

Prithvi Wing, 1st Floor,
Indira Paryavaran bhawan,
Jor Bagh Road, Aliganj,
New Delhi-110003
Dated : 10th November, 2022

Vacancy Circular

Subject: Filling up of eight (08) posts of Staff Car Driver (Ordinary Grade) (General Central Service, Group 'C', Non-Gazetted) in the Ministry of Environment, Forest and Climate Change (Proper) – reg.


It is proposed to fill up eight (08) posts of Staff Car Driver (Ordinary Grade) on deputation/absorption basis in the Ministry of Environment, Forest and Climate Change (Proper) in the Pay Level-2 of the pay Matrix (Rs.19900-63200/-) from amongst the regular Dispatch Riders (Group 'C') and Group 'C' employees in Pay Level-1 (Rs. 18000-56900/-) or Pay Band-1 Rs.5200-20200 and Grade Pay Rs. 1800 (pre-revised) of the Ministry of Environment, Forest and Climate Change including Attached/Sub-ordinate Offices. The eligibility conditions for requirement to the post of Staff Car Driver (Ordinary Grade) are detailed in Annexure-I (enclosed). **No provision for reservation exists for the posts to be filled up on deputation/absorption basis.**

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 **09.12.2022**. Applications received after the expiry of the stipulated date and also without character rolls/performance report etc. will not be entertained.

4. Officials who volunteer for the post will not be permitted to withdraw their names later.

Encls: Annexures


(Vazir Singh)
Under Secretary to the Govt. of India
Tel No. 20819373
Email: vazir.singh@nic.in

To

1. Ministry of Environment, Forest and Climate Change including all Attached/
Sub-ordinate Offices
2. US(IT)/Consultant(IT) for uploading the vacancy circular on Ministry's website
3. PPS to AS(Admn) /PA to DS(Admn)
4. Guard File

Eligibility conditions for Recruitment to the post of Staff Car Driver (Ordinary Grade) in the Ministry of Environment, Forest and Climate Change

ESSENTIAL

- i. Possession of a valid driving license for motor cars;
- ii. Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);
- iii. Experience of driving a motor car for at least 3 years; and
- iv. Pass in 10th standard.

DESIRABLE: 3 years service as Home Guard/ Civil Volunteers

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 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.**

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PROFORMA

1. Name :
2. Father's Name :
3. Date of Birth :
4. Present post held :
5. Basic Pay & pay Level :
6. Education Qualification :
7. Residential Address :
8. Whether holding permanent :
driving license and the date upto
which it is valid
9. Whether passed the test of E&M :
Workshop, Govt. of India
10. Experience (if any), :
documentary proof to be attached
11. Whether belongs to SC/ST/OBC :
12. Contact Number :

Date:.....

Place:.....

Signature of the applicant



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)

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