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No.A-32016/07/2014-Ad-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi-110001  
Dated the 16<sup>th</sup> December, 2016

19 DEC 2016

**Office Memorandum**

Subject: Filling up of four (4) posts of Staff Car Driver (Ordinary Grade) in the Ministry of Home Affairs (Proper) – Regarding.

It is proposed to fill up four (4) posts of Staff Car Driver (Ordinary Grade) in MHA(P) in Level 2 of the Pay Matrix with Basic Pay of Rs. 19900/- (Pay Band of ₹5200-20200 with Grade Pay of ₹1900/- pre-revised) on deputation/absorption basis. **One of the vacant posts is reserved for 'ST' candidate.** The eligibility conditions for recruitment to the post of SCD (Ordinary Grade) are detailed in Annexure-I (enclosed).

2. Applications are invited from regular Dispatch Riders and erstwhile Group 'D' employees (presently Group 'C' employees) who are willing to be considered for appointment as Staff Car Driver (Ordinary Grade). Applications may be sent in the enclosed Proforma (Annexure-II) to Ad-II Section. The application must be routed through proper channel and application in prescribed format shall only be accepted. The sponsoring authorities are requested to forward the application of eligible and interested candidates who can be spared immediately in the event of their selection. While forwarding the applications, photocopies of ACRs for the last 5 years and Vigilance Clearance Certificate of the candidates concerned should also be forwarded. **Last date for receipt of application in Ad-II Section is 30.01.2017. Applications received after the last date and without requisite documents will not be considered.**

(Amarendra Singh)  
Under Secretary to the Govt. of India  
Tel.No. 2309 2085

**Encl.:** Annexure-I & Annexure-II

Copy to:

1. All Ministries/Departments of Government of India, New Delhi.
2. All Officers/Sections/Desks of MHA(P) including D/o Official Language & D/o Justice.
3. Notice Boards of North Block, Jaisalmer House & NDCC-II Building, MHA, New Delhi.
4. Office Council, MHA.
5. SO(IT) for uploading on the Ministry's website i.e. mha.nic.in.

(Amarendra Singh)  
Under Secretary to the Govt. of India

Annexure – I

ELIGIBILITY CONDITIONS FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE MINISTRY OF HOME AFFAIRS (PROPER):

**A. Essential:**

- (i) Possession of a valid driving license for Motor Cars.
- (ii) Have the knowledge of Motor Mechanism (the candidate should be able to remove minor defects in vehicles).
- (iii) Experience of driving a motor car for at least three years.

**B. Desirable**

- (i) 8<sup>th</sup> Standard Pass.
- (ii) 3 years service as a Home Guard/Civil Defence Volunteer.

**Note:** 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 3 years. **The maximum age limit for deputation is 56 years on the closing date of receipt of application.**

(3)

**ANNEXURE – II**

**PROFORMA TO BE FILLED UP FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) in Level 2 of the Pay Matrix with Basic Pay of Rs. 19900/- (Pay Band of ₹5200-20200 with Grade Pay of ₹1900/- pre-revised) on deputation/absorption basis in the Ministry of Home Affairs (Proper):**

1. Name :
2. Father's Name :
3. Date of Birth :
4. Present post held :
5. Pay Band + Grade Pay of the post held :
6. Educational Qualification :
7. Residential Address :
8. Whether holding permanent driving license :  
and the date upto which it is valid  
(Attach attested photo copy)
9. Whether passed the test of E&M :  
Workshop, Govt. of India (attach proof)
10. Experience (if any), (Documentary :  
proof to be attached)
11. Whether belongs to SC/ST/OBC :
12. Phone/Mobile Number :

Date:.....

Place:.....

SIGNATURE OF THE APPLICANT

**(To be filled by the Administrative Section)**

Name of the Ministry \_\_\_\_\_

Department \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_

'Certified, that, the particulars given above are true and have been verified from the office records.'

The applicant, if selected, will be relieved immediately.

It is certified that no vigilance case is pending or being contemplated against Shri \_\_\_\_\_  
\_\_\_\_\_ and his integrity is certified.

SIGNATURE OF THE OFFICER CONCERNED

Full Address with Phone No. with official seal