

No. A-12011/01/2024-Ad.I
भारत सरकार/Government of India
मंत्रिमंडल सचिवालय/Cabinet Secretariat
सेवा तीर्थ/Seva Teerth

New Delhi, the 18th September, 2026

VACANCY CIRCULAR

Subject: Filling up of four (04) posts of Staff Car Driver (Ordinary Grade) in Cabinet Secretariat-Reg.

1. Details of post:

I.	Name of post	: Staff Car Driver (Ordinary Grade).
II.	Number of posts	: 04 (Four).
III.	Classification of post	: General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.
IV.	Pay Scale	: Level 2 of Pay Matrix (Rs. 19900-63200/-).
V.	Age Limit	: Not exceeding 56 years on the closing date of receipt of Applications.

2. Eligibility Conditions for appointment:

(i) Deputation/absorption-

From the officials holding the post of Despatch Rider (Group C) on regular basis or regular Group 'C' employees in level-1 in the pay matrix (Rs.18000-56900) in the Ministries/Departments of the Central Government, who possess the following qualification and experience, namely:

- i. possession of a valid driving license for motor cars;
- ii. knowledge of motor mechanism (The candidate should be able to remove minor defects in the vehicle);
- iii. experience of driving a motor car for at least three years; and
- iv. 10th class passed from a recognised Board.

Note 1: The period of deputation including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age-limit for appointment by deputation or absorption shall not be exceeding fifty-six years as on the closing date of receipt of applications.

3. Place of posting: New Delhi.

4. Regulations of Pay and other terms of Deputation: The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's OM no. 6/08/2009-Estt.-(Pay.II) dated 17.06.2010 as amended from time to time.

Contd....

5. **Duties and responsibilities attached to the post:** Attending the duties as assigned by the Administration Division; Maintenance of vehicles etc.

6. Applications of only such officials/candidates will be considered which are routed through proper channel and are accompanied by (i) Bio-data as per Proforma (Annexure) (ii) Photocopies of ACRs/APARs for the last five years, if applicable, duly attested (Signed and Stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate or a Statement giving detail of Major or Minor penalties imposed on the officers, if any, during the last 10 years as per Proforma (Annexure). It may also be verified and certified that the particulars furnished by the official are correct.

Complete advertisement together with Bio-data format and Certificate to be furnished by employer (Annexure) etc. are available on the Cabinet Secretariat's Website <https://cabsec.gov.in/> (Under the Heading 'More' > 'Vacancies').

7. Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Director (Admn.), Cabinet Secretariat, Seva Teerth, New Delhi-110004, latest by 20.11.2026. Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

Samir Kr.

(Samir Kumar)

Under Secretary to the Govt. of India
Tel: 2301 9587

To,

1. Under Secretary (Admin) of all Ministries/Departments of Government of India.
2. Ministry of Home Affairs; {Kind attn: Shri Shiv Ram Meena, DS(Coord-I)}, R. No. 34063, 4th floor, Kartavya Bhawan-3, New Delhi - with the request to give wide publicity to the aforesaid circular among the personnel of Central Police Organization to nominate the names of willing SCDs/Despatch Riders/MTSs for the post of Staff Car driver in Cabinet Secretariat on deputation/absorption basis.

Copy also to:

1. NIC, Cabinet Secretariat -for posting the circular on Cabinet Secretariat's website.
2. Hindi Section- for Hindi version.

PROFORMAApplication for the post of Staff Car Driver (Ordinary Grade)

1. Name of the Applicant :
(in Block Letters)
2. Address :
(Office) :
(Residence) :
Telephone No. (Office/Residence) :
3. Father's / Husband's name :
4. Date of Birth :
and Age as on closing date of application :
5. Date of Entry in Govt. Service :
6. Date of retirement under Central Govt. Rule :
7. Educational/Professional Qualifications :
8. Present Post held :
(a) Scale of Pay :
(b) Present Pay :
9. Date of regular appointment to the post :
10. Post held (whether ad-hoc/regular/deputation) :
incase the present employment is held on deputation basis, please state-
(a) The date of initial appointment :
(b) Period of appointment on deputation :
(c) Name of the parent office :
(d) Name of the post and pay of the post held in :
substantive capacity in the parent organisation
11. Brief service particulars and experience :

Period		Post held on regular basis	Scale of Pay	Organisation and station served	Brief description of duties
From	To				

12. Experience in Driving (Experience Certificate to be attached) :
13. Knowledge of Motor Mechanism with specific reference to training course etc. possessed, if any :
14. Driving License details (No., class of vehicle, validity, etc.)
(photocopy to be attached) :
15. Additional information, if any which you would like to maintain in support of your suitability for the post :
16. Whether belongs to SC/ST/OBC/PH :
17. Please state clearly whether in the light of Entries made by you above, you meet the requirement of the post? :

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.

(Signature of candidate)

Name: _____

Designation: _____

Date: _____

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Certification by the Employer/ Cadre Controlling Authority

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

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms._____.
- (ii) His/ Her integrity is certified.
- (iii) Photocopies of his/ her 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.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years
OR A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Date:

Signature of sponsoring Authority
(with office seal)