

**Ministry of Commerce & Industry
Department of Commerce**

(Establishment-II)
Vaniya Bhawan, New Delhi

VACANCY CIRCULAR

Filling up of one (1) vacancy in the grade of Staff Car Driver (Ordinary Grade) in Level-2 (Rs. 19900-63200/-) as per 7th CPC in the Department of Commerce on Deputation cum Absorption basis.

The Department of Commerce requires the services of a suitable official for appointment to 01 post of Staff Car Driver (Ordinary Grade) in Pay Level-2 (Rs. 19900-63200) of the pay matrix (pre-revised Pay Band-1 of Rs. 5200-20200/- + Rs. 1900 Grade Pay) on Deputation cum Absorption basis.

2. The particulars of the post, eligibility conditions etc. are mentioned in Annexure-I.

3. Officials who apply for the post will not be allowed to withdraw their names later.

4. Applications in the prescribed Proforma (Annexures-II & III) of suitable and eligible candidates for the posts, accompanied with vigilance clearance, Integrity Certificate, last five years' Annual Confidential Reports, No-Objection from the office and Statement showing major / minor penalties imposed on the officer during the last 10 years, if any may be forwarded to this Department through the administration of the Ministry / Department / Office concerned. Applications should be addressed to Under Secretary (E-II), Department of Commerce, Room No. 326, Vaniya Bhawan, New Delhi and should reach by the last date i.e. 2 months from the date of publishing of this Advt. in the Employment News. Applications received after the prescribed date or without the proper documents attached, will not be entertained.

5. Ministries/Departments of the Central Government are requested to provide this Vacancy Circular to their attached and sub-ordinate offices and give wide publicity.

Under Secretary to the Government of India

Tel: 011-23839788

Annexure-I

**Eligibility Criteria and other details in r/o the post of
Staff Car Driver (Ordinary Grade)**

Name of the post	Staff Car Driver (Ordinary Grade)
No. of Vacancies	01
Classification of Post	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial
Level in Pay Matrix	Level-2 in the Pay Matrix (as per 7th CPC, Rs. 19900-63200)
Method of recruitment	Deputation cum Absorption basis (For Armed Forces Personnel : Deputation/re-employment)
Period of deputation	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.
Age Limit	The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of applications.
Eligibility Conditions	Officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Level-1 of the pay matrix (Rs. 18000-56900) in Ministries of the Central Government who fulfil the necessary educational and other qualifications. The candidates should possess a valid Driving License for Motor Cars and shall have to take a Driving Test (will be conducted by this Department) to assess the competence of the applicants to drive Motor Cars.
Educational and other qualifications required	Essential : (i) Possession of a valid driving license for motor cars. (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) Have passed 10th standard from recognized Board. Desirable: Three years' service as Home Guard/ Civil Volunteer. Note - The qualification regarding experience is relaxable at the discretion of the competent authority.

Annexure-II

Proforma

Application for the post of Staff Car Driver (Ordinary Grade)

1. Name of the Applicant (in Block Letters) :
2. Address
(Office) :
(Residence) :