

A-11015/1/2019-Admn.  
Government of India  
Ministry of Rural Development  
Department of Land Resources

G-Wing, NBO Building,  
Nirman Bhawan, New Delhi

Dated, 19<sup>th</sup> June 2019

**Subject: Filling up the post of Staff Car Driver (Grade-II) in Department of Land Resources on deputation basis - reg.**

Department of Land Resources, Ministry of Rural Development invites applications for filling up the post of Staff Car Driver (Grade-II) purely on deputation basis, as mentioned below:-

Name of post	No. of posts	Level in Pay Matrix
Staff Car Driver (Grade-II)	01	Level - 4, Rs. 4000-100-6000 (pre-revised)

2. The details of the post along with eligibility criteria required are given in **Annexure - I**. The appointment will be made purely on deputation basis initially for a period of two years and may further be extended upto three years. The terms and conditions of deputation will be governed in terms of the instructions issued by the Department of Personnel and Training vide OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and OM No. 2/6/2018-Estt. (Pay II) dated 18.05.2018, as amended from time to time. Candidates who volunteer for the post will not be permitted to withdraw their names later.

3. While forwarding the applications in the prescribed format (Annexure -II) in respect of eligible officials who are interested and can be spared in the event of their selection, the following documents must also be sent alongwith the application:-

- (i) Certified copies of up-to-date Annual Performance Appraisal Report/Annual Confidential Report (APAR/ACR Dossiers) for the last five years,
- (ii) Integrity Certificate
- (iii) Vigilance Clearance including certification that no disciplinary proceedings/Criminal Proceedings are either pending or contemplated against the applicant.

**Contd.../-**

*Jh. Kumbhar*

4. Bio-data and other documents mentioned in para (3) above, of the eligible and interested officials may be forwarded in the prescribed Proforma (**Annexure - II**) to : The Under Secretary (Admn.), Department of Land Resources, Ministry of Rural Development, NBO Building, Nirman Bhawan, 'G' Wing, New Delhi - 110011.

5. The duly filled complete application should reach this Office latest by **12<sup>th</sup> July, 2019**. Applications received after the closing date or otherwise found incomplete will not be considered. While forwarding the applications, certification (as per **Annexure-II**) by the Cadre Controlling Authority must be submitted.

**Encl.:** as above.

*Th. Lianboi*

(Th. Lianboi)

Under Secretary to the Government of India  
Tel:011- 2304 4635

To

All Ministries/ Departments/ Autonomous organisations/ Attached Offices under the Government of India - with the request to give it wider publicity to all the eligible officers.

**Copy to:**

- 1) PSA, NIC for uploading the Circular on the DoLR website.
- 2) PSA, NIC for uploading the Circular on the DoRD website.

**ANNEXURE – I**

1.	Name of Post	Staff Car Driver (Grade-II)
2.	Classification	General Central Services Group 'C' (Non Gazetted, Non Ministerial)
3.	Level in the Pay Matrix	Level -4, Rs. 4000-100-6000 (pre-revised)
4.	Method of appointment	Deputation
5.	Grades from which deputation is to be done and Qualification	<p>Regular Staff Car Driver (Grade – II) in Level – 4, Rs. 4000-100-6000 (pre-revised) working in Central Govt. Ministries/ Departments / Autonomous bodies / Attached offices, etc.,</p> <p style="text-align: center;">OR</p> <p>2. Regular Staff Car Driver (Ordinary Grade) Level – 2, Rs.3050-75-3950-80-4590 (pre-revised) working in Central Govt. Ministries/ Departments / Autonomous bodies / Attached offices etc., with nine years regular service in the Grade.</p> <p style="text-align: center;">AND</p> <p>(i) Subject to the passing of the trade test as conducted by Electrical and mechanical Workshop of National Airports Authority, New Delhi or any other recognized institution and</p> <p>(ii) Must be able to read English numerals and figures.</p> <p>(iii) Must have good knowledge of traffic regulations.</p> <p>(iv) Must be able to locate faults and carry out minor running defects.</p> <p>(v) Must be able to change wheels and correctly inflate tyres.</p>
6.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications

**ANNEXURE - II**

**Application for the post of Staff Car Driver (Grade - II) on deputation basis in the Department of Land Resources, Ministry of Rural Development, Government of India, New Delhi.**

**Advertisement No.** :

- 1) Name in full (in Block letters) :  
2) Father's/ Husband's name :  
3) Nationality :  
4) Sex :  
5) Date of Birth :  
6) Age as on date :  
7) Present / Correspondence address :

Tel :

Mobile:

E-mail:

8) Permanent address :

Tel :

9) a) Whether SC/ST/OBC :

b) Whether Physically handicapped? :

**10) Educational qualifications:**

Exams passed	Name of the University	Year of passing	Subjects	Division	Percentage of marks obtained

**11) Experience details of all previous and present employment:**

Name of the Employer	Name of the post	Pay Scale/ Salary	Period		Nature of duties
			From	To	

**12) Any other relevant information:**

**DECLARATION :**

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Land resources.

Place:

Date :

**Signature**  
(Full name of the applicant)

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**Certification by the Employer/ Cadre Controlling Authority:**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that:**

- (1) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- (2) His/Her integrity is certified.
- (3) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (4) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

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(Employer/ Cadre Controlling Authority with Seal)