

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 and eligibility etc. are given in enclosed **Annexure – I.**

2. The appointment to the post will be subject to the condition of passing a Trade Test and the appointee 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 and 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 45 days from the date of issue of this OM or from the date of publication of Advertisement of said vacancy in the Employment News. Application received after last date or without copies of ACRs and other requisite documents or otherwise found incomplete will not be considered.

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

5. The eligible candidates who have applied for the post will not be allowed to withdraw their candidature subsequently.

6. Applications may be forwarded to the Under Secretary (A), Vice-President's Secretariat, 6, Maulana Azad Road, New Delhi:


(ARVIND KAPOOR)
Under Secretary
Tel: 23018684

To,

1. 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).
2. Office of the Director General of Audit, AGCR Building, I.P. Estate, New Delhi
3. The Comptroller General of Accounts, 7th Floor, Loknayak Bhavan, New Delhi
4. The Chairman, University Grants Commission, New Delhi
5. The Registrar (Admn.), Supreme Court of India, New Delhi.

Coyp also to: The Secretary, President's Secretariat/Planning Commission/Union Public Service Commission/Central Vigilance Commission/Election Commission.

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 th passed
5.	Age	Up to 56 years.
6.	Technical Qualification	<ul style="list-style-type: none"> ▪ Possessing a valid Driving license to drive Motor Car (LMV) ▪ Knowledge of Motor Mechanism (He should have the knowledge to remove the minor defects in the vehicle.
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..

Application for the post of Staff-Car-Driver 'Ordinary Grade' on deputation/absorption basis in the Vice-President's Secretariat, New Delhi.

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	From: To:
8.	Present Scale of Pay and Basic Pay	
9.	Total emoluments per month now drawn	
10.	Whether SC/ST/OBC/General	
12.	Nature of present employment i.e. temporary/permanent	
13.	Name, full postal address and Telephone No. of the Department / Office.	
14.	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