

No. A-35011/01/2016-Ad.I  
Government of India  
Ministry of Corporate Affairs

'A' Wing, 5<sup>th</sup> Floor, Shastri Bhawan  
New Delhi-110 001, the 02. August, 2016

VACANCY CIRCULAR

Subject: Filling up of post of Staff Car Driver (Ordinary Grade) in Ministry of Corporate Affairs on deputation basis

Ministry of Corporate Affairs invites applications for filling up the post of Staff Car Driver (Ordinary Grade) in the Headquarters purely on deputation basis as mentioned below-

Name of post	No. of posts	Pay Band	Grade Pay
Staff Car Driver (Ordinary Grade)	1	Rs 5200-20200	1900

[Note: Pay is to be revised as per 7<sup>th</sup> CPC recommendations]

2. The details of the post along with eligibility criteria required are given in Annexure I. The appointment will be made purely on deputation basis initially for a period of two years. The terms and conditions of deputation will be governed by the instructions issued by the Department of Personnel and Training vide OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time. Candidates who volunteer for the post will not be permitted to withdraw name later. The Ministry reserves the right not to fill up any or all the above posts.

3. The application form in prescribed proforma (Annexure II) complete in all respect may be forwarded through proper channel along with certified copies of up to date and complete Annual Confidential Report (APAR/CR Dossier) of last five years to the undersigned at the aforementioned address within six weeks of the date of the issue of circular.

  
(Riazul Haque)

Under Secretary to the Govt of India

1. All Ministries/Departments (as per list attached)
2. Ad-II/ Ad-III/ Ad-IV sections
3. All Regional Directors, Ministry of Corporate Affairs
4. Director, SFIO, New Delhi
5. Secretary, Competition Commission of India, New Delhi
6. Secretary, NCLT, New Delhi
7. Registrar, NCLAT, New Delhi
8. NIC Cell, Department of Personnel and Training (for uploading circular on their website)
9. E-governance cell for uploading the circular on website
10. Notice Board of the Ministry



ANNEXURE-I

1	Name of Post	Staff Car Driver(Ordinary Grade)
2	Classification	General Central Services Group 'C' (Non Gazetted, Non Ministerial)
3	Pay Band + Grade Pay	Rs 5200-20200 + Rs 1900 [to be revised as per 7 <sup>th</sup> CPC recommendations]
4	Method of appointment	Deputation
5	Eligibility Conditions	<p>Officers working as regular Dispatch Rider (Group C) and Group C employees (erstwhile known as Group D employees) of Ministry of Corporate Affairs who possess valid driving license on the basis of Driving Test and from Officials* holding the post of Dispatch Rider in other Ministries of Central Government who fulfill necessary qualifications as mentioned below or from other Ministries possessing necessary qualifications as given under-</p> <p>Essential:</p> <ol style="list-style-type: none"> <li>1. Possession of a valid driving license for motor cars</li> <li>2. Knowledge of motor mechanics (should be able to remove minor defects in vehicle)</li> <li>3. Experience of driving a motor car for at least 3 years</li> <li>4. Pass in Class Xth Standard</li> </ol> <p>Desirable: 3 years service as Home Guard/ Civil Volunteers</p> <p>[Note: Preference will be given to the employees working in MCA and its field/attached offices. Employees of other Ministries will be considered in case of non-availability of eligible candidate in MCA]</p>
6	Age limit	Not exceeding 56 years of age as on closing date of receipt of application

*Day*



**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block letters)		
2. Date of Birth (in Christian Era)		
3.i) Date of Entry into Service		
ii.) 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 of the Qualifications has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)		
Qualifications /Experience required as mentioned in the advertisement/vacancy circular		Qualifications/Experience possessed by the officer
Essential		Essential
A) Qualification -i.) Class X (for other Ministries employees)		A) Qualification
ii) Knowledge of motor mechanics (should be able to remove minor defects in vehicle)		
B) Experience- 3 years experience of driving a motor car		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience- 3 years service as Home Guard/ Civil Volunteers		B) Experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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.

Office/Institution	Post held on Regular Basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on Regular Basis	Nature of Duties (in Detail) highlighting Experience required for the applied post

\*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the posts held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of Present Employment i.e. Ad-hoc or 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/organization to which the applicant belongs.	d.) Name and pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of officers already on Deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate			
9.2 Note: Information Under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization			

*RDog*



10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
<ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn:		
Basic Pay in PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an organization which is not following the Central Government, Pay Scales, the latest Salary Slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with scale of Pay and rate of increment	Dearness Pay/Interim relief/other allowances etc., (with break-up details)	Total Emoluments
16. Additional Information, if any, relevant to the post you applied for 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		

*Plag*



insufficient)	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the relevant Documents in respect of Essential Qualification/Work Experience submitted by me also be assessed by the selection Committee at the time of Selection for the post. The information/Details provide by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the Candidate)

Address: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

*Blag*



## CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information /details provide 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 ACR's 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)

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

