

**No. A-12011/01/2024-Ad.I**  
**भारत सरकार / Government of India**  
**मंत्रिमंडल सचिवालय / Cabinet Secretariat**  
**राष्ट्रपति भवन / Rashtrapati Bhawan**

New Delhi, the 11<sup>th</sup> June, 2024

**VACANCY CIRCULAR**

**Subject: Filling up of one (01) vacancy in the grade of Staff Car Driver (Ordinary Grade) in Level 2 of Pay Matrix (Rs.19900-63200/-) in the Cabinet Secretariat- reg**

**1. Details of post:**

- |                             |  |
|-----------------------------|--|
| I. Name of the post         | : Staff Car Driver (Ordinary Grade)                                      |
| II. Number of posts         | : 01 (One)   |
| III. Classification of post | : General Central Service, Group 'C', Non-Gazetted, Non-Ministerial      |
| IV. Pay Scale               | : Level 2 of Pay Matrix (Rs. 19900-63200/-).                             |
| V. Age Limit                | : Not exceeding 56 years on the closing date of receipt of Applications. |

**2. Eligibility Conditions for appointment:**

From the officials holding the post of Despatch Rider (Group C) on regular basis or regular Group 'C' employees in level-1 of pay matrix in Ministries or Departments of the Central Government, who fulfil the necessary qualifications as under:

**Essential:**

- i. Matriculation
- 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);
- iv. Experience of driving a motor car for at least three years;

**Desirable**

- i. Three years' service as Home Guard/Civil volunteers.

**(ii) 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 & qualifications prescribed above and recommended by the Director General of Resettlement, Ministry of Defence shall also be considered and such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.

**3. Place of posting:** New Delhi latest jobs updates @ [Recruitmentofficer.in](mailto:Recruitmentofficer.in)

**4. Regulations of Pay and other terms of Deputation:** The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's OM no. 6/08/2009-Estt.-(Pay.II) dated 17.06.2010 as amended from time to time. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.

**Cont...**

**5. Duties and responsibilities attached to the post:** Attending the duties as assigned by the Administration Division; Maintenance of vehicles etc.

**6.** Applications of only such officials/candidates will be considered which are routed through proper channel and are accompanied by (i) Bio-data as per Proforma (Annexure) (ii) Photocopies of ACRs/APARs for the last five years, if applicable, duly attested (Signed and Stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate or a Statement giving detail of Major or Minor penalties imposed on the officers, if any, during the last 10 years as per Proforma (Annexure-). It may also be verified and certified that the particulars furnished by the official are correct.

latest jobs updates @ [Recruitmentofficer.in](https://recruitmentofficer.in)

Complete advertisement together with Bio-data format and Certificate to be furnished by employer (Annexure) etc. are available on the Cabinet Secretariat's Website- <https://cabsec.gov.in/> (Under the Heading 'More' > 'Vacancies').

**7.** Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Deputy Secretary (Admn.), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-110004, **latest by 23.07.2024**. Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

*Saumitra Sahar*

(Saumitra Sahar)

Under Secretary to the Govt. of India

Tel: 2301 4224

To:-

1. Under Secretary (Admin) of all Ministries/Departments of Government of India.
2. Ministry of Home Affairs, Central Police Organization Division, North Block, New Delhi with the request to give wide publicity to the aforesaid circular among the personnel of CPOs to nominate the names of willing SCDs/Despatch Riders/MTSs for the post of Staff Car driver in Cabinet Secretariat on deputation/absorption basis.

Copy also to:

1. NIC, Cabinet Secretariat -for posting the circular on Cabinet Secretariat's website.
2. Hindi Section-for Hindi version

**PROFORMA****Application for the post of Staff Car Driver (Ordinary Grade)**

1. Name of the Applicant :  
(in Block Letters)
2. Address :  
(Office) :  
(Residence) :  
Telephone No. (Office/Residence) :
3. Father's / Husband's name :
4. Date of Birth :  
and Age as on closing date of application :
5. Date of Entry in Govt. Service :
6. Date of retirement under Central Govt. Rule :
7. Educational/Professional Qualifications :
8. Present Post held :  
(a) Scale of Pay :  
(b) Present Pay :
9. Date of regular appointment to the post :
10. Post held (whether ad-hoc/regular/deputation) :  
in case the present employment is held on deputation basis, please state-  
(a) The date of initial appointment :  
(b) Period of appointment on deputation :  
(c) Name of the parent office :  
(d) Name of the post and pay of the post held in :  
substantive capacity in the parent organisation :
11. Brief service particulars and experience :

Period		Post held on regular basis	Scale of Pay	Organisation and station served	Brief description of duties
From	To				

12. Experience in Driving (Experience Certificate to be attached) :
13. Knowledge of Motor Mechanism with specific reference to training course etc. possessed, if any :
14. Driving License details (No., class of vehicle, validity, etc.)  
(photocopy to be attached) :
15. Additional information, if any which you would like to maintain in support of your suitability for the post :
16. Whether belongs to SC/ST/OBC/PH :
17. Please state clearly whether in the light of Entries made by you above, you meet the requirement of the post? :

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.

(Signature of candidate)

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Cont..

Certification by the Employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possess educational qualification 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./Ms.\_\_\_\_\_.
- (ii) His/ Her integrity is certified.
- (iii) Photocopies of his/ her 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 penalty has been imposed on him/her during the last 10 years **OR** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Date:

Signature of sponsoring Authority  
(with office seal)