

OFFICE MEMORANDUM

Subject: **Recruitment to the post of Staff Car Driver in the Ministry of Defence by Deputation/ Absorption/Re-employment basis.**

The undersigned is directed to say that five(05) posts of Staff Car Driver (Ordinary Grade) in the Ministry of Defence carrying the Pay scale of Rs. 5200-20200 plus Grade Pay of Rs.1900/- (pre-revised) is proposed to be filled up by:

Deputation/ Absorption/Re-employment

From amongst the **regular Despatch Rider** (Group-C) and **regular employees** drawing Grade Pay of Rs. 1800/- in the pay band Rs. 5200-20200 (pre-revised) **in the Ministry of Defence (Secretariat)** who possess valid driving licence for motor cars on the basis of a driving test conducted by Transport Company, Army Headquarter, Ministry of Defence to assess the competence to drive motor cars failing which from officials holding the post of **Despatch Rider on a regular basis** or **regular employees** drawing Grade Pay of Rs. 1800 in pay band Rs. 5200-20200 (pre-revised) **in other Ministries of the Central Government** who fulfill the necessary qualifications, as mentioned below:

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 below 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.

Essential educational/technical qualification

A)

- i) A pass in the 10th standard or equivalent from a recognized Board/Institution;
- ii) Must possess a valid driving licence for motor car issued by competent authority;
- iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).
- iv) Experience of driving a motor car for at least three years from reputed organization.

B) Age: Between 18 to 25 years (relaxable for Government Servants upto 40 years in case of general candidates and 45 years in respect of SC/ST candidates in accordance with the instructions or orders issued by the Central Government).

2. In the event of selection, appointment will be subject to passing of driving skill test.

3 Applications in the attached proforma from willing and eligible persons and whose services can be spared may please be forwarded to this office by **18 Jan, 2017** along with vigilance clearance certificate and upto date APAR dossiers for the last 5 years.

P. Veer 20/12/2016
(Parveen Dudeja)

Under Secretary to the Government of India
Tel: 2301 2538

1. All Ministries/Departments of Government of India.
 2. All Sections in the Ministry of Defence including MoD (Finance)
 3. Office of the JS(Trg) & CAO.
 4. MoD (Finance), Establishment Section, South Block, New Delhi.
 5. DCOAS(P&S) Sectt, General Staff Branch, IHQ of MoD(Army), Room No. 262, South Block, New Delhi
 6. ACOP(AC), IHQ of MoD(Navy), Room No.114, D-II Wing, Sena Bhawan, New Delhi
 7. Asst. Chief of Air Staff, (PA&C), Air Headquarters, Vayu Bhawan, New Delhi
 8. ✓ D(IT/NIC), Ministry of Defence (With the request to place this vacancy OM on the website of MoD)
- With the request to also put the instant vacancy OM in their respective website.

Application for the post of Staff Car Driver

1. Name : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Presently holding the post and since when : _____
5. Educational Qualification possessed : _____
6. a) are you holding valid driving license? : _____
b) if yes, since when : _____
7. Do you have knowledge of Motor mechanism? : _____
8. Experience of motor driving / motor mechanism and since when : _____

9. Address (Permanent/correspondence) : _____

10. Do you belong to SC/ST/OBC Category : _____
11. Any other relevant Information : _____

(Signature of Applicant)

Date: