Government of India
Ministry of Social Justice & Empowerment
(Department of Social Justice & Empowerment)

Room No. 243. A-wing
Shastri Bhawan, New Delhi

Dated the 28th March, 2022

OFFICE MEMORANDUM

Subject: Filling up of three (03) posts of Staff Car Drivers (Ordinary Grade) { Group 'C' non-Gazetted , non-Ministerial, Pay Level -2} in the Ministry of Social Justice & Empowerment on absorption/deputation basis- regarding.

The undersigned is directed to say that Three (3) posts of Staff Car Drivers (Ordinary Grade) {General Central Service, Group 'C' Non-Gazetted, Non-Ministerial} in the Ministry of Social Justice and Empowerment in Pay Level-2 (19900-63200) of 7th CPC are to be filled up initially for a period of one year to be extended up to 3 years, which may likely to be absorbed, by:

Deputation/Absorption:

From amongst the regular Dispatch Rider (Group 'C') or Group 'C' employees in Level 1 in the Pay Matrix in the Ministry of Social Justice and Empowerment who possess valid Driving License for Motor Cars on the basis of a driving test to assess the competence to drive motor cars and officials holding the post of Dispatch Rider in other Ministries of the Central Government who fulfill the necessary qualifications as per **Annexure-I.**

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 in the **Annexure-I** 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.

2. The applications in the attached **Annexure-II** from willing and eligible persons whose services can be spared immediately on selection, shall be forwarded by the Employer/Cadre Controlling Authority along with duly filled-in Certificate and attested copies of testimonials and APAR of last 5 years/Vigilance Clearance Certificate etc, to the Section Officer(Estt-I), Department of Social Justice and Empowerment, Room No.243, A-Wing, Shastri Bhawan, New Delhi so as to reach before the last date of receipt of the application i.e. **12.05.2022**. Applications received otherwise than through proper channel and/or without the above mentioned documents and/or after due date shall not be entertained.

Signed by Asokan P.k
Date: 28-03-2022 16:14:00
Under Secretary to the Govt. of India
Reason: Approved

Encl: Annexure-I & Annexure-II

Copy to:

1. All Ministries/ Department of Govt. of India, New Delhi.
2. All Officers/ Sections of M/oSJ&E through E-Office Notice Board, M/oSJ&E
3. Director General of Resettlement Employment Directors (Empl-II) West Block-IV, Ministry of Defence, R.K Puram , New Delhi-110066 with a request to intimate any suitable candidate available with them.

ANNEXURE-I

1.	Name of Post	:	Staff Car Driver (Ordinary Grade)
2.	Classification	:	General Central Service Group 'C'
3.	Vacancy	:	03 (three)
4.	Pay Scale	:	Level-02 (Rs. 19900-63200) of Pay Matrix of 7th CPC
5.	Method of Appointment	:	Absorption/Deputation
6.	Eligibility	:	(i) Absorption/Deputation, Officials holding the post of regular Dispatch Rider (Group C) and Group 'C' employees in Level-I (Rs. 18000/- to 56900/-) in Ministries of Central Government. Or (ii) For Armed forces Personnel: Deputation or re-employment. (iii) The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of 1 Year and having the requisite experience and qualifications prescribed. Such person shall be given deputation terms up to the date on which they are due for release from Armed Forces; thereafter, they may be continued on re-employment.
7.	Educational & Other Qualification Required	:	**Essential:** (i) Must possess a valid driving license for Motor Car (ii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle) (iii) Experience of driving a motor car for at least Three Years (iv) Pass in 10th Standard/High School **Desirable:** (i) 03 Years service as Home Guard or Civil Volunteers
8.	Upper Age Limit	:	Not exceeding 56 (Fifty-Six) Years as on the closing date of receipt of application
9.	Period Of Deputation	:	The period of Deputation including the period in another ex-cadre post held immediately preceding the appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed Three Years.

ANNEXURE-II

PROFORMA OF APPLICATION FOR DEPUTATION/ABSORPTION

Application for the post of Staff Car Driver (Ordinary Grade)
(To be filled in the Capital letter)

Self-Attested Passport Size photograph is to be pasted

S.No	Details	
1	Name of the Applicant	
2	Father's Name	
3	Date of Birth	D D M M Y Y Y Y
4	Present Educational Qualification	
5	Date of Entry in Govt. Service	
6	Date of Retirement under Central Govt. Rule	
5	Address (Office)	
6	Residential Address with PIN number	Pin
7	Detail of valid Driving License and the date up to which it is valid	Valid up to
8	Present Post held	
	(a) Whether the present post held is on Ad-Hoc/regular/deputation basis	
	(b) Pay Level	
	(c) Present Basic Pay	

	(d) Date of Appointment to present post	
9	In case the Present employment is held on deputation basis please state:	
	(a) The date of Initial Appointment	
	(b) Deputation tenure	
	(c) Name of the Parent Office	
	(d) Name of the Post and pay of the post held in substantive capacity in the parent organization	

10. Brief Service Particulars and Experience:

Period		Post held on regular Basis	Scale of Pay	Organization and station served	Brief Description of Duties
From	To				

11. Please State clearly whether in the light of entries made by you above meet the requirement of post?

12. Additional Information, if any, which you would like to mention in support of your suitability for the post:

13. Whether belongs to SC/ST/OBC/EWS?

14. Whether applying for Deputation/Absorption:

DECLARATION:

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.

Date: .....

Place: .....

Phone Number:.....

Email ID:.....

Signature of the applicant

*Applicant should attach the documents in support of Date of Birth, Educational Qualifications, Copy of Driving License and Experience of Driving Motor Car for three years.