

No. A-32016/3/2023-Admn.II
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING

2nd Floor, 22020, Kartavya Bhawan-2
New Delhi, dated 10 June, 2026

CIRCULAR

Subject: Filling up of three (03) posts of Staff Car Driver (Ordinary Grade) in Main Secretariat, Ministry of Information & Broadcasting-regarding.

The Ministry of Information & Broadcasting proposes to fill up three vacant posts of Staff Car Driver (Ordinary Grade) in Pay Matrix Level-2 (pre-revised Pay Band-1: ₹5200–20200 with Grade Pay of ₹1900) on Deputation/Absorption/re-employment basis.

2. The period of deputation tenure will initially be for a period of three years. The terms and conditions for deputation will be as stipulated in DoPT's O.M No. 6/8/2009-Estt.(Pay-II) dated 22.04.2016 and OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

3. As per the Recruitment Rules, the eligibility conditions for appointment as Staff Car Driver(Ordinary Grade) are as under:

Deputation/ Absorption:

From amongst the regular Despatch Rider (Group 'C') and Group 'C' employees in Pay Band -1 Rs. 5200-20200 Grade Pay of Rs. 1800 in the Main Secretariat of Information & Broadcasting who possess valid Driving License for Motor Cars on the basis of Driving Test to access the competence to drive Motor Cars failing which from officials holding the post of Despatch Rider on regular basis or regular Group C employees in Pay Band -1 Rs. 5200-20200 Grade Pay of Rs. 1800/- in Media Units and Public Sector Undertakings under Ministry of Information and Broadcasting failing which from other Ministries of the Central Government who fulfill the necessary qualifications.

Deputation or 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. 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 1: 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 Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/absorption shall be " Not exceeding 56 years" as on the closing date of receipt of applications.)

Essential	Desirable
i. Matriculation or equivalent from a recognized Board or University ii. Possession of valid driving license for motor cars iii. Knowledge of motor mechanism (The candidate should be able to repair minor defects in vehicles) iv. Experience of driving a motor car for at least three years Note 1: The qualification regarding experience is relaxable in the case of candidates belonging to the Scheduled castes or Scheduled tribes at the discretion of the competent authority, if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.	Three years service as Home Guard or Civil Volunteers.

The applicants will be required to undergo a driving test and then will be screened by the DPC for recommendation.

4. Applications of only those officials, whose services could be spared immediately on their selection, may be forwarded in the prescribed pro-forma, given in Annexure-I and certificate from Head of Office along with following documents to the undersigned **within a period of 60 days from the date of publication of this circular in the Employment News:**

- a) Annual Performance Appraisal Reports/Work and Conduct Report of preceding five years,
- b) Vigilance Certificate,
- c) Integrity certificate,
- d) Copy of driving license, and educational qualifications as per para 3) above.

5. The applications complete in all aspects should reach the following address

Ms. Ivneet Kaur, Under Secretary (Admn.), Ministry of Information & Broadcasting, 2nd Floor, 22020, Kartavya Bhawan-2, New Delhi-110001.

Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently.

Digitally signed by
IVNEET KAUR
Date: 10-06-2026
16:11:43

(Ivneet Kaur)
Under Secretary to the Government of India
Tel: 011-24015760

To,

(for wide circulation amongst the eligible staff as per details mentioned in para 3 above)

1. All Ministries/Departments under Central Government.
2. All Media units/PSUs under Ministry of Information & Broadcasting.
3. All Concerned Sections/Desks in the Main Sectt.
4. CBC with the request to get the advertisement published in the next issue of "Employment News" under intimation to the Ministry

**APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN
MINISTRY OF INFORMATION AND BROADCASTING**

1. Name and Designation :
2. Date of Birth :
3. Official Address with Contact details :
4. Educational Qualification :

Sl. No.	Name of the office	Post held	Period		Whether Regular/Adhoc/ Deputation/others	Pay band with Grade Pay
			From	To		

5. Details of Service in chronological order
6. Driving experience :
- a. Driving License no.
(enclose a copy of Driving License)
- b. Date of Issue/Renewal
- c. Name of the issuing authority
7. Do you have the knowledge of motor mechanism :
8. Whether belong to reserved category :
(if yes, then indicate SC/ST)
9. Please state clearly whether in the light of :
entries given above, you meet the requirement
of the post.
10. Any other relevant Information :

DECLARATION

I hereby declare that all the statement made in the application is true, compete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility being detected at any stage, my candidature/ appointment may be cancelled/ terminated without issuing any notice.

Date:

Signature of Applicant

CERTIFICATE

(To be furnished by the Employer/ Head of Office/ Forwarding Authority)

The information/ details provided in the above application by..... 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 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 penalties have been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Place:
Date:

Name & Signature
of Head of Office with office
seal