

No. A-12011/13/2005-Estt.  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Consumer Affairs

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Krishi Bhawan, New Delhi.

Dated: 19<sup>th</sup> April, 2023.

OFFICE MEMORANDUM

**Sub: Filling up of two posts of Staff Car Driver (Ordinary Grade) in the Department of Consumer Affairs on deputation basis - reg.**

Applications are invited from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Level 1 of Pay Matrix in Central Govt. who fulfill the necessary qualifications for filling up of two posts of Staff Car Driver (Ordinary Grade) in this Department at Level 2 of Pay Matrix on deputation basis initially for a period of one year, which can be extended upto three years, with an option of future absorption. The eligibility conditions are detailed in Annexure-I.

2. It may be informed that the promotion aspect in Staff Car Driver cadre of this Dept. is upto the post of Staff Car Driver Grade-I at Level 5 of Pay Matrix. Establishment Section of Dept. may be contacted for any information/clarification about the post and its promotional aspect.

3. All ministries/departments are requested to circulate the vacancies. Eligible employees are encouraged to apply for this post. Application in the prescribed proforma (Annexure-II) along with a copy of valid Driving License for Motor Cars may be submitted through proper channel to the undersigned **within 21 days** of the date of issue of this O.M.

Encl.: As above.



(Tamoghna Chaudhuri)

Under Secretary to the Govt. of India

To,

1. All the Ministries and Depts. of the Govt. of India with the request to circulate among the concerned.
2. NIC Cell with the request to upload the O.M. on the website of this Dept.
3. E-office notice board.

**Annexure-I****ELIGIBILITY CONDITIONS FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE DEPARTMENT OF CONSUMER AFFAIRS.****ESSENTIAL**

- (I) Possession of a valid driving license for Motor Cars.
- (II) Have the knowledge of Motor Mechanism (the candidate should be able to remove minor defects in vehicles)
- (III) Experience of driving a motor car for at least three years.
- (IV) 10<sup>th</sup> Standard Pass

**Desirable**

Three years' service as a Home Guard/Civil Defence Volunteer

**Armed Forces Personnel:**

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.

**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 the 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.

Annexure-II

**PROFORMA**

1. Name
2. Father's Name
3. Date of Birth
4. Present Post held
5. Level in the Pay Matrix of the Post Held
6. Educational Qualification
7. Residential Address
8. Whether holding permanent Driving License and the date upto which it is valid
9. Experience (if any), documentary proof to be attached
10. Whether belongs to SC/ST/OBC
11. Contact number

Signature of the Applicant

Date:

Place: