
New Delhi, the 14th November, 2022

CIRCULAR

Subject: Filling up of one (01) post of Staff Car Driver (Ordinary Grade) [Group 'C', non-Gazetted, non-Ministerial, Pay Level - 2] in Cabinet Secretariat on deputation/absorption basis.

It is proposed to fill up one (01) post of Staff Car Driver (Ordinary Grade) [Group 'C', non-Gazetted, non-Ministerial] in Cabinet Secretariat in Level-2 of Pay Matrix (7th CPC Scale) on deputation/absorption basis. The eligibility conditions for appointment to the post are given in Annexure-I.

2. The service of person appointed on deputation will be governed by the terms and conditions laid down in DoP&T's O.M. No. 2/29/91-Estt.(Pay II) dated 05.01.1994 and 2/11/2007-Estt.(Pay-II) dated 24.11.2017.

3. It is requested that the applications of eligible and willing officials who can be relieved, if selected, may be forwarded in the prescribed proforma as in Annexure-II along with the following documents, to the Director (Administration), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004 latest by **31.01.2023:-**

- (i) Up-to-date Performance Report duly attested by an officer of the rank of Under Secretary to the Govt. of India or above.
- (ii) Vigilance/administrative clearance certificate in the prescribed proforma as in Annexure-III.

4. Applications received otherwise than through proper channel and/or without the above mentioned documents and/or after the due date shall not be entertained. The applications not accompanied by supporting certificates/documents in support of experience claimed by the candidates will not be processed. Further, the candidates who apply for the post shall not be allowed to withdraw their candidature subsequently.

Anurag Tiwari
14/11/2022

(Anurag Tiwari)

Under Secretary to the Government of India

Tel: 23015938

Encl: as above

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1. US (Admin.) of all Ministries/Departments of Government of India. It is requested that the vacancy may please be given wide publicity in their attached and subordinate offices under their administrative control.
2. Ministry of Home Affairs, Central Police Organization Division, North Block, New Delhi. It is requested that the vacancy may please be given wide publicity among the personnel of CPOs to nominate the names of willing & eligible candidates for the said vacancy on deputation basis.
3. All Sections in Cabinet Secretariat including NACWC / DPG / DBT / Office of Secretary (Security) / VCC.
4. TD(NIC)- with the request to post the Circular on the website of Cabinet Secretariat and also on Intranet.
5. Hindi Section – for Hindi Version.

Eligibility for appointment to the post of Staff Car Driver (Ordinary Grade)

1.	Name of the post	:	Staff Car Driver (Ordinary Grade)
2.	Number of posts	:	01 (one)
3.	Classification	:	General Central Service, Group 'C', non-Gazetted, non-Ministerial
4.	Pay Scale of the post	:	Level-2 of Pay Matrix (7th CPC Scale)
5.	Method of recruitment	:	Deputation/Absorption
6.	Period of deputation	:	Three Years (Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.)
7.	Educational and other qualifications required	:	<u>Essential:</u> (i) Possession of a valid driving licence for motor cars (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in the vehicles). (iii) Experience of driving a motor car for at least three years; and (iv) A pass in 10th standard <u>Desirable:</u> 03 years service as Home Guard/Civil Volunteers.
8.	Upper Age Limit	:	Not exceeding 56 years as on the closing date of receipt of applications.
9.	Note 1- In case of deputation/absorption, recruitment is to be made from amongst the regular Despatch Riders (Group C) and Group C employees in Level-1 of the pay Matrix in the Cabinet Secretariat, who possess valid Driving licence for motor cars on the basis of Driving Test to assess the competence to drive motor cars, failing which from officials holding the post of Despatch Rider (Group C) on regular basis or regular group C employees in Level-1 of the pay Matrix in other Ministries or Departments of the Central Government who fulfill the necessary qualifications as mentioned in Para (7).		

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Note 2-

For Armed Forces personnel, the method of recruitment shall be deputation/re-employment. The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year who possess the qualifications and experience prescribed for direct recruits in Para (7) and recommended by the Directorate General of Resettlement, Ministry of Defence, shall also be considered, and such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.

PROFORMA OF APPLICATION FOR DEPUTATION/AESORPTION

Application for the post of Staff Car Driver (Ordinary Grade)

Self-attested
passport size
photograph is
to be pasted.

1. Name of the Applicant :
(in Block Letters)
2. Address (Office) :
- (Residence-Permanent) :
- (Residence-Present) :
3. Telephone No. (Office) :
- (Residence) :
3. Father's / Husband's name :
4. Date of Birth :
5. Date of Entry in Govt. Service :
6. Date of retirement under Central Govt. Rule :
7. Educational/Professional Qualifications :
8. Present Post held :
- (a) whether the present post held is on :
ad-hoc/regular/deputation basis :

contd...

8. (b) Pay Level :
- (c) Present Basic Pay :
- (d) Date of appointment to the present post :

9. In case the present employment is held on deputation basis, please state:

- (a) The date of initial appointment :
- (b) Deputation tenure :
- (c) Name of the parent office :
- (d) Name of the post and pay of the post held in substantive capacity in the parent organisation :

10. Brief service particulars and experience :

Period		Post held on regular basis	Scale of Pay	Organisation and station served	Brief description of duties
From	To				

11. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post? :
12. Additional information, if any which you would like to maintain in support of your suitability for the post :
13. Whether belonging to SC/ST/OBC/PH :
14. Whether applying for Deputation/Absorption :

Declaration

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished above will be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

(Signature of candidate)

Documents attached (self-attested photocopies)

Sl. No.	Name	Yes	No
1.	Educational Certificates		
2.	Driving License		
3.	Caste Certificate <i>(if applicable)</i>		
4.	Proof of Residence		

Certification by the Employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possesses the educational qualification and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. _____.

(ii) His/ Her integrity is certified.

(iii) Up-to-date Performance Report, duly attested by an officer of the rank of Under Secretary of the Govt. of India or above, is enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years

OR

A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Date:

Signature of sponsoring Authority
(with official seal)