

No.- A-12023/2/2010-E-I (Vol-3)
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment
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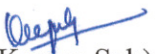
R. No. 240. A
Dr. Rajender Prasad Road
Shastri Bhawan, New Delhi
Dated the 22 September, 2016

OFFICE MEMORANDUM

Subject: Filling up of two (2) posts of Staff Car Drivers (Ordinary Grade) in the Ministry of Social Justice & Empowerment- Regarding.

It is proposed to fill up two (2) posts of Staff Car Drivers (Ordinary Grade) in the Ministry of Social Justice and Empowerment in the Pay at Level-II in the Pay Matrix of CCS(RP) Rules, 2016 on deputation/ absorption basis, initially for a period of one year to be extended up to 3 years which may likely to be absorbed. The eligibility conditions for recruitment to the post of Staff Car Driver (SCD) (Ordinary Grade) are detailed in Annexure-I (enclosed).

2. Applications are invited from regular Dispatch Riders, erstwhile Group 'D' employees (presently Group C employees) and the Armed Forces Personnel due to retire or who are to be transferred to reserve within period of one year who are willing to be considered for appointment as Staff Car Driver (Ordinary Grade). Applications may be sent in the enclosed Proforma (Annexure-II) to Establishment –I section of this Department. The application must be routed through proper channel and application in prescribed format shall only be accepted. The sponsoring authorities are requested to forward the application of eligible and interested candidates who can be spared immediately in the event of their selection. While forwarding the applications, photocopies of APARs (Performance report) of last 5 years, Cadre Clearance and Vigilance Clearance Certificate of the candidates concerned should also be forwarded. Last date for receipt of application in Establishment-I section is 14.10.2016. Applications received after the last date / without requisite documents will not be considered.


(Deepak Kumar Sah)
Under Secretary to the Govt. of India
Tel. No. 23382184

Ecnl: Annexure-I & Annexure-II

Copy to:

- 1) All Ministries/ Department of Govt. of India, New Delhi.
- 2) All Officers/ Sections of M/oSJ&E through E-Office notice board.
- 3) Notice Boards M/oSJ&E
- 4) Guard File.

ELIGIBILITY CONDITIONS FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

ESSENTIAL:

- (i) Possession of a valid driving license for Motor Cars.
- (ii) Have the knowledge of Motor Mechanism (the candidate should be able to remove minor defects in vehicles)
- (iii) Experience of driving a motor car for at least three years.
- (iv) 10th Standard Pass.

DESIREABLE:

Three years service as a Home Guard/Civil Defence Volunteer.

Armed Forces Personnel:

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

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 organization/ department of the Central Govt. shall ordinarily not exceed 3 years. The maximum age limit for deputation is 56 years on the closing date of receipt of application.

ANNEXURE – II

PROFORMA

1. Name :
2. Father's Name :
3. Date of Birth :
4. Present post held :
5. Pay Band + Gr. Pay of the post held:
6. Educational Qualification :
7. Residential Address :
8. Whether holding permanent driving license and the date upto which it is valid :
9. Whether passed the test of E&M Workshop, Govt. of India :
10. Experience (if any), documentary proof to be attached :
11. Whether belongs to SC/ST/OBC :
12. Contact Number :

Date:.....

Place:.....

Signature of the applicant