

F.No. A-12026/1/2017-Admn.I (LD)
Government of India
Ministry of Law & Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated 08th June, 2017.

VACANCY CIRCULAR

Subject:- Appointment to two posts of Staff Car Driver Ordinary Grade in Legislative Department, Ministry of Law & Justice on deputation/re-employment/absorption basis in Level 2 in the Pay Matrix of 7th CPC.

The undersigned is directed to circulate two vacancies of Staff Car Driver Ordinary Grade in Legislative Department, Ministry of Law & Justice are required to be filled up immediately on deputation/Re-employment/absorption basis. The post belongs to General Central Service, Group 'C' (Non-Gazetted, Non-Ministerial) and carries Level 2 in the Pay Matrix of Seventh Central Pay Commission [Pre-revised Pay Band 1 of Rs.5200-20200 plus grade Pay of Rs.1900/-].

2. The appointment to the post is to be made by deputation/re-employment/absorption basis amongst the regular Despatch Rider (Group 'C') and Group 'D' (now converted to MTS) employees in other Ministries of the Central Governments who fulfill the following necessary qualifications-

Essential:

- (i) Must possess a valid driving license 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) A pass in the 8th standard.
- (ii) 3 years service as Home Guard/Civil volunteer.

Note:- The qualifications regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Schedule Caste and schedule Tribe, if at any stage of selection, competent authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.

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 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).

2. I am to request that the applications in the prescribed proforma (Annexure-I) of suitable officials who satisfy the essential qualifications and experience and whose services can be spared immediately may be sent to this Department.

3. The applications of willing officials should reach the undersigned (in duplicate) along with their up-to-date CR Dossier, Vigilance Clearance Certificate and Integrity Certificate separately within 60 days from the date of publication of the vacancy in the Employment News. While forwarding the applications, a certificate showing that no minor/major penalty has been imposed on the officers in the past ten years may also be enclosed separately.

Yours faithfully,

(B.M. Sharma)

Deputy Secretary to the Government of India

Ph.No.:- 23389014.

Copy to:-

1. All Ministries of the Government of India.
2. In charge, NIC-Cell, M/o Law & Justice with the request to upload the aforesaid circular on the website of this Ministry by way of giving a link "vacancy circular" on the Home page.
3. Shri Ayanedi Venkatappaiah, Editor, Employment News (Publication Division), 7th Floor, Soochna Bhawan, Lodhi Road, New Delhi-110003.

[It is requested that the vacancy may kindly be published in the Employment News in the forth- coming issue **and the time limit for submission of application may be given as 60 days from the date of publication of the said vacancy in the Employment News.** A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department at the address of Deputy Secretary (Admn.), Legislative Department immediately.]

(R.K. Sharma)

Section Officer (Admn.)

APPLICATION FOR THE POST OF STAFF CAR DRIVE ORDINARY GRADE

1. Name and Address
(In Block Letters)
2. Date of Birth
(in Christian era)
3. Date of retirement under
Central/State Government Rules
4. Educational Qualifications
5. Whether Educational and other
qualifications required for the post are
satisfied. (If any Qualification has been
treated as equivalent to the one
prescribed in the Rules, state the authority
for the same)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
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Essential	1) 2) 3)	
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Desired	1) 2)	
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6. Please State clearly whether in the light of
entries made by you above, you meet the
requirement of the post.
 7. Details of Employment , in chronological order. Enclose a separate sheet duly authenticated by your
signature, if the space below is insufficient
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Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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8. Nature of present employment i.e. Ad-hoc of Temporary or Quasi-Permanent or Permanent
9. In case the present employment is held on deputation/contract basis, please state:-
 - a) The date of initial appointment.
 - b) Period of appointment on deputation/ contract.
 - c) Name of the parent office/organisation to which you belong.
10. Additional details about present employment
Please state whether working under (indicate the name of your employer against the relevant column)
 - (a) Central Govt.
 - (b) State Govt.
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support

of your suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)(Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis (Officers under Central/ State Governments are only eligible for "Absorption" Candidates of non-Government Organisations are eligible only for Short Term Contract).

16. Whether belongs to SC/ST

17. Remarks: (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidates

Date _____

Address _____

Certified that the particulars furnished by the officer are correct. In the event of selection, services of the officer will be spared immediately.

Countersigned
Head of Department/Competent Authority