

**No.VPS-01/13(1)/2018-2019/Admn.  
Vice-President's Secretariat  
No.6, Maulana Azad Road,  
New Delhi-110011**

**Date:15.03.2019**

**RECRUITMENT NOTICE**

**Sub: Filling up of 1 vacant post of Staff-Car-Driver 'Ordinary Grade' in the pay scale of Pay Band 5200-20200 and Grade Pay 1900 (Level-2 in the Pay Matrix) by direct recruitment.**

Applications are invited for filling up the following post from Indian Nationals, in the prescribed format as per **Appendix 'A'**, who are fulfilling requisite qualifications/specifications as mentioned below:-

Name of post	Classification of post	Pay scale	No. of posts	Category	Age limit as on closing date	Qualification
Staff-Car-Driver 'Ordinary Grade'	General Central Service Group 'C' Non-Ministerial (Non-Gazetted)	Pay Band 5200-20200 and Grade Pay 1900/-(Level-2 in the Pay Matrix)	1	UR	18 to 25 years  (Relaxation in age (i) For Govt. Servant upto 40 years (ii) For SC/ST 5 years (iii) For OBC 3 years).	(i) 10 <sup>th</sup> passed  (ii) Possession of valid driving license (C) to drive Motor Cars.  (iii) Knowledge of Motor mechanism (The candidate should remove minor defects in the vehicle)  (iv) Experience of driving a Motor Car for at least 3 years.  <b>Desirable:</b>  3 years' service as Home Guard Civil Volunteers.

**General Instructions and conditions**

(a) Application in the prescribed proforma as per **Appendix-A** below on plain paper duly typed or neatly handwritten in **Hindi or English** supported with attested copies of the relevant mark sheets/certificates (**original copy should not be forwarded**) etc. should reach to **The Section Officer, Vice-President's Secretariat, No.6, Maulana Azad Road, New Delhi -110011, superscribing on top of the envelope: APPLICATION FOR THE POST OF 'STAFF-CAR-DRIVER', within 60 ( sixty) days from the date of issue of this Notice.**

(b) The crucial date of determining the age limit/eligibility shall be the closing date for receipt of the applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K Stated, Lahaul & Spiti District and Pangti Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep).

(c) Recent **passport size photograph** should be pasted at appropriate place provided in the application duly attested by a **Gazetted Officer**.

(d) Incomplete/incorrect/unsigned applications and applications received without attested photographs or without attested certificates/enclosures or received after due date will be rejected. No intimation of rejection of applications will be given to such candidates.



- e) The selection of candidates will be based on preliminary screening of applications. Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for Trade Test followed by interview.
- (f) Shortlisted candidates will only be called and sent for Trade Test to drive Motor Car to Driving & Training Institute.
- (g) Fee for Trade Test to drive Motor Car to be charged by the Driving & Training Institute will be born by the candidate.
- (h) No traveling allowance will be admissible for appearing for trade test/interview.
- (i) The departmental candidates should apply through proper channel and they should submit NOC along with a certificate from their Head of Office that "No disciplinary/Vigilance case is pending or is being contemplated against him nor he is under currency of penalty". The relaxation in age is applicable to departmental candidates, only if they have rendered not less than three years of continuous service on regular basis **(and not on ad-hoc basis)**.
- (j) The appointment to the post shall be temporary with probation period of two years and likely to be regularized.
- (k) Selection of candidate will be subject to medical fitness, verification of character and antecedents and shall be appointed on receipt of positive reports from concern authorities/Governments.
- l) It may be noted that if at any stage it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature may be rejected or his employment be terminated.
- (m) The terms and conditions given in the advertisement are subject to change and therefore be treated as guidelines only. Other terms & conditions will be announced at the time of offering the post for appointment to the selected candidate by the appointing authority.

**(Recruitment Notice can be viewed at our website—[vicepresidentofindia.nic.in](http://vicepresidentofindia.nic.in))**

  
**( ARVIND KAPOOR )**  
Under Secretary  
Tel: 23018684

Encl: As above.

To:

1. Notice Board.
- ✓ 2. NIC Computer Cell, V.P. Sectt. for uploading in VPS website & National Career Service (NCS) Portal of Ministry of Labour & Employment.

**Format of Application**  
**(To be filled in block letters only)**  
**Application for the post of Staff-Car-Driver in the Vice-President's Secretariat**

1. Name of Candidate
2. Father's Name
3. Date of birth  
(As mentioned in matriculation certificate)
4. Age as on cut off date  
(i.e. closing date of receipt of application)
5. Age relaxation claimed (yes/No)
6. Category (SC/ST/OBC/Gen)
7. Educational Qualifications
8. Nationality (only Indian)
9. Permanent address with Pin Code Number
10. Postal address with tele/mob. No. for correspondence
11. Full details of Driving License (C) to drive Motor Car
12. Full details of professional experience of at least three years

Affixed recent  
passport size  
photograph & t  
be attested by  
Gazetted Offic

**Declaration**

I do hereby declare that all the information furnished in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected before or after test/interview/appointment or at later stage, my candidature will stand cancelled and claims for the recruitment will be forfeited.

**Place:**

**Date:**

**Signature of the Applicant**

**Enclose the followings:-**

1. Attested copies of educational/Technical qualifications.
2. Attested copy of date of birth certificate (matriculation certificate).
3. Attested copies of driving license (C) to Drive Motor Car.
4. Attested copies of experience at least for three years to drive Motor Car.