

No.4(4)2019-20/NMNH/Admn
Government of India
National Museum of Natural History
(Ministry of Environment, Forest and Climate Change)

4th Floor, Block No. 3,
CGO Complex, Lodhi Road,
New Delhi – 110003

Dated: 15th March, 2021

Office Memorandum

Applications are invited to fill up one post of Staff Car Driver in Level 2, Rs. 19900-63200 in the Pay Matrix in the National Museum of Natural History on transfer (absorption)/deputation basis. The educational and other qualifications required for the post are as under:-

Essential:

- (i) Must possess a valid Driving Licence for motor car/LMV.
- (ii) Experience of driving Motor Vehicles for at least 3 years.
- (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles).

Desirable:

- (i) A pass in 10th standard.
- (ii) 3 year's service as Home Guard / Civil Volunteer.

2. Interested and eligible officials holding posts of Dispatch Riders on a regular basis or regular Group 'C' employees in Level 1, Rs.18000-56900 in the Pay Matrix working in the Ministries/Departments of the Central Government and fulfilling the eligibility requirements for the post may submit their applications in the enclosed Proforma along with a copy of valid driving licence for motor car/LMV and experience of driving Vehicles for at least 3 years along with their performance reports/attested photocopies of APARs for the last five years, vigilance clearance and integrity certificate to the undersigned through proper channel within 60 days of the publication of this advertisement in Employment News. 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 organisation/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall be 'not exceeding 56 years' as on the closing date of receipt of applications.



(Dr. Shakti Kumar Singh)
Scientist-C & Head of Office

All Ministries/Depts., Govt. of India

**APPLICATION FOR THE POST OF STAFF CAR DRIVER IN THE NATIONAL MUSEUM
OF NATURAL HISTORY ON TRANSFER/(ABSORPTION)/DEPUTATION BASIS**

1.	Name	
2.	Date of Birth	
3.	Date of superannuation	
4.	Educational and other Qualifications possessed	
5.	Details of present post held	
	i) Name of the post (Designation)	
	ii) Date of appointment	
	iii) Level in the Pay Matrix	
6.	Nature of duties performed	
7.	Whether holding valid driving licence for motor car/LMV (Please enclose copy)	
8.	Experience of Driving for motor car/LMV. (Please enclose copy)	
9.	Whether belongs to SC/ST/OBC	
10.	Whether applying for absorption or deputation basis	
11.	Other relevant information, if any	

Date:

Signature of the candidate

Recommendations of the Competent Authority

- i) Service particulars given by the applicant are verified and found correct as per service records. His performance reports for the last five years are enclosed.
- ii) The candidate is clear from vigilance angle and his integrity is beyond doubt.
- iii) The candidate, if selected, will be relieved within ____ days of receiving the intimation of his selection.

(Signature of the Competent Authority
With Office Seal)