

No. A-12018/2/2010-Ad.IB(Pt.)  
भारत सरकार/ Government of India  
वित्त मंत्रालय/Ministry of Finance  
राजस्व विभाग/Department of Revenue

77A, North Block, New Delhi.  
The 14<sup>th</sup> August, 2025.

Office Memorandum

Subject: Filling up of the post of Staff Car Driver (Ordinary Grade) on deputation/absorption basis in the Department of Revenue, Ministry of Finance, New Delhi - Extension of deadline for filling up the vacant post- reg.

The undersigned is directed to refer to Department of Revenue's Vacancy Circular dated 23.05.2025 (copy enclosed) on the subject cited above vide which the applications were invited to fill up seven (07) posts of Staff Car Driver (Ordinary Grade) in Level-2 (Rs.19,900-63,200) on deputation/absorption basis in the Department of Revenue.

2. In this regard, it has been decided to extend the last date for submission of applications by a further period of two (02) months, i.e., up to 30.09.2025.

Encl: as above



(Ashish Kumar Shukla)  
Under Secretary to the Govt. of India  
Tele. No. 011-23095368

Copy to:

- (i) All Ministries/Departments of the Government of India.
- (ii) All Sections in the Department of Revenue.
- (iii) All attached and subordinate offices are under the Department of Revenue.
- (iv) Hindi-IV Section for Hindi Translation.
- (v) NIC Notice Board/E-office.

Vaibhav  
SO(A)  
12/09/25  
15/9/2025

No. A-12018/02/2010-प्रशा01ख/ AD.IB  
भारत सरकार/Government of India  
वित्त मंत्रालय/Ministry of Finance  
राजस्व विभाग/Department of Revenue

77/A, North Block, New Delhi.  
Dated 23<sup>rd</sup> May, 2025

**VACANCY CIRCULAR**

Subject: Filling up of the post of Staff Car Driver (Ordinary Garde) on deputation/absorption basis in the Department of Revenue, Ministry of Finance, New Delhi.

Applications are invited for filling up seven (07) posts of Staff Car Driver (Ordinary Grade), Level-2 (Rs. 19,900-63,200) on deputation/absorption basis in the Department of Revenue.

2. The details of the post, eligibility criteria, educational qualification etc. are mentioned in Annexure-I.
3. The eligible and willing officials may forward their application (as per Annexure-II) through proper channel to the undersigned latest by 30/07/2025. In the event of selection, the appointment will be subject to the passing of a driving test to be conducted by the Department.
4. The Applicants must also enclose a self-attested copy of their driving license along with Annexure-II. Candidates who apply for the post will not be allowed to withdraw their candidature at a later stage. Applications received after the last date or found incomplete in any respect will not be considered.

**Encl.: As above**



(Shyam Sharma)

Under Secretary to the Government of India

Tele. No. 011-23095368

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**ANNEXURE-I**

|    |   |   |
|----|---|---|
| 1. | <b>Name of post.</b>                                  | Staff Car Driver (Ordinary Grade).  |
| 2. | <b>Classification.</b>                                | General Central Service, Group 'C,' Non-Gazetted, Non-Ministerial.  |
| 3. | <b>Level in pay matrix.</b>                           | Level - 2 (Rs. 19,900-63,200).  |
| 4. | <b>Age limit</b>                                      | Not exceeding 56 years on the closing date for receipt of applications  |
| 5. | <b>Educational and other qualifications required.</b> | <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>i. possession of a valid driving license for motor cars;</li><li>ii. knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle);</li><li>iii. experience of driving a motor car for at least three years.; and</li><li>iv. passed 10<sup>th</sup> standard from a recognised Board.</li></ul> <p><b>Desirable:</b> 3 years' service as Home Guard or Civil Volunteers.</p> <p><b>Note:</b> - The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p>   |
| 6. | <b>Method of recruitment</b>                          | <p><b>Deputation/Absorption:</b> From amongst the regular Despatch Rider (Group C) and Group C employees in level-1 in pay matrix (Rs.18,000-56,900) in the Department of Revenue, who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Despatch Rider on regular basis or regular Group C employees in level-1 in pay matrix (Rs.18,000-56,900) in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column (5).</p> <p><b>Deputation/re-employment for Armed forces personnel:</b> 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 and 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.</p> <p><b>Note:</b> 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 organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation/absorption shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> |

**Application for the post of Staff Car Driver (Ordinary Grade) in the Department of Revenue.**

|      |   |                                   |                    |
|------|---|-----------------------------------|--------------------|
| 1    | Name (in Block letters)   |                                   | Photo<br>(2x2inc.) |
| 2    | Designation   |                                   |                    |
| 3    | Date of Birth (in Christian Era)  |                                   |                    |
| 4    | Ministry/Department Name  |                                   |                    |
| 5    | Present Basic Pay and Level in Pay Matrix   |                                   |                    |
| 6    | Date of regular appointment in the present grade  |                                   |                    |
| 7    | Educational Qualification   |                                   |                    |
| 8    | Experience of driving motor cars (in years)   |                                   |                    |
| 9    | Whether belong to SC/ST/OBC   |                                   |                    |
| 10   | Official Address with contact details   |                                   |                    |
| 11   | Mobile Number   |                                   |                    |
| 12   | Driving License No.   |                                   |                    |
| 13   | Nature of present employment: Whether Regular/Ad-hoc/Deputation/other   |                                   |                    |
| 14   | <b>Details of the service, in chronological order</b>   |                                   |                    |
|      | Name of the Office  | Post held and Level in pay matrix | Period<br>From To  |
| (i)  |   |                                   |                    |
| (ii) |   |                                   |                    |
| 15   | List of the documents attached (All documents would be self-attested. Application should be continuously page numbered) |                                   |                    |
|      | Name of documents   | Page No.                          |                    |
|      |   |                                   |                    |
|      |   |                                   |                    |
|      |   |                                   |                    |

I hereby declare that all statements made in the 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 cancelled.

(Signature of applicant)

Place.....

Date.....

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

1. It is certified that the above particulars have been verified and found correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from Vigilance angle
3. Integrity of the official is beyond doubt.
4. This office has no objection and the applicant will be immediately relieved consequent upon his/her selection to the post.
5. No major/minor penalty has been imposed on him during the last 10 years.

(Signature of the officer concerned)

Full Address with Phone Number and Official Seal

Place.....

Date.....