
- Provide leadership support to junior CRUT staff so that they are able to find inspiration for better work.
- Cultivate a strong and transparent working relationship with General Manager (Engineering).
- Work collaboratively and strategically with other Managers.
- Responsible for all Civil Engineering related to work
- Optimum utilization of resources.

Engineering & Construction related work:

- Assist General Manager (Engineering) in Planning and Designing the infrastructure requirement of CRUT such as design of steel structures and concrete structures, undertake structural evaluation of existing structures and spare capacity and mitigation measures for unfit structures and foundations.
- Assist General Manager (Engineering) in tendering process such as reviewing tender documentation and scope of work, providing tender estimated quantities and man hour estimates, preparing list of deliverables, providing qualification criteria, bid evaluation
- Raises queries to Vendors during tender and afterwards, provides supervision to Engineering subcontractors including review of deliverable, interface meetings, etc.
- Controls work progress and quantities, performs work as per ISO requirements as well as company and client procedures
- Prepares technical reports and correspondence, technical procedures/best practices/lessons learnt for the CRUT Engineering division
- Maintains proper records and documentation.
- Provides on job training to junior engineers with productive works.

Communications:

- Participate in discussions, problem solving and priority-setting within CRUT
- Maintain sound working relationships and cooperative arrangements with all the contracted agencies.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

MANAGER (PROCUREMENT)

About CRUT:

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Position:

The Manager (Procurement) is responsible to assist General Manager (Administration) in all procurement related works. Additionally, they will also help CRUT in managing all the Contracts.

Reporting to the General Manager (Administration), the ideal candidate should have the professional knowledge and required expertise in procurement and contract management work. Manager (Procurement) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Manager (Procurement) directly manages Assistant Manager (Procurement) of CRUT and fellow staffs from PgMC.

Qualification:

The interested candidate should have Chartered Accountant or Post Graduate degree/ diploma in Business Management or equivalent from a reputed institute with minimum 10 years of experience in procurement and contract management related works. Preference shall be given to those who has experience of working as a procurement expert or finance expert or in similar position in a reputed consulting firm.

Responsibilities:

Strategic Planning and Leadership:

- Assist General Manager (Administration) in making strategic decisions.
- Provide leadership support to junior CRUT staff so that they are able to find inspiration for better work.
- Cultivate a strong and transparent working relationship with General Manager (Administration).
- Work collaboratively and strategically with other Managers.

Procurement and Contract Management:

- Manage full range transit procurement activities.
- Develop Service Level Agreements for procurement of goods, services or others.
- Coordinate and manage all the Contracts of CRUT.
- Review non-contracted purchases to identify opportunities for standardization, contracting and cost reduction.

Communications:

- Participate in discussions, problem solving and priority-setting within CRUT
- Maintain sound working relationships and cooperative arrangements with all the contracted agencies.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

ASSISTANT MANAGER (PBS - PUBLIC BICYCLE SHARING)

About CRUT:

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Position:

Assistant Manager (PBS) is responsible to assist General Manager (Administration) in all aspects for planning, managing and monitoring the city public bicycle sharing system of CRUT which shall include PBS Stations Planning, Supervision of PBS system Infrastructure, Grievance, etc.

Reporting to the General Manager (Administration), the ideal candidate should have the professional knowledge and required expertise to solely manage all aspects of PBS system.

Assistant Manager (PBS) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for the successful delivery of the range of public bicycle-sharing services.

Qualification:

The interested candidate should have Post Graduate degree in Civil / Mechanical / Management / Transport Planning/ Urban Planning / Urban Management / Transport Management / Logistics Management or equivalent with relevant experience.

Candidates with graduate degree will be considered if they've passion in bicycle sector and relevant experience of at least 2 years.

Responsibilities:

Strategic Planning and Organizational Behaviour:

- Assist the General Manager (Administration) for shaping a future PBS strategy of CRUT and help him/her to develop detail activities for the same.
- Cultivate a strong and transparent working relationship with senior level officials.
- Work collaboratively and strategically with other Managers.

Management and Operations:

- Monitor the PBS operation on day-to-day basis through the Operation Control Centre and through field visits.
- Coordinate and monitor the activities of the respective PBS Operators, their responsibilities as detailed out in their contract.
- Delegate work to junior staffs and monitor their day-to-day schedules and activities.
- Monitor, document and report any and all issues related to PBS operation infrastructure management and maintenance regime to Supervising Officer.
- Manage and maintain other infrastructure like PBS pathways, PBS stations, etc.
- Implement and monitor PBS operations and safety policies and procedures.
- Assist in supervision of the maintenance schedule of all the transit infrastructure including Buses, Bus queue Shelter, terminals, depots etc.
- Improve operational practices while adhering to policies, contracts, and budgets.
- Identify opportunities for increasing ridership and improving users' experiences.

Communications:

- Represent CRUT in public forums and public communications (if required).
- Communicate frequently with partner PBS Operators and act as CRUT's single point for Operators.
- Maintain sound working relationships and cooperative arrangements with outside organizations from time to time basis.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

ASSISTANT MANAGER (REGULATORY MATTERS)

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Position:

The Assistant Manager (Regulatory) is responsible to assist Manager (Technical) in all regulatory related works.

Reporting to the Manager (Technical), the ideal candidate should have the professional knowledge and required expertise in regulatory related work with respect to bus transportation in particular and transportation sector in general. He/ She will be responsible for all regulatory, statutory and legal compliance of bus operations of CRUT. The Assistant Manager (Regulatory) must have excellent interpersonal and people management skills. Assistant Manager (Regulatory) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Qualification:

The interested candidate should be graduate with LLB or LLM with minimum 3 years of experience in regulatory related work. Alternatively, the candidate should be a graduate with extensive experience in Transport Regulatory Matters in State Road Transport Undertakings/Government bodies/ PSUs. Preference shall be given to those who has experience of working in Public sector unit or with Govt. Organization (State Govt. / Central Govt.)

Responsibilities:

Strategic Planning and Leadership:

- Assist the Manager (Technical) for shaping a future operation strategy of CRUT and help him/her to develop detail activities for the same.
- Cultivate a strong and transparent working relationship with General Manager (Operations)
- Work collaboratively and strategically with other Managers.

Regulatory Affairs:

- Assisting in obtaining appropriate regulatory compliance for CRUT by preparation of documents for obtaining requisite approvals.
- Responsible to obtain all necessary certificates and required NOC.
- Liaising and negotiating with regulatory authorities and Preparation of Common Technical Documents (CTD).
- Responsible to coordinate with cross functional teams, Technical Agreements, Quality Agreements, Sponsor requirement agreements and declarations.
- Maintain the registration certification records of registered products for renewal of registration.
- Learn about trends and new knowledge with regards to regulatory guidelines and requirements as well as for new technical trends and teach/train CRUT operation staffs about the same.
- Review of technical documents like DSS, FPS, Validations and Stability Data etc.

Communications

- Participate in discussions, problem solving and priority-setting within CRUT
- Maintain sound working relationships and cooperative arrangements with all the contracted agencies.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

ASSISTANT MANAGER (ENGINEERING)

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Position:

The Assistant Manager (Engineering) is responsible to assist Manager (Engineering) in all engineering related works.

Reporting to the Manager (Engineering), the ideal candidate should have the professional knowledge and required expertise in engineering related work in a government organization or construction company. He / She must have worked in Civil Engineering Projects such as roads and buildings. The Assistant Manager (Engineering) must have excellent interpersonal and people management skills. Assistant Manager (Engineering) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Qualification:

The interested candidate should have BE/B.Tech in Civil Engineering from a reputed institute with minimum 3 years of experience in construction management or a retired State Government engineer with relevant experience. The ideal candidate must have proven working experience in civil engineering and excellent knowledge of design and visualizations software such as AutoCAD, Civil 3D or similar, proficiency in site layout, grading, utility design, erosion control, regulatory approvals etc. and project management and supervision skills.

Responsibilities:

Strategic Planning and Leadership:

- Assist Manager (Engineering) in making strategic decisions.
- Provide leadership support to junior CRUT staff so that they are able to find inspiration for better work.
- Cultivate a strong and transparent working relationship with General Manager (Engineering).
- Work collaboratively and strategically with other Managers and Assistant Managers.
- Responsible for all Civil Engineering related to work and optimum utilization of resources.

Engineering Work:

- Assist Manager (Engineering) in Planning and Designing the infrastructure requirement of CRUT
- Assist Manager (Engineering) in tendering process by discussing requirements with the vendors and other professionals (e.g. architects)
- Manage budgets and project resources as well as compliance of legal requirements, especially health and safety
- Supervise and ensure site execution works in accordance with drawings and specification; coordinate with vendors, subcontractors, project manager and contracted staff; ensure that all materials used and work performed are as per specifications; maintain quality standards for all respective works.
- Prepare daily, weekly, monthly, reports on work in progress and submit to management

Communications:

- Participate in discussions, problem solving and priority-setting within CRUT
- Maintain sound working relationships and cooperative arrangements with all the contracted agencies.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

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ASSISTANT MANAGER (BILLS AND PAYMENTS)

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Position:

Assistant Manager (Bills and Payments) is responsible to assist Manager (Finance) in all bills and payment related works.

Reporting to the Manager (Finance), the ideal candidate should have the professional knowledge and required expertise in Bills and Payments related work in a government organization. He / She must have worked in Commerce Graduate with work experience in Accounts team in any Government or Private Organisation. Candidates with experience in Government Departments, PSUs shall be preferred. Assistant Manager (Bills and Payments) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work

Qualification:

The interested candidate should have Commerce Graduate or retired Govt. officer working with finance department and being responsible for Accounts in Govt. organisation. He must have minimum 3 years of experience in Accounts related works. Preference shall be given to those who has experience of Government office in Accounts related work.

Responsibilities:

Strategic Planning and Leadership:

- Assist Manager (Finance) in making strategic decisions
- Cultivate a strong and transparent working relationship with Chief Financial Officer.
- Work collaboratively and strategically with other Managers and Assistant Managers

Bills and Payments:

- Assist Manager (Finance) in end to end bills and finance related activity
- Shall be responsible for all payment related activities of CRUT such as Operator's Payment, contractors' payment
- Coordinate and manage all the Contracts of CRUT.
- Manage and maintains all documents related to finance

Communications

- Participate in discussions, problem solving and priority-setting within CRUT
- Maintain sound working relationships and cooperative arrangements with all the contracted agencies.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

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EXECUTIVE ASSISTANT

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Position:

The Executive Assistant to MD is responsible to manage and run MD’s corporate strategy office to execute key strategic, business growth and operational plans for the organization. The ideal candidate should have the professional knowledge and required expertise in business planning, corporate strategy, strategic planning. Executive Assistant shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Qualification:

The interested candidate should have Masters in Business Administration in Finance and Strategy or equivalent from a reputed institute with minimum 3 years of overall experience. Preference will be given to those who has prior experience in Public Transport and Urban Mobility and/or Government agencies.

Responsibilities:

Strategic Planning and Leadership:

- Assist the Managing Director in strategic decision makings.
- Manage and run MD’s corporate strategy office to execute key strategic and operational plans for the organization.

- Develop and program manage key strategic plans for the organization across the functions.
- Analyse business performance of various functions and provide relevant inputs to senior management.
- Conduct periodic business reviews and identify areas of improvement.
- Evaluate new business plans opportunities in terms of feasibility and implementation.
- Identify and pilot new trends/innovations/ideas in the business.
- Take initiative in and strategize CRUT's organizational policy making.
- Cultivate a strong and transparent working relationship with CRUT officials.
- Work collaboratively and strategically with senior officials.

Supervision and Monitoring:

- Assist in monitoring overall activities related to CRUT services
- Assist MD's office in implementation of envisaged projects through continuous monitoring, follow-up and review
- Assist in preparation of different kind of operation monitoring SOPs.
- Report progress and output quality, as well as develop transportation services improvement initiatives.

Communications:

- Participate in discussions, problem solving and priority-setting within CRUT
- Assist Managing Director (MD) and MD's office in external and internal communication
- Maintain sound working relationships and cooperative arrangements with all the stakeholders.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

TECHNICAL ASSISTANT

About CRUT:

Capital Region Urban Transport (“CRUT”), erstwhile known as Bhubaneswar Puri Transport Services(BPTS), is the sole public bus service provider for Bhubaneswar, Cuttack and Puri planning area. It started operations in October 2010. CRUT is a Special Purpose Vehicle (“SPV”), registered under Companies Act 2013 with shareholding from Bhubaneswar Development Authority, Cuttack Development Authority, Puri-Konark Development Authority and Bhubaneswar Smart City Limited.

Presently, CRUT is going through a phase of complete transformation where the services of CRUT shall be revamped through introduction of new and improved fleets, development and improvement of transit infrastructure (in terms of depots, terminals, bus queue shelters etc.), adoption of Gross Cost operation model and installation of Intelligent Public Transit System (IPTS). CRUT has planned to increase its fleets with the induction of 200 new buses in addition to the 160 existing buses, making its fleet size of total 360 buses.

To manage this modernised bus service system, CRUT is planning to create a proper institutional structure so that it shall have the internal capacity to manage everything on its own. In this regard, CRUT intends to recruit Technical Assistant from the applicants fulfilling the qualification criteria through this advertisement.

Position:

The Technical Assistant to Managing Director (MD) of CRUT will be responsible for providing assistance to the MD’s office in all technical matters related to CRUT services. The ideal candidate should have the professional knowledge and required expertise in overall Urban Mobility sector, specifically in Public Transport, Non-motorised transport, etc. Technical Assistant will be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Qualification:

The interested candidate should have Post Graduate Degree in Transport Planning/Engineering or equivalent from a reputed institute with minimum 5 years of overall experience in Transport sector and at least 2 years of experience in Bus Transport. Preference will be given to those who has experience in both private as well as government sector. The candidate is desired to have knowledge of transport modelling software such as EMMEI, VISUM, CUBE, etc. The candidate should have excellent analytical ability to analyse data and interpret conclusions logically.

Responsibilities:

Strategic Planning and Leadership:

- Assist the Managing Director and MD's office in strategic decisions making.
- Take initiative and strategize CRUT's Transport policy making.
- Develop and execute prospective plans and activities for future development and sustainability of company.
- To provide a wide range of proactive technical support to MD's office.
- Proactively seek up-to-date knowledge of new developments in Urban Mobility and brief the MD adequately.
- Evaluate, review and interpret technical inquiries, and be able to provide recommendations to MD.
- Cultivate a strong and transparent working relationship with senior level officials.
- Work collaboratively and strategically with all the stakeholders of CRUT.

Supervision and Monitoring:

- Assist in monitoring overall activities related to CRUT services.
- Work on technical development of project tasks, and development tools and processes.
- Assist in preparation of different kind of operation monitoring SOPs.
- Report progress and output quality, as well as develop transportation services improvement initiatives.
- Assist MD's office in implementation of envisaged projects through continuous monitoring, follow-up and review

Communications

- Participate in discussions, problem solving and priority-setting within CRUT
- Assist Managing Director (MD) and MD's office in external and internal communication
- Maintain sound working relationships and cooperative arrangements with all the stakeholders.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a specified period subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

CONSULTANT (PLANNING & SCHEDULING)

About CRUT:

Capital Region Urban Transport (“CRUT”), erstwhile known as Bhubaneswar Puri Transport Services (BPTS), is the sole public bus service provider for Bhubaneswar, Cuttack and Puri planning area. It started operations in October 2010. CRUT is a Special Purpose Vehicle (“SPV”), registered under Companies Act 2013 with shareholding from Bhubaneswar Development Authority, Cuttack Development Authority, Puri-Konark Development Authority and Bhubaneswar Smart City Limited.

Presently, CRUT is going through a phase of complete transformation where the services of CRUT shall be revamped through introduction of new and improved fleets, development and improvement of transit infrastructure (in terms of depots, terminals, bus queue shelters etc.), adoption of Gross Cost operation model and installation of Intelligent Public Transit System (IPTS). CRUT has planned to increase its fleets with the induction of 200 new buses in addition to the 160 existing buses, making its fleet size of total 360 buses.

To manage this modernised bus service system, CRUT is planning to create a proper institutional structure so that it shall have the internal capacity to manage everything on its own. In this regard, CRUT intends to recruit Consultant (Planning and Scheduling) from the applicants fulfilling the qualification criteria through this advertisement.

Position:

The Consultant (Planning and scheduling) shall be responsible for providing support in Planning and Scheduling activities for bus transportation by CRUT. The Consultant (Planning and Scheduling) shall provide assistance to CRUT in the development and implementation of cost-effective and efficient route for Bus Services.

Reporting to the General Manager (Operation), the ideal candidate should have the professional knowledge and required expertise in Route Planning in City Bus Operations. Consultant (Planning and scheduling) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Qualification:

The interested candidate should be a Graduate with extensive experience in Route Planning and Scheduling in the Transportation sector. Alternatively, the candidate should have degree/ diploma in Business Administration or Urban or Regional Planning or Transportation Planning or Related field with at least three years of work experience in the relevant field.

Responsibilities:

Strategic Planning and Leadership:

- Assist General Manager (Operation) to take strategic decisions.
- Assist the General Manager (Operations) for planning and scheduling for bus operation of CRUT and help him/her to develop detail activities for the same.
- Cultivate a strong and transparent working relationship with General Manager (Operations) and Manager (Operations).
- Work collaboratively and strategically with other Managers.

Route Planning:

- Gather and compile information/data for route planning and scheduling from the internal as well as external stakeholder such as Operators and Support Staff
- Assist in planning, scheduling and managing Bus Routes in Bhubaneswar, Cuttack, Konark and Puri.
- Assist in analysing the real time data generated from the Bus Operation and decision making based on the same data
- Assist in maintenance and development of bus stop inventory database that integrates GIS point data with key descriptive data used by CRUT departments.

Communications

- Participate in discussions, problem solving and priority-setting within CRUT
- Maintain sound working relationships and cooperative arrangements all the department managers, co-workers and vendors.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

FORMAT FOR APPLICATION

(Fill the Form in **BLOCK LETTERS** only)

Post Applied for:

Name of the Candidate:

Parents / SpouseName:

Date of Birth: _____ (Attach copy of Birth Certificate/10th Certificate)

Communication Address:

_____ PIN: _____

E-Mail ID:

Mobile No:

Academic Qualifications*: (From 10th onwards)

Sr. No.	Exam Passed	Year	Board/University	% of Marks Obtained

Professional Experience*: (Chronologically from recent to past experience)

Sr. No.	Name of the Organisation	Period of Service(From Date – To Date in MM-YYYY format)	Designation	Key Responsibilities

Relevant Experience*: (highlight relevant experience possessed with respect to “**Key Responsibilities**” of this job:

Sr. No.	Job Component	Organization (Please also provide details of exposure/ responsibilities Handled	Exposure Period (in months)
1	e.g. (Strategic Planning & Leadership)		
2	e.g. (Operation Monitoring)		

Last Salary drawn in Rs.: _____ (attach last month salary slip)

Notice Period of Present Employer _____ (in months)

I hereby declare that the above information given above is correct to the best of my knowledge and belief. In case any information is found false/incorrect before or after selection my candidature may be cancelled and suitable action can be taken against me.

Place: _____

Date: _____

Signature of applicants

* Applicants are requested to download the word format of this application format from the concerned websites and then fill the same. In case, no of rows provide in the each table isn't sufficient then applicants are eligible to insert additional rows as per the requirement. In addition to application through Registered / Speed Post, Applicants are required to submit scanned copy of their filled in application form along with other documental proof at: crutbsr@gmail.com.