

No. ADMN-12/2/2015-ADMIN
भारत सरकार/Government of India
महिला एवं बाल विकास मंत्रालय/Ministry of Women & Child Development

Shastri Bhawan, New Delhi-1

Dated: 7th June, 2023

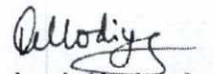
OFFICE MEMORANDUM

Subject: Filling up the post of Staff Car Driver in the Ministry of Women & Child Development on deputation/absorption basis - reg.

It is proposed to fill up one post of Staff Car Driver (Ordinary Grade) (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in Pay Level - 2 (Rs.19900-63200/-) on deputation/absorption basis in this Ministry from amongst eligible employees belonging to Group 'C' employees of the Ministries/Departments of Government of India including their attached/subordinate offices initially for a period of three years. The pay of the persons selected will be regulated in accordance with the instructions contained in DOPT's OM No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended from time to time. Particulars and eligibility conditions for the post are mentioned in Annexure-I.

2. Applications of only those candidates who can be relieved immediately in the event of selection, may be forwarded to this Ministry through proper channel in the prescribed form (Annexure-II) together with attested photocopies of their complete and up-to-date ACR/APAR dossiers, if applicable, for the last five years and vigilance clearance to the undersigned at Room no. 310, A-Wing, Shastri Bhawan, New Delhi - 110001, latest by 7th July, 2023. Applications received after the stipulated time will not be entertained.

Encl.: Annexure I & II


(Vijay Prakash Nodiya)

Under Secretary to the Govt. of India

Tel.: 23382747

To,

- i. All Ministries of Govt. Of India
- ii. All Group 'C' officials of the Ministry of Women and Child Development
- iii. All attached/associate offices of M/o WCD
- iv. MWCD's e-office Notice Board
- v. Director(R.M.C.), Department of Ex-servicemen Welfare, West Block - 4, RK Puram, New Delhi - 4
- ✓vi. Director (CS), DOPT, Lok Nayak Bhawan, Khan Market, New Delhi - **with a request to upload this circular on DOPT's website for wider circulation.**

50 (AD III) 035
V.S. (M.D.)
Sun
16/6/2023

ANNEXURE-I

| | | |
|----|----------------------|--|
| 1. | Name of the Post | Staff Car Driver (Ordinary Grade) |
| 2. | Classification | General Central Service Group 'C' Non-Gazetted, Non-Ministerial |
| 3. | Pay Level | Pay Level 2 (Rs.19900-63200) |
| 4. | Eligibility | <p>A. Essential:</p> <ul style="list-style-type: none">i. Possession of a valid driving license for motor cars;ii. Knowledge of motor mechanism (the candidate should be able to remove minor defects in the vehicle);iii. Experiencing of driving a motor car for at least three years; andiv. Pass in 10th standard. <p>Desirable:</p> <p>3 years' service as Home Guard/Civil Volunteers.</p> <p>Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority.</p> <p>Note 2: The qualification regarding experience is/are relaxable at the discretion of the competent authority in case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> |
| 5. | Period of Deputation | Initially for three years |

PROFORMA

(to be furnished in triplicate)

1. Name (in block letters):
2. Date of Birth and Age:
3. Date of entry in the Government service:
4. Date of Retirement:
5. Qualifications/experience possessed by the candidate:

| Qualifications/Experience possessed by the candidate | |
|--|-----------|
| Essential | Desirable |
| | |

6. Nature of the present post such as-
Name of the post:
Since when:
Ad-hoc/Regular:
Pay Level:
7. Details of employment in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

| Name of the office | Post held whether Adhoc/Regular | From | To | Pay Level | Nature of Duties |
|--------------------|---------------------------------|------|----|-----------|------------------|
| | | | | | |

8. Whether SC/ST/OBC
9. Date of return from the last deputation to ex cadre post
10. Any other information, if any, chronological order, in support of your suitability for the post (Enclose a separate sheet, if the space is insufficient)

(Signature of the candidate)

Address: