



NO. VPS-01/13/2025-ADMN.

APRIL 04, 2025

**OFFICE MEMORANDUM**

**Sub:** Filling up of one vacant post of Staff-Car-Driver "Ordinary Grade" in the pay scale of Level-2, by deputation/absorption.

Applications are invited from eligible Dispatch riders and Group 'C' staff of Central Govt. Ministries/Departments for filling up one post of Staff-Car-Driver 'Ordinary Grade' in the pay scale of Level-2 on deputation/absorption basis. The details of the post, pay scale, age limit, qualifications, technical qualifications etc. are given in enclosure. (**Annexure-I**)

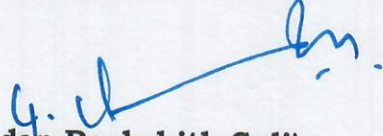
2. The appointment to the post will be subject to the condition of passing a Trade Test and the appointee, in the case of absorption, will be under probation of two years from the date of appointment.

3. The pay and allowances attached to the post will be as applicable to the Staff-Car-Driver of General Central Service of Central Government and will be regulated in accordance with orders issued by DoPT and Deptt. of Expenditure in this regard, as further being amended from time to time.

4. Applications of willing and eligible candidates who can be spared immediately may be sent through proper channel along with testimonials mentioned as under, within a period of 30 days from the date of publication of the Advertisement of said vacancy in the Employment News. Application received after last date or without copies of APARs and other requisite document or otherwise found incomplete will not be considered.

- a) Application format as per Annexure-II,
- b) Up-to-date APAR dossiers of the candidate of preceding 5 years duly attested by an officer not below the rank of Under Secretary,
- c) Cadre Clearance, and
- d) Vigilance clearance/Integrity Clearance.

5. Applications may be forwarded to the Under Secretary (Admin.), Vice-President's Secretariat, 108, Church Road, New Delhi.

  
(Chandan Deekshith Goli)  
Under Secretary  
Tel: 23094948

To: All ministries/departments

Copy to :

1. President's Secretariat/NITI Aayog/Union Public Service Commission/ Prime Minister's Office/ Cabinet Secretariat/ Central Vigilance Commission/ Election Commission/Lok Sabha Secretariat/ Rajya Sabha Secretariat.
2. Ministry of Personnel, Public Grievances & Pension, Department of personnel and Training, North Block, New Delhi (*With a request to upload the present O.M. on the website of DoPT*)
3. Chief Secretaries to State Governments.



4. Chief Secretaries/Secretaries of UTs.
5. Office of the Director General of Audit, AGCR building, I.P. state, New Delhi.
6. The Comptroller General of Accounts, 7<sup>th</sup> Floor, Loknayak Bhavan, New Delhi.
7. The Chairman, University Grants Commission, New Delhi.
8. The Registrar (Admn.), Supreme Court of India, New Delhi.

**ANNEXURE-I**

1.	Name of the Post	Staff-Car-Driver 'Ordinary Grade'
2.	Mode of Recruitment	By Deputation/Absorption
3.	Pay Scale	Level 2
4.	Educational Qualification	10 <sup>th</sup> Pass
5.	Age	Up to 56 Years
6.	Technical Qualification	<ul style="list-style-type: none"><li>• Possessing a valid Driving Licence to drive Motor Car (LMV)</li><li>• Knowledge of Motor Mechanism (He should have the knowledge to remove the minor defects in the vehicle.)</li></ul>
7.	Experience	The candidate should have experience to drive a motor car (LMV) for at least three years.
8.	Eligibility	Regular Dispatch Riders and Group 'C' staff of Central Govt. Ministries/Departments.



**ANNEXURE-II**

**Application for the post of Staff-Car-Driver "Ordinary Grade" in the pay scale of Level-2, by deputation/absorption.**

1.	Name and Address (in block letters)	
2.	Age/DoB	
3.	Date of Superannuation	
4.	Educational Qualifications	
5.	Technical Qualifications	
6.	Experience	
7.	i) Designation/Post held presently ii) Period of Service	
8.	Present Scale of Pay and Basic Pay	
9.	Total emoluments per month now drawn	
10.	Whether SC/ST/OBC/General	
11.	Nature of Present employment i.e. temporary/permanent	
12.	Name, full postal address and Telephone No. of the Department/ Office.	
13.	Please clearly state whether Department/ Office is under Central Government.	

**(Signature of the Candidate)**

Date:

Place:

**(To be filled by the parent office / Department)**

Certified that the particulars furnished by the candidate have been verified from his/her service record and found to be correct. It is also certified that no vigilance case is pending or contemplated against him / her. His/ Her ACRs/APARs (attested photocopies) are enclosed.

Signature of the Head of the Office/Authorised Signatory