

No. A-32016/2/2015-Admn.II
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING

6th Floor, A-Wing, Shastri Bhawan
New Delhi, the 18th March, 2020

CIRCULAR

Subject: Preparation of a panel of officials for filling up two (02) posts of Staff Car Driver (Ordinary Grade) in Main Secretariat-regarding.

The Ministry of I&B proposes to prepare a panel of willing and eligible officials for appointment to the post of Staff Car Drivers (Ordinary Grade) in Pay Matrix Level-2 (pre-revised Pay in PB-1 Rs. 5200-20200/- with Grade Pay of Rs. 1900/-) on Deputation/Absorption basis in the Main Secretariat of the Ministry. In case, appointment is made through deputation, the period of deputation tenure will initially be for a period of 3 years. The total number of vacancies likely to be filled up are two (01 existing vacancy and 01 anticipated vacancy).

2. As per the Recruitment Rules, the post of Staff Car Driver (Ordinary Grade) is to be filled up from amongst :-

- The regular Despatch Rider (Group 'C') and Group 'C' employees in Pay Matrix Level -1 as per 7th CPC (pre-revised PB-1 Rs. 5200-20200/- + Grade Pay Rs. 1800/-) in the Main Secretariat of this Ministry 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 officials holding the post of Despatch Rider on regular basis or regular Group 'C' employees in Pay Matrix Level-1 (pre-revised PB-1 Rs. 5200-20200 with grade Pay Rs. 1800/-) in Media Units and Public Sector Undertakings under this Ministry; failing which
- From other Ministries of the Central Government who fulfill the necessary qualifications as per RRs.

3. Eligibility conditions for selection as Staff Car Driver (Ordinary Grade) are as under:

Essential	Desirable
a. Possession of valid driving license for motor cars	3 years service as Home Guard/Civil Volunteers
b. Knowledge of motor mechanism	
c. Experience of driving a motor car for at least three years	
d. Matriculation or equivalent from a recognized Board or University	

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

4. The willing and eligible officials may submit the application as per the enclosed Annexure through proper channel latest by 25/04/2020 to the address under mentioned:

Shri Omkar, SO (Admn. II)
Ministry of I& B, Govt. of India
Room No. 651, 'A' Wing,
Shastri Bhawan, New Delhi.

(Shailesh Gautam)

Under Secretary to the Government of India

Tele: 23384990

To

1. All Sections/Desks in the Main Sectt.

2. All Media Units/Attached offices/PSUs under M/o I & B

ANNEXURE

APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN MINISTRY OF INFORMATION AND BROADCASTING ON DEPUTATION/ABSORPTION BASIS

1. Name and Designation :
2. Date of Birth :
3. Present Basic Pay and Pay Matrix Level :
4. Official Address with Contact details :
5. Mobile No. :
6. Educational Qualification :

7. Details of Service in chronological order

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

8. Driving experience :
 - a. Driving Licence no. :
(enclose a self certified copy of Driving License)
 - b. Date of Issue/Renewal :
 - c. Name of the issuing authority :
9. Do you have the knowledge of motor mechanism :
10. Whether belong to reserved category :
(if yes, then indicate SC/ST/OBC)
11. Please state clearly whether in the light of entries given above, you meet the requirement of the post. :
12. Any other relevant information :

Date:

Signature of Applicant