

F. No. A-12023/2/2022
Ministry of Finance
Department of Public Enterprises

Public Enterprises Bhawan,
Block No. 14, C.G.O. Complex,
Lodhi Road, New Delhi-110003
Dated the 30th Sept, 2022

Subject: Filling up of One post of Staff Car Driver (Ordinary Grade) {Group 'C' non-Gazetted, non-Ministerial, Pay Level-2} in the Department of Public Enterprises, Ministry of Finance on deputation/ absorption basis-regarding.

The undersigned is directed to say that One post of Staff Car Driver (Ordinary Grade) {General Central Service, Group 'C' Non-Gazetted, Non-Ministerial} in the Department of Public Enterprises, Ministry of Finance in Pay Level-2 (19900-63200) of 7th CPC is to be filled up initially for a period of ordinarily not exceed three years.

Deputation/Absorption:

From amongst the regular Dispatch Rider (Group 'C') and Group 'C' in Level 1 Rs. 18000-56900/- in the pay matrix in the Department of Public Enterprises who possess valid driving licence for motor cars on the basis of a driving test to assess the competence to drive motor cars, failing which from officials holding the post of Dispatch Riders on regular basis or regular Group C employees in Level 1 Rs. 18000-56900/- in the pay matrix in **other ministries of the Central Government** who fulfil the necessary qualification as **Annexure-I**.

Deputation/re-employment for 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 in the Annexure-I shall also be considered and such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.

2. The application in the attached Annexure -II from willing and eligible person whose services can be spared immediately on selection shall be forwarded by the Employer/Cadre Controlling Authority along with duly filled-in Certificate and attested copies of testimonials and APAR of last 5 years/vigilance Clearance Certificate etc., to the Under Secretary (Admn.), Department of Public Enterprises, Ministry of Finance. Room NO. 414, Block No. 14, C.G.O. Complex, Lodhi Road, New Delhi-110003 latest by **20.10.2022**, Applications received Otherwise than through proper channel and/ or without the above-mentioned documents and/ or after due date shall not be entertained.


(Nitin Kumar)

Under Secretary to the Govt. of India
Phone no. 24362883

Encl: Annexure-I & Annexure-II

Copy to:

- i. All Ministries/Department of Govt. of India, New Delhi.
- ii. All Officers/Sections of Department of Public Enterprises through E-Office.
- iii. Director General or Resettlement Employment Directors (Empl-II) West Block-IV, Ministry of Defence, R.K. Puram New Delhi -110066 with a request to intimate any suitable candidate available with them.

ANNEXURE-I

1	Name of Post	Staff Car Driver (Ordinary Grade)
2	Classification	General Central Service Group 'C'
3	Vacancy	01 (One)
4	Pay Scale	Level-02 (Rs. 19900-63200) of Pay Matrix of 7 th CPC
5	Method of Appointment	Absorption/Deputation/re-employment
6	Eligibility	<p>Deputation/ Absorption: From amongst the regular Dispatch Rider & (Group 'C') and other Group 'C' employees in level-I (Rs. 18000-56900) in the pay matrix in the Department of Public Enterprises who possess valid driving license for motor cars on the basis of a driving test to assess the competence to drive motor cars, failing which from amongst officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in level- I (Rs. 18000-56900) in the pay matrix in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in row (7).</p> <p>Deputation/re-employment for 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 and such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment</p>
7	Educational & Other Qualification Required	<p>Essential:</p> <ol style="list-style-type: none">i. Pass in 10th Standard;ii. possession of a valid driving license for motor cars;iii. knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle); andiv. experience of driving a motor car for at least three years. <p>Desirable: Three years' service as Home Guard or Civil Volunteer.</p>
8	Upper Age Limit	Not exceeding 56 (Fifty-Six) Years as on the closing date of receipt of application
9	Period of Deputation	The period of Deputation including the period in another ex-cadre post held immediately preceding the appointment in the same or some other Organization of Department of the Central Government shall ordinarily not exceed Three Years.

11	In case the Present employment is held on deputation basis please state:	
	(a) The date of Initial Appointment	
	(b) Deputation tenure	
	(c) Name of the Parent Office	
	(d) Name of the Post and pay of the post held in substantive capacity in the parent organization	

12. Brief Service Particulars and Experience:

Period		Post held on regular basis	Scale of Pay	Organization and station served	Brief Description of Duties
From	To				

13. Please State clearly whether in the light of entries made by you above meet the requirement of post?

14. Additional Information, if any, which you would like to mention in support of your suitability for the post:

15. Whether belongs to SC/ST/OBC/EWS?

16. Whether applying for Deputation/Absorption:

DECLARATION

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.

Date:

Place:

Phone Number:

Email ID:

Signature of the applicant

*Applicant should attach the documents in support of Date of Birth, Educational Qualifications, Copy of Driving License and Experience of Driving Motor Car for three years.

ANNEXURE-II

PROFORMA OF APPLICATION FOR DEPUTATION/ABSORPTION

Application for the post of Staff Car Driver (Ordinary Grade)
(To be filled in the Capital letter)

Self-Attested
Passport Size
Photograph is to
be pasted

S.No	Details	
1	Name of the Applicant	
2	Father's Name	
3	Date of Birth	
4	Present Educational Qualification	
5	Date of Entry in Govt. Service	
6	Date of Retirement under Central Govt. Rule	
7	Address (Office)	
8	Residential Address with PIN number	
		Pin:
9	Detail of valid Driving License and the date up to which it is valid	
		Valid up to :
10	Present Post held	
	(a) Whether the present post held is on Ad-Hoc/regular/deputation basis	
	(b) Pay Level	
	(c) Present Basic Pay	
	(d) Date of Appointment to present post	