

## Capital Region Urban Transport

C/o – Bhubaneswar Development Authority, Akash Shova Building, Sachivalaya Marg  
Bhubaneswar, Odisha (INDIA), Pin- 751001

Email: [crutbbsr@gmail.com](mailto:crutbbsr@gmail.com); Phone No.: 0674-2395155

Notice No. 828/CRUT

Date: 23.08.2018

### **Contractual Engagement**

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

Sr. No.	Designation	Number of Vacant Post
1	General Manager (Operations)	1
2	Manager (Operations)	1
3	Manager (Procurement and Revenue)	1
4	Manager (Training and Capacity Building)	1
5	Manager (ITS)	1
6	Public Relation Officer (PRO)	1

2. Details of the “**Job Description**” for each position shall be available in following websites: [www.bmc.gov.in](http://www.bmc.gov.in) / [www.bdabbsr.in](http://www.bdabbsr.in) .
3. The eligible candidate may apply for these posts 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 proof on or before 17<sup>th</sup> September 2018.

Sd/-

**General Manager (P&A)**  
Capital Region Urban Transport

## **GENERAL MANAGER (OPERATIONS)**

### **About CRUT:**

Capital Region Urban Transport (“CRUT”), erstwhile known as Bhubaneswar Puri Transport Services(BPTS), is the sole public bus service provider for Bhubaneswar and its surrounding area, Cuttack, Khurda, Jatani and Puri etc.; it started operations in October 2010. CRUT is a Special Purpose Vehicle (“SPV”), registered under Companies Act 2013 with 100% 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 transit infrastructure improvement (in terms of new fleets, depots, terminals, bus queue shelters etc.), adoption of Gross Cost operation model and installation of Intelligent Public Transit System (IPTS). At the same time it is also creating proper institutional structure to manage everything on its own. CRUT has envisaged to operate its fleets in modernised form, with the induction of 200 new buses, from October 2018. Later, it will gradually raise up to fleet size of total 360 buses from next year onwards and shall have the possibility of becoming a city bus system with approximately 800 - 1000 buses in next 7-10 years.

### **Position:**

The General Manager (Operations) is responsible for managing and monitoring the entire city bus operation of CRUT including Regulatory matters, Enforcement, Supervision of Transit Infrastructure and ITS etc.

Reporting to the Managing Director, CRUT; the ideal candidate should have the professional knowledge and required expertise to lead the entire operations management team. General Manager (Operations) shall be comfortable in successfully 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 bus services.

General Manager (Operations) directly manage Manager (Operations) from CRUT and Team Leader-cum-Project Manager of PgMC for managing the whole work smoothly.

### **Qualification:**

The interested candidate should have minimum 15 years of prior experience in Transport Sector particularly in Transport Operations. Preference shall be given to those having experience of working as Manager (Operation) or higher position (Any

equivalent position shall also be considered) in Govt. State Transport Undertakings (STUs) or any Bus Service Company (Govt. or Private).

### **Responsibilities:**

#### Strategic Planning and Leadership:

- Consult with the Managing Director, staff, and key stakeholders for shaping a future operation strategy for CRUT and develop detail activities for the same.
- Provide leadership support to CRUT staff so that they are able to find inspiration for better work.
- Cultivate a strong and transparent working relationship with Managing Director.
- Work collaboratively and strategically with other General Managers.

#### Operations Monitoring:

- Monitor the day-to-day bus operation.
- Coordinate and monitor the works of PgMC; their operational responsibility.
- Manage individual staffs involved in bus operation management to ensure they increase their effectiveness at work.
- Lead, recruit, develop, mentor the entire team involved in operation management including PgMC or other consultant's staffs involved in operation management activities.
- Strictly monitor the work of Revenue Collection Agency, their conductors and their behaviours.
- Regularly monitor the works of field inspectors.
- Manage Operators contracts; their performance and payments.
- Advise on reducing operational cost of the system from time to time.

#### Supervision of Transit Infrastructure and ITS:

- Supervise the works of Operator at depots.
- Monitor the condition and performance of buses.
- Manage and maintain other infrastructure like Bus Queue Shelters and Terminals
- Supervise the workability and performance of the ITS facilities installed for improving bus services.
- Supervise and monitor all the physical assets directly owned by CRUT or managed by Operator or other.
- Strictly supervise the maintenance schedule of all the transit infrastructure including Buses, Bus queue Shelter, terminals, depots etc.

## Communications

- Represent CRUT in public forums and public communications (if required).
- 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.

## **MANAGER (OPERATIONS)**

### **About CRUT:**

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Presently, CRUT is going through a phase of complete transformation where the services of CRUT shall be revamped through transit infrastructure improvement (in terms of new fleets, depots, terminals, bus queue shelters etc.), adoption of Gross Cost operation model and installation of Intelligent Public Transit System (IPTS). At the same time it is also creating proper institutional structure to manage everything on its own. CRUT has envisaged to operate its fleets in modernised form, with the induction of 200 new buses, from October 2018. Later, it will gradually raise up to fleet size of total 360 buses from next year onwards and shall have the possibility of becoming a city bus system with approximately 800 - 1000 buses in next 7-10 years.

### **Position:**

The Manager (Operations) is responsible to assist General Manager (Operations) in all aspects for managing and monitoring the city bus operation of CRUT which shall include Route Planning, Supervision of Transit Infrastructure etc.

Reporting to the General Manager (Operations), the ideal candidate should have the professional knowledge and required expertise to lead the operations management team. Manager (Operations) 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 bus services.

Manager (Operations) directly manage Assistant Managers from Operations team of CRUT and fellow staffs from PgMC.

### **Qualification:**

The interested candidate should have Graduate degree in Engineering or Post Graduate degree or diploma in Business Management/ Transportation Planning/ Transport Engineering or equivalent with minimum 7 years of experience in Transport Sector. Preference shall be given to those who has experience in Bus Operation Management.

## **Responsibilities:**

### Strategic Planning and Leadership:

- Assist General Manager (Operations) for shaping a future operation strategy of CRUT and help him to develop detail activities for the same.
- 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 (Operations).
- Work collaboratively and strategically with other Managers.

### Management and Operations:

- Monitor the day-to-day bus operation.
- Coordinate and monitor the works of PgMC; their operational responsibility.
- Coordinate and monitor the works of Revenue Collection Agency, their conductors and their behaviours.
- Manage junior staffs involved in bus operation management to ensure they increase their effectiveness at work
- Assist in Monitoring the condition and performance of buses.
- Assist in Managing and maintain other infrastructure like Bus Queue Shelters and Terminals
- Assist in supervision of the maintenance schedule of all the transit infrastructure including Buses, Bus queue Shelter, terminals, depots etc.

### Communications

- Represent CRUT in public forums and public communications (if required).
- 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.

## **MANAGER (PROCUREMENT AND REVENUE)**

### **About CRUT:**

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### **Position:**

The Manager (Procurement and Revenue) is responsible to assist General Manager (Persons and Administration) in all procurement related works. Additionally, they will also help CRUT to identify new sources of revenue and manage all the Contracts.

Reporting to the General Manager (Persons and Administration), the ideal candidate should have the professional knowledge and required expertise in procurement and contract management work. Manager (Procurement and Revenue) 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 and Revenue) directly manage Assistant Manager (Procurement), Assistant Manager (Revenue) 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 7 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 (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.

## Procurement and Revenue 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.
- Explore and Identify new opportunities for revenue generation except fare-box revenue for CRUT.

## 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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### **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 (Persons and 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 in Business Administration (Human Resource) from a reputed institute with minimum 7 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 (ITS)**

### **About CRUT:**

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### **Position:**

The Manager (ITS) is responsible to provide support in managing and monitoring Intelligent Public Transit System (IPTS) developed by Bhubaneswar Smart City Limited.

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

Manager (ITS) directly manage Assistant Manager (ITS) and Assistant Manager (Control Room) from CRUT and fellow staffs from PgMC.

### **Qualification:**

The interested candidate should have Graduate degree in the field of Information Technology (IT) or Computer Science or Electronics Engineering or equivalent from a reputed institute with minimum 7 years of overall experience in Transport Sector and at least 2 years of experience in Transport ITS. Preference shall be given to those who has experience in IPTS.

**Responsibilities:**

## Strategic Planning and Leadership:

- Assist General Manager (Operations) in making strategic decisions relate to IPTS.
- 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.

## Supervision and Monitoring:

- Manage a small IT team specially designated to supervise and monitor system performance.
- Coordinate with Programme Management Consultant hired by CRUT and Bhubaneswar Smart City Limited to resolve the issues related IPTS.
- Assessing the performance of the system and identify the need.
- Advise CRUT in the areas new IT development.
- Develop and implement IT policies for the CRUT.
- Produce monthly MIS reports including all the performance indicators of bus operator and other (if any).

## Communications

- Participate in discussions, problem solving and priority-setting within CRUT
- 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.

## **PUBLIC RELATION OFFICER**

### **About CRUT:**

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### **Position:**

The Public Relation Officer is responsible to provide support in creation of CRUT brand, maintain public relation with press, electronic and social media.

Reporting to the General Manager (Persons and Administration), the ideal candidate should have the professional knowledge and prior experience of branding and communication and should be well versed with all kinds of media, communication experience in undertaking similar projects, has familiarity and experience in using various quantitative research approaches and tools, proven excellent analytical and research report writing skills. Public Relation Officer shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

The Public Relation Officer directly coordinate and manage the fellow staffs from PgMC.

### **Qualification:**

The interested candidate should have Post Graduate degree/ diploma in Mass communication or Journalism or equivalent from a reputed institute with minimum 7 years of experience in Branding and Communication related work in Govt. or Private

Agencies. Preference shall be given to those who has excellent communication skills in both English and Odia.

### **Responsibilities:**

#### Strategic Communication and Leadership:

- Assist General Manager (Persons and Administration) and other Sr. Level Officer in making strategic communication decisions.
- Provide leadership support to junior CRUT staff under him 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.
- Advice and support in design and delivery of strategic communication documents.

#### Branding, Marketing & Communication:

- Advice Programme Management Consultant (PgMC) in preparation of detailed branding and marketing strategy for CRUT.
- Provide technical input to the development of evidence based strategies, programmes, work plans and activities.
- Support the implementation of branding and marketing strategy prepared by Programme Management Consultant (PgMC).
- Liaison with different stakeholders.
- Monitor and manage all the external communication on behalf of CRUT.
- Monitor and report on communication performance matrix on monthly basis.
- Involve in various awareness campaign for creating brand image.
- Verify and approve all the content related to CRUT, before publishing it in press or electronic or social media.
- Support in production and publication of legally compliant newsletters or notice of CRUT to target audience.
- Coordinate with different stakeholder for content generation.
- Manage and maintain the core content of the CRUT official website and other social media handles.
- Participate in discussions, problem solving and priority-setting within CRUT.

#### Capacity building and Knowledge Management:

- Provide leadership support and coordinate with other staffs of CRUT in building the capacity of CRUT staffs, private sector involved with CRUT, and other stakeholders in communication, strategic information, and documentation.

- Identify strategies for Developing and strengthening the Knowledge Center in the CRUT for effective inter-departmental co-ordination and monitoring
- Build capacity of the Communication/Branding Personals from CRUT and PgMC to undertake Desk Review/Appraisal of existing material and resources and set up guidelines

**Representation:**

- Represent CRUT with various Government agencies (whenever required) such as Government of Odisha, Department of Urban Development (MoUD), Bhubaneswar Municipal Corporation (BMC), Bhubaneswar Development Authority (BDA), Bhubaneswar Smart City Ltd (BSCL) and other strategic partners.
- Contribute towards the documentation and dissemination of best practices / best principles through publications and presentations (general, urban development, solid waste management, health and nutrition sector, reports on events, campaigns, newsletters, website management etc.) in consultation and approval of appropriate authorities of CRUT.
- Maintain media relations. Periodically issue press releases and with media's support publish some case studies and best practices in print and electronic media. Also during emergencies, inform and engage with public through media.

**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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## FORMAT FOR APPLICATION

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

Post Applied for: \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

Parents / Spouse Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Attach copy of Birth Certificate/10<sup>th</sup> Certificate)

Communication Address: \_\_\_\_\_

\_\_\_\_\_ PIN: \_\_\_\_\_

E-Mail ID: \_\_\_\_\_

Mobile No: \_\_\_\_\_

### **Academic Qualifications\***: (From 10<sup>th</sup> 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

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: [crutbbsr@gmail.com](mailto:crutbbsr@gmail.com) .