

New Delhi, the 24th June, 2015

CIRCULAR

Subject: Filling up of the post of Staff Car Driver (Ordinary Grade) in the Cabinet Secretariat(Main).

The undersigned is directed to say that it is proposed to fill up two posts of Staff Car Driver (Ordinary Grade) in the pay Band PB-1 of Rs. 5200-20200/- with Grade Pay of Rs.1900/- (Group 'C', Non-Gazetted and Non-Ministerial), on deputation basis, in the Cabinet Secretariat(Main) at New Delhi from amongst the eligible Staff Car Drivers, regular Despatch Riders and Multi-Tasking-Staff(MTS) (erstwhile Group'D' employees) who possess the following educational and other qualification in the Ministries/ Departments to the Govt. of India.

Essential:

- (i) Possessing valid driving license for motor cars;
- (ii) Having knowledge of motor mechanism (the candidate should be able to rectify minor defects in the vehicles);
- (iii) Having experience of driving a motor car for at least three years.

Desirable:

- (i) Pass in 8th standard;
- (ii) 3 years' experience as Home Guard/Civil volunteers.

2. Application in the prescribed proforma (Annexed) of eligible and willing candidates along with up-to-date Performance Report and Vigilance Clearance may please be forwarded 'through Proper Channel' to the undersigned latest by 10th August, 2015.

3. The terms of deputation will be governed by the usual terms and conditions applicable to such deputation to Central Govt. Ministries/Departments.



(K.J.Sibichan)

Under Secretary to the Government of India

Tele: 23017066

To

1. All Ministries/Department of Govt. of India.
2. All Despatch Riders/ erstwhile Group'D' (MTS) employees in the Cabinet Secretariat including NA,CWC/PMD/O/o Secretary(Security)/DPG, PMG.
3. Redeployment and Re-Training Division(Surplus Cell), Department of Personnel and Training, Lok Nayak Bhavan, New Delhi for forwarding of applications, if any, of officials available in Surplus Cell.
4. Ministry of Home Affairs, Central Police Organization Division, North Block, New Delhi with the request to give wide publicity to the aforesaid circular among the personnel of CPOs to nominate the names of willing SCD for the post of Staff Car Driver in Cabinet Secretariat on deputation basis.

Copy for information to :

All controlling Officers in the Cabinet Secretariat with the request to bring the circular to the notice of the concerned officials.

NIC-for posting on Cabinet Secretariat's website please.

ANNEXURE

APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN CABINET SECRETARIAT, R.P.BHAVAN:

1.	Name	:	
2.	Date of Birth	:	
3.	Whether SC/ST/OBC	:	
4.	Whether appointed on regular/temporary/ad-hoc basis and date of such appointment	:	
5.	Present pay along with Pay Band and Grade Pay	:	
6.	(i) Educational Qualification (ii) Experience of driving Motor Cars/Knowledge of Motor Mechanism	:	
7.	Whether the applicant fulfills the eligibility conditions prescribed	:	Yes/No
8.	Date of joining Govt. service	:	
9.	Posts held since joining the service with details of duty performed during the period	:	
10.	Details of valid Driving Licence for Motor Cars	:	

Place & Date:

(Signature of the candidate)

CERTIFICATE

Ministry/Department.....

I certify that the facts mentioned above have been verified and found correct.

(Under Secretary(Admn/Estt.) or equivalent level officer)