

**SECRETARIAT OF THE  
ELECTION COMMISSION OF INDIA**

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 182/4/3/2023

Date : 20.12.2024

**CIRCULAR**

Election Commission of India proposes to fill up 02 (two) vacancies in the grade of Staff Car Driver (Grade – I) in Level 05 of the Pay Matrix (pay band-1 ₹ 5200-20200 with grade pay of ₹ 2800/-) and 02 (two) vacancies in the grade of Staff Car Driver (Grade – II) in Level 04 of the Pay Matrix (pay band-1 ₹ 5200-20200 with grade pay of ₹ 2400/-) on deputation basis from officials of the central government fulfilling eligibility criteria as on 31.01.2025. The eligibility criteria for the post are as under:

**Staff Car Driver (Grade I) :-**

**Eligibility** - The officials of the Central Government, -

- (i) holding analogous posts on regular basis in parent cadre or Department; or
- (ii) Staff Car Driver Grade-II in the pay band-1 ₹ 5200-20200 with grade pay of ₹ 2400/- with six years' regular service in the grade or with combined service of fifteen years' in the posts Staff Car Driver Grade-II and Staff Car Driver (Ordinary Grade) and have passed the trade test, specified by the Government, in the grade in parent cadre or Department.

**Staff Car Driver (Grade II) :-**

**Eligibility** - The officials of the Central Government, -

- (i) holding analogous posts on regular basis in parent cadre or Department; or
- (ii) Staff Car Driver (Ordinary Grade) in the pay band-1, ₹ 5200-20200 with grade pay of ₹ 1900/- with nine years' regular service in the grade and have passed the trade test specified by the Government, in the parent cadre.

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-11), 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 31.01.2025.
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.

*Handwritten:*  
27/12/2024  
Adm/38361  
27/12/2024

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AS, DAE  
M/K

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DS [A]

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SA/A  
20/12/24

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



(RITESH SINGH)  
UNDER SECRETARY

All Ministries/Departments of Govt. of India

सचिव परमाणु उर्जा विभाग  
Secretary D.A.E.  
23 DEC 2024  
संख्या No. 38361  
26.12.2024

**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:

Mobile No.:

Mail ID:

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)

Office Phone No:

Office-Mail ID: