

By Hand
12/12/25

No. A-12023/1/2022-AD-III
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training

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E. Office No.DT.....
Government of India
Ministry of Social Justice & Empowerment
(Deptt. of Social Justice & Empowerment)

WH/No. 31049

Kartavya Bhawan-03, New Delhi

Dated: the December, 2025

CIRCULAR

Subject: Inviting applications for filling up one post of Staff Car Driver (SCD) in DoPT with retired Central Govt./ State Govt./ Ex-servicemen/ Para-Military Employees-reg.

Applications are invited from retired Central Government/State Government employees, Ex-servicemen, and Para-military personnel for engagement of **one Staff Car Driver (SCD)** on a contractual basis for a period of **one year** or until further requirements cease, whichever is earlier.

2. The duties/ responsibilities will be as required for a Staff Car Driver in Government Department and any other work as assigned by the Department. The applicant must possess a valid driving license as required for a Staff Car Driver in a Ministry/ Department of Central Government.

3. The age of the applicant must be less than 64 years. The engagement will be in terms of D/o Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09th December, 2020, unless otherwise mentioned by the Department at any stage.

4. The interested candidates may apply in the prescribed format, complete in all respects (as per Annexure), along with a self attested copy of PPO and retirement order/ letter and send their applications at following address within 21 days from the date of issuing of this circular:

The Under Secretary (Admin-III)
DoPT, WH/No. 31049, Kartavya Bhawan-03, New Delhi-110001
Or email at : amans.def@nic.in

5. The last date of receiving the applications is 26.12.2025

Digitally signed by
Sujit Kumar Mishra
Date: 12/12/2025

Under Secretary to the Government of India
Ph No.: 011-24010402

To:

PL
14-12-25
SO (E-IV)

Director/ Deputy Secretary (Admin / Establishment) of all Ministry/
Department of Government of India with a request to provide wide
publicity to the circular.

Copy to:

NIC, DoPT, 1st floor, Kartavya Bhawan-03. to upload the circular on
DoPT's website.

**Affix Passport
Size
Photograph**

1.	Name:	
2.	Last Designation held	
3.	Name of the Department from where retired	
4.	Date of retirement (enclose a copy of retirement order/letter)	
5.	PPO No.(enclose a copy)	
6.	Self-attested copy of driving license	
7.	Experience of working as Staff Car Driver	
8.	Whether medical/ physically fit to work as Staff Car Driver	
9.	Last Pay Drawn and Level	
10.	Monthly Pension sanctioned	
11.	Present Address:
12.	ContactNo.	
13.	EmailID:	

(Signature of Applicant)

Date:

Place: