

F.No.A. 12011/13/2005-Estt.
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
(Department of Consumer Affairs)

Krishi Bhawan, New Delhi,
23rd September, 2016

OFFICE MEMORANDUM

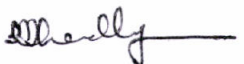
26th

Subject: Filling up the post of Staff Car Driver (Ordinary Grade) in the Department of Consumer Affairs- reg.

Applications are invited from Group C employees in Level 1 of Pay Matrix in the Department of Consumer Affairs for filling up of the post of Staff Car Driver (Ordinary Grade) in this Department on deputation or absorption basis.

2. The details of the post alongwith eligibility criteria required are given in **Annexure-I**. The application in the prescribed proforma (Annexure-2) complete in all respects may be sent to the undersigned within 15 days positively from the date of issue of this OM. Candidates who volunteer for this post will not be permitted to withdraw name later.

Encl : A, A-


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

To

1. All the Group C employees in the Level 1 of Pay Matrix.
2. All the sections in the Department of Consumer Affairs
3. NIC, Cell, DoCA for uploading circular on the website of DoCA.

4. US, S.A, DoCA

1	Name of Post	Staff Car Driver (Ordinary Grade)
2	Classifications	General Central Services Group 'C' (Non Gazetted, Non Ministerial)
3	Pay Matrix	Level 2
4	Method of appointment	Deputation or Absorption
5	Eligibility Conditions	<p>Officers working as regular Dispatch Rider (Group C) and Group C employees in Level 1 of Pay Matrix in the Department of Consumer Affairs who fulfil necessary qualifications as mentioned below :-</p> <p>Essential :</p> <ol style="list-style-type: none"> 1. Possession of a valid Driving License for motor cars. 2. Knowledge of motor mechanics (the candidate should be able to remove minor defects in vehicle). 3. Experience of driving a motor car for atleast three years; and 4. Pass in 10th Standard Desirable ; <p>Three years service as Home Guard</p> <p>Civil Volunteer</p>
6	Age Limit	Not exceeding 56 years of age as on closing date of receipt of application.

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian Era)	
3.i) Date of Entry into Service	
ii.) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other Qualifications required for the post are satisfied. (If any of the Qualifications has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)	
Qualifications /Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification -i.) Class X (for other Ministry employees)	A) Qualification
ii) Knowledge of motor mechanics (should be able to remove minor defects in vehicle)	
B) Experience- 3 years experience of driving a motor car	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience- 3 years service as Home Guard/ Civil Volunteers	B) Experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on Regular Basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on Regular Basis	Nature of Duties (in Detail) highlighting Experience required for the applied post

*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the posts held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate; may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of Present Employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state			
a.) The Date of initial appointment	b.) Period of appointment on deputation/contract	c.) Name of the parent office/organization to which the applicant belongs	d.) Name and pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of officers already on Deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate			
9.2 Note: Information Under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn:		
Basic Pay in PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an organization which is not following the Central Government, Pay Scales, the latest Salary Slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with scale of Pay and rate of increment	Dearness Pay/Interim relief/other allowances etc., (with break-up details)	Total Emoluments
16. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)		
(Note: Enclose a separate sheet, if the space is		

Day

insufficient)	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the relevant Documents in respect of Essential Qualification/Work Experience submitted by me also be assessed by the selection Committee at the time of Selection for the post. The information/Details provide 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 the Candidate)

Address: _____

Date _____

Day

