

F.No.A.12011/13/2005-Estt.
Government of India
Ministry of Consumer Affairs, FoPod & Public Distribution
Department of Consumer Affairs

Krishi Bhavan, New Delhi

14th October, 2016
17th


OFFICE MEMORANDUM

Subject: Filling up of one post of Staff Car Drivers (Ordinary Grade) in the Department of Consumer Affairs—reg.

It is proposed to fill up one post of Staff Car Driver (Ordinary Grade) in the Department of Consumer Affairs in the Pay Level-II in the Pay Matrix of CCS (RP) Rules, 2016 on deputation/ absorption basis. The eligibility conditions for recruitment to the post of Staff Car Driver (SCD) (Ordinary Grade) are detailed in Annexure-I (enclosed).

2. Applications are invited from regular Dispatch Riders, erstwhile Group 'D' employees (presently Group 'C' employees) and the Armed Forces Personnel due to retire or who are to be transferred to reserve within period of one year and who are willing to be considered for appointment as Staff Car Driver (Ordinary Grade). All Ministries / Departments are requested to circulate the vacancies. Directorate General of Re-settlement is also requested to circulate the vacancy amongst Defence personnel who fulfills the eligibility conditions for filling up this post by deputation / re-employment basis. Applications may be sent in the enclosed Proforma (Annexure-II) to Establishment Section of this Department. The application must be routed through proper channel and application in prescribed format shall only be accepted. The sponsoring authorities are requested to forward the application of eligible and interested candidates who can be spared immediately in the event of their selection. While forwarding the applications, photocopies of APARs (Performance report) of last 5-years (duly attested), Cadre Clearance and Vigilance Clearance Certificate of the candidates concerned should also be forwarded. Certificate in this regard may please be given in the prescribed proforma i.e Annexure-III. The application duly filled in may be forwarded to the Under Secretary (Establishment), Department of Consumer Affairs by 30th November, 2016

Encl. Annexure-I, II & III


(M.A. Chaudhury)
Under Secretary (Estt.)
Phone: 2338 11 20

Copy to:-

- 1) All Ministries / Department of Govt. of India, New Delhi
- 2) All Officers/ Sections of Department of Consumer Affairs through E-Office notice board.
- 3) Notice Boards Department of Consumer Affairs
- 4) Ministry of Defence (Department of Ex-serviceman) Directorate General of Re-settlement), West Block-4, R.K. Puram, New Delhi-110 066.
- 5) Guard File.

ELIGIBILITY CONDITIONS FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE DEPARTMENT OF CONSUMER AFFAIRS

ESSENTIAL

- (i) Possession of a valid driving license for Motor Cars.
- (ii) Have the knowledge of Motor Mechanism (the candidate should be able to remove minor defects in vehicles)
- (iii) Experience of driving a motor car for at least three years.
- (iv) 10th Standard Pass

DESIRABLE

Three years' service as a Home Guard / Civil Defence Volunteer

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. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

Note: 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/ department of the Central Govt. shall ordinarily not exceed 3-years. The maximum age limit for deputation is 56-years on the closing date of receipt of application.

PROFORMA

1. Name
2. Father's Name
3. Date of Birth
4. Present Post held
5. Level in the Pay Matrix of the Post held
6. Educational Qualifications
7. Residential Address
8. Whether holding permanent Driving license and the date Upto which it is valid
9. Experience (if any), documentary proof to be attached
10. Whether belongs to SC/ST/OBC
11. Contact number

Date :

Signature of the Applicant

Place:



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 possesses educational qualifications 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.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs 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).

Counter signed

(Employer/ Cadre Controlling Authority with Seal)