

**File No. AD-91/17/2022-Admn-DoP**

Government of India  
Ministry of Communication  
Department of Posts  
Admin Section

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Dak Bhawan, New Delhi-110001

Dated: 31<sup>st</sup> March, 2023

**VACANCY CIRCULAR**

**Subject:** Filling up of four (04) vacancies of Staff Car Driver (Ordinary Grade) in the Department of Posts in Level- 2 of the Pay Matrix (Rs.19,900/- to Rs.63,200/-) [Pre-revised: Pay Band-1 of Rs. 5,200-20,200 with Grade Pay of Rs. 1,900/-] -regarding.

It is proposed to fill up four (04) vacancies of Staff Car Driver (Ordinary Grade) in the Department of Posts on deputation/absorption. The details of the post, eligibility conditions etc. are indicated in Annexure-I.

2. The eligible and interested Officials of the Department of Posts and other Ministries/Departments in the Central Government, whose services can be spared immediately after selection, may forward their application, through proper channel, in the prescribed proforma (Annexure-II) to this Department **within one and half month from the date of issue of this Circular**. While forwarding the application, it may be certified that no vigilance case is either pending or being contemplated against the applicant. Since the vacancy is proposed to be filled up on deputation/absorption basis, **private candidates are not eligible to apply**.

Encl.: As above

(Vinayak Mishra)

Assistant Director General (Admin.)

Tel. 011-23096027

To,

1. All Ministries /Departments of Govt. of India (As per Attached list).
2. All the Postal Circles-Department of Posts, India.
4. CEPT- for uploading this circular/notice on India Post Website.
5. E-office portal of D/o Posts
6. All CPMsG (through e-mail)

1.	Name of the post	:	Staff Car Driver (Ordinary Grade)
1 (a)	Number of Posts	:	04 (four)
2.	Classification	:	General Central Service (Group C) Non-Gazetted, Non-Ministerial
3.	Scale of Pay	:	Level-2 (Rs. 19,900 to Rs. 63,200)
4.	Method of Appointment and Eligibility	:	<p><b>Deputation/Absorption:</b> From amongst the regular Despatch Rider (Group C) and Group C employees in Level-1 of the Pay Matrix in the Department of Posts, who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars, failing which from Officials holding the post of Despatch Rider on regular basis or regular Group C employees in the Level in other Ministries/Departments of the Central Government who fulfil the necessary qualifications as mentioned in column 6 below.</p> <p><b>Deputation or re-employment for Armed Forces Personnel</b> 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 up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> <p>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 organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation or absorption shall not be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
5.	Age limit	:	Not exceeding 56 years on the closing date for receipt of applications
6.	Educational Essential And other qualifications	:	<p><b>Essential:</b> (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 10<sup>th</sup> standard.</p> <p><b>Desirable:</b> (1) 3 years' service as Home Guard or Civil Volunteers.</p>

1.	Name in Block letters				:	
2.	Designation				:	
3.	Date of Birth				:	
4.	Date of Retirement				:	
5.	Educational Qualification ( enclose self-certified copy)				:	
6.	Other Qualifications				:	
	i) Possessing a valid Driving License (enclose copy):					Yes/No
	ii) Knowledge of motor mechanism (enclose copy):					Yes/No
7.	Whether the applicant possesses requisite experience for the post				:	
8.	Whether in the light of the entries made above, the applicant meets the requirements of the post				:	
9.	Details of employment, in chronological order				:	
	Office	Post held and scale of pay	From	To	Nature of Duties	
10.	Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent				:	
11.	Whether application is made for absorption/deputation				:	
12.	Additional information, if any, which the applicant likes to furnishing support of his suitability for the post. Enclose a separate sheet, if the space insufficient				:	
13.	Whether belong to SC/ST/OBC				:	
14.	Remarks				:	

Places :

Date :

(Signature of the applicant)

**(Certificate the furnished by the Employee/Head of Office/Forwarding Authority)**

Name of the Ministry :

Department :

No. :

Date :

1. "Certified, that, the particulars given above are true and have been verified from the office records."
2. The applicant, if selected, will be relieved immediately.
3. It is certified that no vigilance case is pending or being contemplated against Shri/Smt./Ms. .... and his/her integrity is certified.
4. Attested copies of up to date ACR dossier/Performance report in respect of Shri/Smt./Ms. .... for the last five years are enclosed.
5. \*No major/minor penalty has been imposed on him/her during the last 10 years a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. \*

(Signature of the officer concerned)  
Full Address with Phone Number and Official Seal

\*Strike out which is not applicable