



सं.ए-32016/2015-प्रशासन-II

भारत सरकार  
Government of India

## सूचना एवं प्रसारण मंत्रालय

## Ministry of Information &amp; Broadcasting

6th Floor, A-Wing, Shastri Bhawan, New Delhi

Filling up of two (02) posts of Staff Car Driver (Ordinary Grade) in Main Secretariat, Ministry of Information and Broadcasting on deputation/absorption basis-reg.

It is proposed to fill up two posts of Staff Car Driver (Ordinary Grade) in Main Secretariat, Ministry of Information and Broadcasting in Level-2 [Pre-revised, Pay Band-I, Rs. 5200- 20200, plus Grade Pay of Rs. 1900] on deputation/absorption basis from Ministries/ Departments of Central Government. The period of deputation tenure will initially be for a period of three years.

2. As per the Recruitment Rules, the eligibility conditions for selection as Staff Car Driver (Ordinary Grade) are as under:

**Officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees with three years regular service in Level-1 in the Pay Matrix in other Ministries or Departments of the Central Government who fulfill the following educational & other qualifications:-**

Essential	Desirable
<p>a. Possession of valid driving license for motor cars</p> <p>b. Knowledge of motor mechanism.</p> <p>c. Experience of driving a motor car for atleast three years.</p> <p>d. Matriculation or equivalent from a recognized Board or University.</p>	3 years service as Home Guard/ Civil Volunteers.

The applicants will be required to undergo a driving test and then will be screened by the Departmental Screening Committee.

3. Applications of only those officials, whose services could be spared immediately on their selection, may be forwarded through proper channel, in the prescribed proforma, given in Annexure-I alongwith following documents to the undersigned within a period of 30 days from the date of publication of this circular in the Employment News/ 45 days from the date of publication of this advt.

a) Annual Performance Appraisal Reports/Work and Conduct Report of preceding five years. b) Vigilance Certificate. c) Integrity certificate. d) Copy of driving license.

4. Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently.

5. The terms and conditions for deputation will be standard as stipulated in DoP&T's O.M. No. 6/8/2009-Estt. (Pay II) dated 22/04/2016.

(Prasoon K Jha)

Under Secretary to the Government of India

Tele: 23384990

Annexure-I

## Application for the Post of Staff Car Driver (Ordinary Grade) in Ministry of Information and Broadcasting

- Name and Designation
- Date of Birth
- Official Address with Contact details
- Educational Qualification
- Details of Service in chronological order

Sl. No.	Name of the office	Post held	Period		Whether Regular/ Adhoc/Deputation/ others	Pay band with Grade Pay
			From	To		

- Driving experience :
  - Driving Licence no. (enclose a copy of Driving License)
  - Date of Issue/Renewal
  - Name of the Issuing authority
- Do you have the knowledge of motor mechanism :
- Whether belong to reserved category (If yes, then indicate SC/ST)
- Please state clearly whether in the light of entries given above, you meet the requirement of the post.
- Any other relevant Information :

## DECLARATION

I hereby declare that all the statement made in the application is true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility being detected at any stage, my candidature/ appointment may be cancelled/terminated without issuing any notice.

Date:

Signature of Applicant

## CERTIFICATE

(To be furnished by the Employer/ Head of Office/ Forwarding Authority)

The information/ details provided in the above application by..... are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

## 2. Also certified that;

- There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. ....
- His/ Her integrity is certified.
- His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- No major/ minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Place:

Signature and Name

Date:  
davp 22202/11/0003/2122

of Head of Office with office seal

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