

F.No.A.12023/02/2016-Estt.IV
Government of India
Ministry of Health & Family Welfare
(Estt.IV Section)

Nirman Bhawan, New Delhi
Dated the 16/03/2022

OFFICE MEMORANDUM

Subject: Filling up of the post of Staff Car Driver (Ordinary Grade) (Group 'C', Non-Gazetted) Level-2 (Rs.19900-63200/-) on deputation basis in the Ministry of Health and Family Welfare.

Ministry of Health and Family Welfare invites application from eligible Government Servant to fill up seven posts of Staff Car Driver in Ordinary Grade, (Group-C, Non-Gazetted), Level-2 (Rs.19900-63200/-) on deputation / absorption basis. The pay of the Officials selected will be regulated in accordance with the Department of Personnel & Training's O.M. No. 2/6/2016-Estt. (Pay-II) dated 17.02.2016 as amended from time to time.

2. The name of the post, Level of Pay in the Pay Matrix, eligibility conditions and experience desired for the post are given in Annexure-I. It is requested that the applications of the Officials, who are eligible and willing to be considered for the post of Staff Car Driver (Ordinary Grade) and who can be spared, may be forwarded in proforma as per Annexure-II. The up-to-date character rolls / performance reports along with Vigilance clearance of the recommended officials may also be forwarded.

3. The applications with up-to-date APAR / Performance Report of last 5 years and Vigilance Clearance should reach this Department latest by 31.05.2022. Applications received after expiry of the stipulated date, without character rolls / performance reports and without proper channel etc. will not be entertained.

4. Officials who volunteer for the post will not be permitted to withdraw their names later.

Digitally Signed by K
Venkatesan
Date: 16-03-2022 14:04:15
Reason: Approved (K.Venkatesan)

UNDER SECRETARY TO THE GOVERNMENT OF INDIA

To

1. All Ministries / Departments of the Government of India
2. All Sections in the Ministry of Health and Family Welfare
3. Admn. II Section, Dte.GHS with 50 spare copies with the request to circulate among all the Sections / Desks / Cells under Dte.GHS
4. All subordinates offices of Ministry of Health and Family Welfare / Dte.GHS located in Delhi.

MINISTRY OF HEALTH AND FAMILY WELFARE

1.	Designation of Post	Staff Car Driver (Ordinary Grade) (Group 'C' - Non Gazetted)
2.	Level in the Pay Matrix	Level - 2 (Rs. 19900 - Rs. 63200/-)
3.	Method of Recruitment	<p>Deputation / Absorption.</p> <p>From amongst the regular Dispatch Riders (Group 'C') and other Group 'C' employees in Level 1 (Rs. 18000 - Rs. 56900/-) in the Pay Matrix holding the post on regular basis in the Ministry of Health and Family Welfare and possessing valid driving licence for motor cars failing which Dispatch Riders and other Group 'C' employees in Level 1 (Rs. 18000 - Rs. 56900/-) in the Pay Matrix holding the post on regular basis in other Ministries of the Central Government who possess the Qualification as mentioned below:-</p> <p><u>A. Essential</u></p> <p>(i) Possessing of a valid driving licence for motor cars. (ii) Experience of driving a motor car for at least three years. (iii) Pass in 10th Standard.</p> <p><u>B. Desirable</u></p> <p>(i) Three years service as Home Guard / Civil Defence Volunteers.</p> <p>The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the Schedule Castes or the Schedule Tribes, if at any stage of selection the Competent Authority is of the opinion that the sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
	For Ex-Servicemen	Deputation / Re-employment : 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 up to the date on which they are due for-release from the Armed Forces and thereafter, they may be continued on re-employment.
4.	Period of deputation	Ordinarily not exceeding 03 years.

ANNEXURE-II

APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE MINISTRY OF HEALTH AND FAMILY WELFARE

1. Name in full (block letters) :
2. Date of Birth (DD/MM/YY) :
3. Whether belongs to SC/ST/OBC :
4. Educational qualifications :
5. Department in which employed :
6. Date of appointment in Govt. :
7. Present post held, basic pay and level in the Pay Matrix :
8. Date from which working as Staff Car Driver / Dispatch Rider :
9. Date since when holding the valid Driving Licence for motor car. :
10. Details about the knowledge of Motor Mechanism :
11. Year in which passed the driving test from Govt. workshop :
12. Experience (in detail) :
13. Details of accident, if any, during last 3 years: :
14. Additional information, if any :

Signature of Candidate

Address-with Tel. Mobile No. (if any)

It is certified that information furnished in col. 1 to 14 above is correct as per records.

Signature – Administrative Head (US / DD/ equivalent)
Name and Designation with office seal