

File No. A-32016/1/2017-ADMINISTRATION SECTION

Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Heavy Industry
Administration Section

Udyog Bhawan, New Delhi.
10/10/2018

OFFICE MEMORANDUM

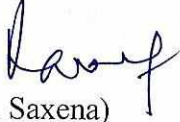
Subject : Filling of one post of Staff Car Driver(Ordinary Grade) in the Department of Heavy Industry-reg

It is proposed to fill up one post of Staff Car Driver(Ordinary Grade) in the Department of Heavy Industry in the pay level-II in the pay Matrix of CCS(RP) Rules 2016 on Deputation/Absorption basis. The eligibility conditions for recruitment to the post of Staff Car Driver(ordinary grade) are detailed in **Annexure-I** (enclosed).

2. It is requested that the applications of the 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**). The up-to-date character rolls/performance report and vigilance clearance of the recommended candidate may also be forwarded. The Proforma for Certification by the Employer/Cadre Controlling Authority is at **Annexure-III**.

3. The applications with up-to-date CR dossiers/Performance report and vigilance clearance should reach the undersigned latest by 15th November, 2018. Applications received after the expiry of the stipulated date and also without character rolls/performance report etc. will not be entertained.

4. Official who volunteers for the post will not be permitted to withdraw their names later.


(S.K. Saxena)

Under Secretary to the Govt. of India
Tel No. 23061106

To

1. All Ministries/Departments of Govt. of India.
2. All Section in the Department of Heavy Industry.
3. Department of Industrial Policy & Promotion/Office of the Economic Adviser/Ministry of Micro Small & Medium Enterprises/Tariff Commission/Department of Public Enterprises/Ministry of Food Processing Industry(5 copies each)
4. Guard File.
5. E-Office.

Annexure-I

ELIGIBILITY CONDITIONS FOR RECRUITMENT TO THE POST OF STAFF CAR
DRIVER(ORDINARY GRADE) IN THE DEPARTMENT OF HEAVY INDUSTRY

ESSENTIAL

- i) Possession of a valid driving license of Motor Cars.
- ii) Have the 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.
- iv) 10th Standard Pass.

Note: 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 Govt. shall ordinarily not exceed 3 years. The maximum age limit for deputation is 56 years on the closing date of receipt of application.

Annexure-II

PROFORMA

1. Name
2. Father's Name
3. Date of Birth
4. Present Post held
5. Present Organisation
6. Level in the Pay Matrix of the Post presently held
7. Educational Qualifications
8. Residential Address
9. Whether holding permanent Driving Licensed
and the date Upto which it is valid
10. Experience (if any), documentary proof to be attached
11. Whether belongs to SC/ST/OBC
12. Contact number

Signature of Applicant

Date :

Place :

Certification by the Employer / Cadre Controlling Authority

The information/details provided in the above application by the applicant 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/APARs 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 penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed(as the case may be).

Counter signed

(Employer/ Cadre Controlling Authority with Seal)