



SCHEME OF SERVICE

Organisation: National Transport Corporation

Post: NTC Regional Manager

Salary: Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 (NTC 21)

Qualifications:

- A. A degree in Administration or Economics or Transport Management from a recognised institution or an equivalent qualification acceptable to the Board;
- B. Candidates should -
 - (i) reckon at least three years' post qualification experience at managerial level;
 - (ii) possess good interpersonal and communication skills;
 - (iii) possess good planning, organising and managerial skills;
 - (iv) have the ability to lead, supervise and motivate staff;
 - (v) be able to work under pressure and meet deadlines;
 - (vi) have a high sense of integrity; and
 - (vii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible for the overall management of a regional office area under his control in an effective and efficient manner.

Duties.

1. To be responsible to the General Manager for the efficient performance of the regional office.
2. To implement policies and operational directives issued by the Corporation's Head Office.
3. To approve payment for expenditure and authorise purchases, in accordance with general instructions from the Corporation's Head Office.

4. To make recommendations for the improvement of bus operations in his area of control.
5. To enforce discipline among the staff, traffic and work personnel and to attend to their grievances and general welfare.
6. To ensure that appropriate arrangements are put in place for the security of the regional office premises/assets and cash handling.
7. To perform trend analysis on revenue, cost elements and other related Key Performance Indicators.
8. To attend to complaints for service improvement.
9. To ensure the development of sound industrial relations between the staff of the Regional Office.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the NTC Regional Manager in the roles ascribed to him.

Prescribed on 30 January 2020 (salary amended as per PRB 2021).

23 October 2025



 23/10/25