

GOVERNMENT OF INDIA
CENTRAL GROUND WATER BOARD
MINISTRY OF JAL SHAKTI
DEPARTMENT OF WATER RESOURCES,
RIVER DEVELOPMENT & GANGA REJUVENATION
SOUTH WESTERN REGION,
BENGALURU -560102

Regional Director, Central Ground Water Board (CGWB), Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, South Western Region, Bhujal Bhawan, 27th Main, 7th Cross, HSR Layout Sector-1, Bengaluru-560102 invites applications from Indian citizens for recruitment of 24 posts of Staff Car Driver (Ordinary Grade), Group-'C' (Ministerial, Non-Gazetted), temporary but likely to continue in CGWB, Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Government of India. Applications in the prescribed format with supporting documents may be submitted in an envelope superscribed "**APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)**" addressed to the Regional Director in the above address by registered / speed post to reach **on or before 31-01-2022**. The eligibility and other details are mentioned below:-

S. No.	Details of Posts	Description of Post
1.	Name of Post	Staff Car Driver (Ordinary Grade)
2.	Number of vacancies	CATEGORY
		UR EWS OBC SC ST
		15 00 05 03 01
		Total Vacancies 24 Posts (including Ex-servicemen-01)
3.	Classification	General Central Service Group-C (Non-Gazetted, Ministerial)
4.	Level in Pay Matrix	Level-2 (Rs.19,900-63,200) in Pay Matrix
5.	Age Limit	<p>Between 18 to 27 years (please see Note-1 below). (Relaxation admissible for 5 years for SC / ST candidates and 3 years for OBC candidates). (Relaxable for Government servants, who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application upto 40 years in case of general candidates and upto 45 years in case of candidate belonging to Scheduled Caste or Scheduled Tribe in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Relaxable for Ex-servicemen (ESM)-3 years after deduction of the military service rendered from the actual age as on the closing date.</p> <p>Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment, if he/she immediately after joining civil employment, gives self declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates except Assam, Meghalaya, Manipur, Nagaland, Arunachal Pradesh,</p>

		<p>Sikkim, Ladakh Division of Jammu Kashmir State, Lahaul and Spiti Division and Pangti Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep.The closing date of receipt of application in the case of candidates from the above States/UTs will be 7-02-2022, 17.00hrs.</p> <p>Note 2:- In case of recruitment made through the employment exchange, the crucial date for determining the age limit shall be the last date up-to which the employment exchange have been asked to submit the list of names in respect of eligible candidates.</p>
6.	Educational and other qualification / experience required for direct recruits	<p>(i) Matriculation from a recognised Board. (ii) Possess valid driving license for Heavy vehicle; (iii) Three years experience of driving Heavy Vehicles(after possessing Heavy Vehicle Driving License) from Central/State Government/Public Sector Undertaking/ Private Sector Company registered under Company Act (iv) Knowledge of motor vehicle mechanism; and (v) Ability to read and write Hindi or English language and numbers</p>
7.	Place of posting	Anywhere in India
8.	Period of Probation	02 (Two) years
9.	Regular or temporary	Post is temporary but likely to continue
10.	Description of Duties	<p>He/She is required to drive all kinds of the vehicles i.e. Heavy/ Medium / light, available in the Board. He/She is required to shift the rigs / heavy machinery / camp equipment when posted in the division / rig-unit and to maintain the vehicle. He/She is responsible for maintaining the log-book of the vehicle in his charge. He/She is responsible for getting the monthly abstract of mileage done, POL drawn/ used, prepared and signed by the officer-in-charge. He/She will ensure timely servicing of the vehicle. While driving he will ensure safety of the vehicle, material & person (s). He/She will be responsible for lodging an FIR with the nearest Police Station in the event of any accident/ theft, enroute and also inform the H.O.O/ Officer-in-Charge. He/She will ensure keeping papers of the vehicle (registration book etc.) intact and updated.</p>
11.	Last date of receipt of application	<p>The envelope containing the application should be marked / super scribed "APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)" addressed to the Regional Director on the above address by registered / speed post to reach on or before 31-01-2022, up to 17:00 hours. 45 days of publication date of advertisement.</p> <p>Application received after the due date and time will not be accepted and are liable to be summarily rejected. This office will not responsible for any postal delay.</p>
12.	How to apply	<p>Interested candidates who fulfil the above criteria and are willing to serve anywhere in India may apply. If already in Government Service may apply through proper channel in the specimen format given below along with self attested photocopies of certificates in proof of age, caste, qualification, experience, valid driving licence etc. It should be ensured that application is complete in all respects should be sent to the office of the Regional Director, CGWB, SWR, Bhujal Bhawan, 27th Main, 7th Cross, HSR Layout Sector-1, Bengaluru-560102, by speed / registered post and the envelope containing the application should be marked/superscribed as "APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)". In case where grading is indicated in alphabet (viz A,B,C,etc.) the applicants should furnish the percentage of marks, calculation details which is given on the reverse side of the marks sheet.</p>

13.	Other Information	Applications which are incomplete/illegible/unsigned/undated /not supported with requisite documents, received after due date or otherwise deficient in any manner will be out rightly rejected. Mere fulfilling the minimum prescribed qualifications and experience will not bestow any right with a candidate for being called for the Skill Test/Trade Test. A Screening Committee will scrutinize all the applications received for the post and only eligible candidates will be called for Skill Test/Trade Test. The decision of the Screening Committee will be final and no correspondence on the decision of the Committee will be entertained in this regard to the recruitment of the post at any stage. The exact date and time for Skill Test/Trade Test etc. will be communicated to the short-listed candidates separately. List of eligible candidates who will be called for Skill Test/ Trade Test will be published in the website of CGWB. Candidates already employed in Central/State/Public Sector Undertakings should submit their application through proper channel by obtaining NO OBJECTION CERTIFICATE from their Employer within the closing date.
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Note:-

1. Vacancies may be increased or decreased on sole discretion of CGWB.
2. Mere selection will not confirm any right of candidate for appointment.
3. The Regional Director/Central Headquarter, CGWB reserves the right to cancel the recruitment at any stage without assigning any reason.
4. Addendum / corrigendum, if any, issued in relation to this advertisement will be published only on CGWB website. Candidates are therefore advised to visit the website frequently for updates regarding the recruitment.
5. Application format is attached herewith.

REGIONAL DIRECTOR
CGWB, SWR, BENGALURU

FORMAT OF APPLICATION

**Application for the post of Staff Car Driver (Ordinary Grade) in
Central Ground Water Board**

ADVERTISEMENT NO. & DATE

Affix Recent
Passport size
self attested
photograph

1.	Application for the Post	Staff Car Driver (Ordinary Grade)		
2.	Full Name (in BLOCK LETTERS)			
3.	Father's Name			
4.	Date of Birth			
5.	Age as on closing date of receipt of application			
6.	Sex			
7.	Category (UR/SC/ST/OBC/EWS/ESM)			
8.	Nationality			
9.	Permanent Address			
10.	Address for correspondence			
11.	Educational and other Qualifications:- (i)Matriculation from a recognised Board. (ii)possess valid driving licence for Heavy vehicle; (iii)three years experience of driving Heavy Vehicle; (iv)knowledge of motor vehicle mechanism; and (v)ability to read and write Hindi or English language and numbers			
12.	Details of driving license: (i)License number and date of issue (ii)Name and address of issuing authority (iii)Type of license			
	(iv)Period of validity	From	To	
13.	Details of Experience: (i)Name and address of Organization			
	(ii)Period	From	To	Total experience YYYY/MM/DD
14.	Employment Exchange Registration No. Date and place of registration, if any.			
15.	Ability to read and write Hindi or English language and numbers (Yes / NO)			
16.	Whether ready to serve anywhere in India (Yes/No)			
17.	List of enclosures (Self attested copies of all certificates should be enclosed): a. Educational qualification (Marks Sheet and Certificate of Matriculation) b. Valid Driving Licence for Heavy Vehicle. c. Three years experience of driving Heavy Vehicles (after possessing Heavy Vehicle Driving License) from Central/State Government/Public Sector Undertaking/ Private Sector Company registered under Company Act with Registration Number of the company etc as applicable. d. Proof of Date of Birth. e. Caste Certificate issued by the Competent Authority, if reserved (at the time of appearing in Skill			

	Test/Trade Test, candidate will be required to submit caste certificate in the format of Government of India). f. EWS certificate (if applicable should be in the Government of India format). g. Employment registration card (if registered) h. Any other documents / additional qualifications certificate, if any, etc.	
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DECLARATION

I do hereby declare that all the statements made in the application by me in this form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility being detected at any stage, my candidature or appointment may be cancelled or terminated without any notice.

Place:

Date:

Signature of Applicant