

F. No. 12011/1/2018-Estt.
Government of India
Ministry of Textiles
Establishment Section

Udyog Bhawan, New Delhi
Dated:- 12-07-2018

VACANCY CIRCULAR

Subject :- Filling up of one (01) post of Staff Car Driver (Ordinary Grade) in the Ministry of Textiles

It is proposed to fill up one (01) post of Staff Car Driver (Ordinary Grade) in the Government of India, Ministry of Textiles, New Delhi

The post is proposed to be filled up on deputation / absorption basis. The details for filling up the post of Staff Car Driver (Ordinary Grade) are detailed in **Annexure-I**. The format of application is given in **Annexure-II**.

The application complete in all respect should reach Smt. Jayashree Sivakumar, Under Secretary (Estt), Ministry of Textiles, Udyog Bhawan, New Delhi within 60 days from the date of publication of advertisement for the post in Employment News/ Rozgar Samachar.


(Jayashree Sivakumar)
Under Secretary (Estt)

Encl: Annexure-I & II

Copy to :-

- (i) All the Ministries / departments of the Government of India
- (ii) All attached and subordinate offices of Ministry of Textiles.
- (iii) All sections in the Ministry of Textiles
- (iv) DC(Handicrafts), West Block No7, R. K. Puram, New Delhi
- (v) DC(Handlooms), Udyog Bhawan, New Delhi

Government of India
Ministry of Textiles
Establishment Section

Subject: - Filling up the one (01) post of Staff Car Driver (Ordinary Grade) in Ministry of Textiles, New Delhi

Applications are invited from eligible candidates for filling up one post of Staff Car Driver (Ordinary Grade) in the Ministry of Textiles, Udyog Bhawan, New Delhi

1.	Name of the post	Staff Car Driver (Ordinary Grade)
2.	Number of post	one (01)
3.	Mode of Recruitment	Deputation / Absorption
4.	Scale of Pay	PB-1 Rs. 5200-20200+Grade Pay Rs. 1900/- (Pre-revised) Level -02 Rs. 19900-62300 (As per 7th CPC)
5	Qualification	Essential :- (i) Possession of valid driving license for motor cars (ii) Knowledge of motor mechanism (Candidate should be able to remove minor- defects in vehicle) (iii) Experience of driving a motor car for at-least 03 years Desirable:- (i) Pass in 10 th Standard
6	Eligibility for deputation / absorption	Dispatch rider, and Group 'C' (erstwhile Group 'D' employee) of subordinate / attach office of Ministry of Textiles who possess valid Driving License for motor car on the basis valid Driving License for Motor Cars and on the basis of a Driving Test to assess the competence to drive motor car. Failing which from officials holding the post of Dispatch rider on regular basis or regular Group 'C' employees in the Pay Band -1 Rs. 5200-20200 + GP Rs. 1800 (Pre-revised), Level-1 Rs. 18000-56900 as per 7th CPC in other Ministries of the Central Government who fulfill the necessary qualification. 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 or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation / absorption shall not exceeding 56 years as on the closing date of receipt of applications.
7	Place of Duty	New Delhi
8	Last date of receipt of applications	The applications complete in all aspects should reach Smt. Jayashree Sivakumar, Under Secretary (Estt)., Ministry of Textiles, Udyog Bhawan, New Delhi-110011with 60 days from the date of publication of advertisement for the post in Employment New / Rozgar Samachar.

ANNEXURE-II

Application for the post of Staff Car driver (Ordinary Grade)
in Government of India, Ministry of Textiles

1.	Name in Block Letters		PHOTO				
2.	Address / Tel No. / Mobile No./ E-mail ID						
3.	Date of Birth (In Christian Era)						
4.	Age as on the last date of submission of application						
5.	Education and other qualifications						
6.	Details of Employment in Chronological order						
	Name of office	Post held	Nature of employment i.e. Ad-hoc or temporary or quasi permanent or permanent deputation	From	To	Scale of pay	Nature of duties performed
8.	Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post						
9.	Additional information, if any, which applicant would like to mention in support of his suitability for the post						
10.	List of documents attached (All documents should be self-attested, Application should be continuously page numbered)						
	Name of documents			Page No.			

I hereby, declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed false or incorrect or ineligibility being detected before or after the selection, my candidature appointment is liable to be canceled.

Signature of the candidate _____

Name of the Candidate _____

Mobile No. _____

Place: _____

Date: _____

CERTIFICATE / DOCUMENTS TO BE GIVEN BY HEAD OF THE OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the officials are correct.
2. It is certified that no disciplinary / vigilance case is either pending or contemplated against the applicant and he is clear from the vigilance angle.
3. It is certified that no major / minor penalty has been imposed or contemplated on him during the last 10 years.
4. The record of service of the officials has been carefully scrutinized and it is certified that there is no doubt about hi integrity.
5. This office has no objection and the application will be immediately relieved consequent upon his selection for the post.

Signature: _____

Place: _____

Date: _____

Designation

OFFICIAL SEAL