

Shastri Bhawan, New Delhi
Dated: 13.08.2024

OFFICE MEMORANDUM

Subject: Filling up of Four (4) posts of Staff Car Drivers (Ordinary Grade) { Group 'C' non-Gazetted, non-Ministerial, Pay Level-2} in the Ministry of Tribal Affairs on absorption/deputation basis-regarding.

The undersigned is directed to say that Four (4) posts of Staff Car Drivers (Ordinary Grade) {General Central Service, Group 'C' Non-Gazetted, Non-Ministerial} in the Ministry of Tribal Affairs in Pay Level-2 (19900-63200) of 7th CPC are to be filled up initially for a period of three year to be extended up to 5 years, which may likely to be absorbed by:

Deputation/Absorption:

From amongst the regular Dispatch Rider & (Group 'C') and other Group 'C' employees in level-1 (Rs. 18000-56900) in the pay matrix in the Ministry of Tribal Affairs who possess valid driving license for motor cars on the basis of a driving test to assess the competence to drive motor cars, failing which from amongst officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in level-1 (Rs. 18000-56900) in the pay matrix in other Ministries of the Central Government who fulfill the necessary qualifications as **Annexure-I**.

Deputation/re-employment for 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 in the **Annexure-I** shall also be considered and such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.

2. The applications in the attached Annexure-II from willing and eligible persons whose services can be spared immediately on selection shall be forwarded by the Employer/Cadre Controlling Authority along with duly filled-in Certificate and attested copies of testimonials and APAR of last 5 years/vigilance Clearance Certificate etc, to the Under Secretary (Estt), Ministry of Tribal Affairs. Room No. 400, C-Wing, Shastri Bhawan, New Delhi latest by 30.09.2024. Applications received otherwise than through proper channel and/or without the above mentioned documents and/or after due date shall not be entertained.


(Sangeet Kumar)

Under Secretary to the Govt. of India

Encl: Annexure-I & Annexure-II

Copy to:

1. All Ministries/Department of Govt. of India, New Delhi.
2. All Officers/Sections of M/o Tribal Affairs through E-Office Notice Board, M/o Tribal Affairs
3. Director General of Resettlement Employment Directors (Empl-II) West Block-IV, Ministry of Defence, R.K. Puram, New Delhi-110066 with a request to intimate any suitable candidate available with them.

ANNEXURE-I

1.	Name of Post	:	Staff Car Driver (Ordinary Grade)
2.	Classification	:	General Central Service Group 'C'
3.	Vacancy	:	04 (Four)
4.	Pay Scale	:	Level-02 (Rs. 19900-63200) of Pay Matrix of 7 th CPC
5.	Method of Appointment	:	Absorption/Deputation/re-employment
6.	Eligibility	:	Deputation/Absorption: From amongst the regular Dispatch Rider & (Group 'C') and other Group 'C' employees in level-1 (Rs. 18000-56900) in the pay matrix in the Ministry of Tribal Affairs who possess valid driving license for motor cars on the basis of a driving test to assess the competence to drive motor cars, failing which from amongst officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in level-1 (Rs. 18000-56900) in the pay matrix in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column (7). Deputation/re-employment for 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 and such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.
7.	Educational & Other Qualification Required	:	Essential: - Pass in 10th Standard; - possession of a valid driving license for motor cars; - knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle); and - experience of driving a motor car for at least three years. Desirable: Three years service as Home Guard or Civil Volunteer.
8.	Upper Age Limit	:	Not exceeding 56 (Fifty-Six) Years as on the closing date of receipt of application
9.	Period of Deputation	:	The period of Deputation including the period in another ex-cadre post held immediately preceding the appointment in the same or some other Organization of Department of the Central Government shall ordinarily not exceed Three Years.

ANNEXURE-II**PROFORMA OF APPLICATION FOR DEPUTATION/ABSORPTION**

Application for the post of Staff Car Driver (Ordinary Grade)
(To be filled in the Capital letter)

Self-Attested
Passport Size
Photograph is to
be pasted

S.No	Details	
1	Name of the Applicant	
2	Father's Name	
3	Date of Birth	D D M M Y Y Y Y
4	Present Educational Qualification	
5	Date of Entry in Govt. Service	
6	Date of Retirement under Central Govt. Rule	
7	Address (Office)	
8	Residential Address with PIN number	
9	Detail of valid Driving License and the date up to which it is valid	Valid up to
10	Present Post held	
	(a) Whether the present post held is on Ad-Hoc/regular/deputation basis	
	(b) Pay Level	
	(c) Present Basic Pay	

	(d) Date of Appointment to present post														

11	In case the Present employment is held on deputation basis please state:	
	(a) The date of Initial Appointment	
	(b) Deputation tenure	
	(c) Name of the Parent Office	
	(d) Name of the Post and pay of the post held in substantive capacity in the parent organization	

12. Brief Service Particulars and Experience:

Period		Post held on regular basis	Scale of Pay	Organization and station served	Brief Description of Duties
From	To				

13. Please State clearly whether in the light of entries made by you above meet the requirement of post?

14. Additional Information, if any, which you would like to mention in support of your suitability for the post:

15. Whether belongs to SC/ST/OBC/EWS?

16. Whether applying for Deputation/Absorption:

DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished above will be assessed by the Selection Committee at the time of Selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

Place:

Phone Number:

Email ID:

Signature of the applicant

*Applicant should attach the documents in support of Date of Birth, Educational Qualifications, Copy of Driving License and Experience of Driving Motor Car for three years.
