

SECRETARIAT OF THE  
ELECTION COMMISSION OF INDIA

Nirvachan Sadan,  
Ashoka Road,  
New Delhi 110001

No. 182/4/3/2023

Date: 03.09.2024

CIRCULAR

Sub: Inviting application for the 05 posts of Staff Car Driver (Ordinary Grade) on deputation basis in the Election Commission of India: Extension of Last Date : Reg

Ref: Vacancy Circular of Election Commission of India vide Circular of even no. dated 19.03.2024.

2. The last date for submission of applications against the above mentioned vacancy circular is hereby extended up to **05.10.2024**. Those who have applied against the Circular dated 19.03.2024(Copy Enclosed) need not apply afresh. However, new applicants may submit their applications to Under Secretary (Admin), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi 110001 within the extended date.



(ASHUTHOSH M)  
UNDER SECRETARY

All Ministries/Departments of Govt. of India

Vaibhaw  
10/9/2024

USC(Admin)

SO(A)  
10/9/24

Adm/27/72  
10/9/2024

**SECRETARIAT OF THE  
ELECTION COMMISSION OF INDIA**

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 182/4/3/2023

Dated: 19.03.2024

CIRCULAR

Election Commission of India proposes to obtain the services of 05 Staff Car Driver Ordinary Grade in Level 02 of the Pay Matrix [Rs. 19,900/- - Rs. 63,200/-] on deputation basis from officials of the central government fulfilling eligibility criteria and possessing educational qualification and experience as on closing date as under:

**Eligibility:** (i) officials holding the post of Dispatch Rider on regular basis having three years' regular service; or  
(ii) regular Group 'C' employees in the pay band- 1, ` 5200- 20200 with grade pay of Rs. 1800 (Level 1 of the 7th CPC) having three years' regular service.

**Essential:** (i) Pass in 10th standard from a recognised Board;  
(ii) Possession of a valid driving licence for driving motor car;  
(iii) Knowledge of motor mechanism. (Candidate should be able to remove minor-defects in vehicle); and  
(iv) Experience of driving a motor car for three years.

**Desirable:** Three years' service as Home Guard or Civil Volunteer.

**Note 1:** The qualification regarding experience is relaxable at the discretion of the competent authority.

**Note 2:** The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having 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 to release from the Armed Forces; thereafter they may be continued on re-employment.

2. The initial period of deputation will be for three year or till further orders, whichever is earlier. The period of deputation may be extended till the services are required in the Commission.
3. The terms and conditions of the deputation will be regulated in accordance with the Department of Personnel and Training OM No. 6/8/2009-Estt. (Pay-II), dated 17.06.2010, as amended from time to time.
4. Eligible and interested persons and whose services can be spared immediately by their parent office may apply, through proper channel in prescribed format (Annexure-I), to the undersigned latest by **16.04.2024**.
5. While forwarding the application in the prescribed format, it may be ensured that following documents are enclosed with the application:-
  - i. Attested copies of the Character Rolls of the person concerned for the last three years.
  - ii. Vigilance clearance and Integrity Certificate.
  - iii. Statement of Penalties imposed, if any, during the last ten years.
6. Selection will be based on qualifying in the Interview/Trade Test conducted by the Commission. The candidates selected will not be allowed to withdraw their candidature subsequently. No TA/DA or any other allowance shall be provided for Interview/Personal Talk.
7. Incomplete applications, in any form, will not be considered.

8. सचिव, The vacancies cited above are not final and may change as per the need and requirement of the Commission.

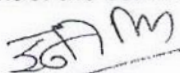
Secretary, DAE

**09 SEP 2024**

All Ministries/Departments of Govt. of India

VS(Admin)/27172

09/09/2024

  
(ASHUTHOSH M)  
UNDER SECRETARY

Bio-Data Proforma

Annexure-I

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
4. Educational Qualifications
5. Service and cadre to which belong
6. Whether belongs to SC/ST
7. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/Orgn.	Post held		Scale of pay & Basic Pay	Nature of Duties
	From	To		

8. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent
9. In case the present employment is held on deputation/contract basis, please state:
  - (c) The date of initial appointment
  - (d) Period of appointment on deputation/contract
10. Additional details about present employment. Please state whether working under:
  - (e) Central Government
  - (f) State Government
  - (g) Autonomous Organization
  - (h) Government Undertaking
11. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Existing total emoluments drawn per month
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Remarks

Signature of the candidate  
Address:

Forwarding Note by the Employer:

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant and the applicant fulfils the eligibility criteria mentioned in the Circular.
- (ii) The applicant is clear from vigilance angle and no disciplinary proceedings are pending or being contemplated against the officer.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory  
On behalf of the employer)