

A-12017/01/2017-SDE
Government of India
Ministry of Skill Development and Entrepreneurship

2nd Floor Shivaji Stadium Annexe
Building, Shaheed Bhagat Singh Marg, New
Delhi-110001.

Dated: 22nd March, 2017

OFFICE MEMORANDUM

Subject: Filling up of one (01) post of Staff Car Driver (Ordinary Grade) in the Ministry of Skill Development and Entrepreneurship

It is proposed to fill up one (01) post of Staff Car Driver (Ordinary Grade) in the Ministry of Skill Development and Entrepreneurship in the Pay at Level-2 in the Pay Matrix of CCS (RP) Rules, 2016 on deputation/absorption basis, initially for a period of one year to be extended up to 3 years which may likely to be absorbed. 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 Staff Car Drivers / 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 who are willing to be considered for appointment as Staff Car Driver (Ordinary Grade). 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. Cadre Clearance and Vigilance Clearance Certificate of the candidates concerned should also be forwarded. Last date for receipt of application in Establishment-I section is 17.04.2017. Applications received after last date/without requisite documents will not be considered.



(Sonu Bhatia)

Under Secretary to the Govt. of

India Tele: 23450836

Encl: Annexure-I & Annexure-II

Copy to:

- (i) All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
- (ii) All the Sections in MSDE
- (iii) NIC Cell with the request to upload the circulars on the website of this Ministry.

ELIGIBILITY CONDITIONS FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

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 Defense 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 organization/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.

ANNEXURE-II

PROFORMA

1. Name :
2. Father's Name :
3. Date of Birth :
4. Present post held :
5. Pay Band + G.P. of post held :
6. Residential Address :
7. Educational Qualifications :
8. Whether holding permanent driving license and the date upto which is valid :
9. Whether passed the test of E&M Workshop, Govt. of India :
10. Experience (if any), documentary proof to be attached :
11. Whether belongs to SC/ST/OBC :
12. Contact Number :

Date:.....

Place:.....

Signature of the applicant