

No. A-12011/1/2016-Estt  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Chemicals and Petrochemicals  
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Shastri Bhawan, New Delhi  
Dated: 8<sup>th</sup> August, 2016

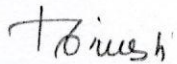
**VACANCY CIRCULAR**

**Subject : Filling up the post of Staff Car Driver (Ordinary Grade) on absorption / deputation basis in the Department of Chemicals & Petrochemicals.**

The undersigned is directed to say that a vacancy in the post of Staff Car Driver (Ordinary Grade) (General Central Service, Group 'C', Non-Gazatted, Non-Ministerial) in the Pay Band of Rs. 5,200-20,200 + Grade Pay of Rs. 1900/- (Revised Pay as per 7<sup>th</sup> CPC in level-2 of pay matrix is Rs. 19900/-) in the Department of Chemicals & Petrochemicals is proposed to be filled up on absorption / deputation basis.

2. The name of the post, Pay Band, eligibility conditions and experience desired for the post are given in Annexure-I. It is requested that applications of officials, who are eligible and willing to be considered for the post of Staff Car Driver and who can be spared, may be forwarded along with the attached proforma (Annexure-II) to this Department. The attested photocopies of up-to-date character rolls/ performance reports, vigilance clearance, major / minor penalty certificate of the recommended officials, must also be forwarded. Incomplete applications, applications without attested photocopies of up-to-date character rolls/ Performance reports, vigilance clearance and major / minor penalty certificate, will not be considered. Officials who volunteer for the post will not be permitted to withdraw their names later.

3. The applications, with up-to-date APAR Dossier / Performance Report, vigilance clearance and major / minor penalty certificate, may be sent latest by 60 days from the date of publication in Employment News, to the Under Secretary (Admn.), Department of Chemicals & Petrochemicals, Room No. 434, 'C' Wing, Cabin No. 3, Shastri Bhavan, New Delhi-110001.

  
(T.P.N. Singh)  
Under Secretary to the Govt. of India  
Tel.No. 23386013

To:

All Ministries / Departments in Government of India

Copy to: 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 if any suitable candidate is available with them, otherwise No Objection Certificate may be provided for recruiting through Direct Recruitment method.

**Annexure-I**

1. Name of Post : Staff Car Driver (Ordinary Grade)
2. Classification : General Central Service, Group 'C' Non-Gazetted/ Non-Ministerial
3. Number of vacancy to be filled up : One
4. Category : Unreserved
5. Pay Scale : Pay Band of Rs. 5200-20200 plus Grade Pay of Rs. 1900/- (Revised pay as per 7<sup>th</sup> CPC in level-2 of pay matrix is Rs. 19900/-)
6. Method of appointment : Absorption / Deputation
7. Eligibility :
  - (i) Absorption/ Deputation: Officials holding the post of Despatch Rider on regular basis or regular Group 'D' employees in Ministries of the Central Government. Or
  - (ii) For Ex-Servicemen: Deputation/ re-employment: The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year. Such persons shall 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.

8. Education & Other Qualifications required:

Essential:

- (i) Must possess a valid driving licence for motor car.
- (ii) 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.

Desirable:

- (i) 8<sup>th</sup> Standard Pass
- (ii) 03 years service as Home Guard/ Civil volunteers.

9. Period of deputation : The period of deputation including the period 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 to exceed three years.

APPLICATION FOR THE POST OF STAFF CAR DRIVER IN THE  
DEPARTMENT OF CHEMICALS & PETROCHEMICALS.

PROFORMA

1. Name in full (In block letters) :
2. Father's name :
3. Date of Birth :
4. Educational Qualification :
5. Professional Qualification :
6. Valid Motor Car Driving Licence No. :  
(copy to be enclosed)
7. Present Post held :
8. Experience of driving motor car for atleast three years :  
(enclose supporting documents)
9. Whether the applicant has knowledge of Motor Mechanism :  
(i.e. the candidates should be able to remove minor defects in vehicles)
10. Date from which working as Despatch Rider / MTS :
11. Whether SC / ST :
12. Additional information, if any

In case of selection whether the candidate is interested in  
deputation/absorption/re-employment.

Signature of the Applicant  
Address with telephone no.

Place:

Date: