

**No. A-32016/3/2023-Admn.II**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION & BROADCASTING**

6<sup>th</sup> Floor, A-Wing, Shastri Bhawan

New Delhi, the October, 2023

**Circular**

**Subject: Filling up of three (03) posts of Staff Car Driver (Ordinary Grade) in Main Secretariat, Ministry of Information & Broadcasting -regarding.**

The Ministry of Information and Broadcasting proposes to fill up three vacancies [2 existing and one anticipated] in the post of Staff Car Driver (Ordinary Grade) in Level - 2 on deputation/absorption/re-employment basis amongst the regular Despatch Rider (Group C) and Group 'C' employees in Level-1 in the Main Secretariat, in Media Units and PSUs of Ministry of Information & Broadcasting and from other Ministries of the Central Government who possess a valid Driving License for Motors Cars on the basis of a Driving Test to assess the competence to drive motor cars.

2. The period of deputation tenure will initially be for a period of three years. The terms and conditions for deputation will be standard as stipulated in DoP&T's O.M. No. 6/8/2009-Estt. (Pay II) dated 22/04/2016.

3. As per the Recruitment Rules, the Eligibility conditions for selection as Staff Car Driver (Ordinary Grade) are as under:

**Deputation or Absorption Basis**

The post of Staff Car Driver (Ordinary Grade) is to be filled up from amongst the regular Despatch Rider (Group C) and Group 'C' employees in Pay band - 1 Rs. 5200-20200 Grade Pay Rs. 1800 (Pre-revised) in the Main Secretariat of Ministry of Information & Broadcasting who possess a valid Driving License for Motors Cars on the basis of a Driving Test to assess the competence to drive motor cars failing which from officials holding the post of Despatch Rider on regular basis or regular Group C employees in Pay band - 1 Rs. 5200-20200 Grade pay Rs. 1800/- (pre revised) in Media Units and PSUs under Ministry of Information & Broadcasting failing which from other Ministries of the Central Government who fulfill the necessary qualifications as per RR.

**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 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.

(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 three years. The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

<b>Essential Qualifications</b>	<b>Desirable Qualifications</b>
a. Matriculation or equivalent from a recognized Board or University	3 years service as Home Guard/Civil Volunteers
b. Possession of valid driving license for motor cars	
c. Knowledge of motor mechanism (The candidate should be able to repair minor defects in vehicles)	
d. Experience of driving a motor car for at least three years*	

*\* the period of experience may be counted from the date of issue of permanent driving license by the district authority concerned)*

Cont.../2

The applicants will be required to undergo a driving test and then will be screened by the Departmental Screening Committee.

4. As per Recruitment Rules, the promotional avenues are as under (applicable on account of absorption/re-employment):

**Staff Car Driver (Grade-II) (level-4) (3 posts):** Staff Car Driver (ordinary grade) with 9 years of regular service in the grade and have passed the trade test, specified by the Government;

**Staff Car Driver (Grade-I) (level-5) (4 posts):** Staff Car Driver (grade-I) with 6 years of regular service in the grade or with a combined service of 15 years in Staff Car Driver (Grade-II) and Staff Car Driver (ordinary grade) and have passed the trade test, specified by the Government;

**Staff Car Driver (Special Grade) (level-6) (1 posts):** Staff Car Driver (grade-I) with 3 years of regular service in the grade.

5. Applications of only those officials, whose services could be spared immediately on their selection, may be forwarded in the prescribed pro-forma, given in Annexure-I and certificate from Head of Office along with following documents to the undersigned **within a period of 30 days from the date of publication of this circular in the Employment News:**

- a) Annual Performance Appraisal Reports/Work and Conduct Report of preceding five years.
- b) Vigilance Certificate.
- c) Integrity certificate.
- d) Copy of driving license.

6. **The applications complete in all aspects should reach Smt. Kirti Gupta, Under Secretary (Admn.), Room No. 544, Ministry of Information & Broadcasting, A- Wing, ShastriBhawan, New Delhi - 110001.** Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently.

  
26/10/23  
(Kirti Gupta)

Under Secretary to the Government of India  
Tele: 23384990

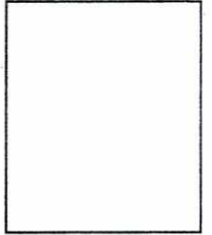
To (for wide circulation amongst the eligible staff as per details mentioned in para 3 above)

1. All Ministries/Departments under Central Government.
2. All Media units/PSUs under Ministry of Information & Broadcasting.
3. Admn-I section, M/o I&B.
4. CBC with the request to get the advertisement published in the next issue of "Employment News" under intimation to this Ministry.

ANNEXURE-I

**APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN MINISTRY OF INFORMATION AND BROADCASTING**

Photo



- 1. Name and Designation :
- 2. Date of Birth :
- 3. Official Address with Contact details :
- 4. Educational Qualification :
- 5. Details of Service in chronological order

Sl. No.	Name of the office	Post held	Period		Whether Regular/Adhoc/ Deputation/others	Pay band with Grade Pay
			From	To		

- 6. Driving experience :
  - a. Driving Licence no. (enclose a copy of Driving License)
- 7. Do you have the knowledge of motor mechanism :
- 8. Whether belong to reserved category (if yes, then indicate SC/ST) :
- 9. Please state clearly whether in the light of entries given above, you meet the requirement of the post. :
- 10. Any other relevant Information :
- 11. Contact No. :

**DECLARATION**

I hereby declare that all the statement made in the application is true, compete 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/ appointment may be cancelled/ terminated without issuing any notice.

**Date:**

**Signature of Applicant**

**Countersigned by Head of Department**

## CERTIFICATE

**(To be furnished by the Employer/ Head of Office/ Forwarding Authority)**

The information/ details provided in the above application by..... are true and correct as per the facts available on records. He/she possesses educational qualifications 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.....
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the 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 penalties have been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Place:

Date:

Signature and Name  
of Head of Office with office seal  
Ph. No.