

I/3006411/2021

No. A-12011/2/2020-Estt.CPC  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi

Dated: 25 May, 2021

**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 two vacancies in the post of Staff Car Drivers (Ordinary Grade) (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in the Pay level-2 (Rs. 19,900-63,200) in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers are proposed to be filled up on absorption / deputation basis.

2. The name of the post, pay level, 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 (Ordinary Grade) and who can be spared, may be forwarded along with the attached proforma (Annexure-1) 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, without attested photocopies of up-to-date character rolls/ performance reports/ APARs, 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 45 days** from the date of publication of vacancies in Employment News/Rozgar Samachar, to the Under Secretary (Admn.), Department of Chemicals & Petrochemicals, Room No. 434, 'C' Wing, Shastri Bhavan, New Delhi-110001.

(Satender Prasad)  
Under Secretary to the Govt. of India  
Tei.No.23386013

All Ministries / Departments in Government of India

Copy to: Director General of Re-settlement, Employment Directors (Emp.II), West

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Block-IV, Ministry of Defence, R.K. Puram, New Delhi-110066.

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**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 vacancies to be filled up : Two
4. Category : UR
5. Pay Level : Level-2 (Rs. 19,900-63,200)
6. Method of appointment : Absorption / Deputation
7. Eligibility:
  - i. Absorption/ Deputation: Officials holding the post of Despatch Rider on regular basis or regular Group 'C' employees in pay level-1 (Rs. 18000-56900) 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 up to 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) Possession of a valid driving license for motor car;
  - (ii) Knowledge of motor mechanism (i.e. the candidate should be able to remove minor defects in vehicles);
  - (iii) Experience of driving a motor car for at least three years and
  - (iv) Pass in 10<sup>th</sup> standard or equivalent from a recognized board or institution.

**Desirable:**

  - (i) Three years' service as Home Guard or Civil volunteers.
9. 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 or Department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation or absorption shall be not exceeding fifty-six years as on the closing date of receipt of applications.

**Annexure-II**

**APPLICATION FOR THE POST OF STAFF CAR DRIVERS (ORDINARY GRADE) IN THE DEPARTMENT OF CHEMICALS & PETROCHEMICALS.**

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**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 License No. (Copy to be enclosed):
7. Present Post held:
8. Experience of driving motor car for at least 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 serving as Dispatch 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 Tel. No.

Place:

Date: