

F.No. A-42018/28/2024-Estt.& Cash
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
(Establishment Section)

5th Floor, B-I Wing, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi-110003
Dated the 29th July, 2024

CIRCULAR


Subject: Engagement of Staff Car Driver in the Department of Empowerment of Persons with Disabilities (Divyangjan) on contract basis-regarding.

Department of Empowerment of Persons with Disabilities (Divyangjan) invites applications from eligible individuals for contractual appointment as Staff Car Driver in the Department as under:

S. No	Detail of Post	Essential Qualifications	Experience	Monthly remuneration
1.	Staff Car Driver (01)	(i) Retired from Central/ State Government/Ex-Servicemen/ Para Military Forces as Staff Car Driver (ii) Possession of valid Driving License for motor cars (iii) Knowledge of motor mechanism (should be able to remove minor defects in vehicle)	Minimum 5 years' driving experience as Staff Car Driver in any Central or State Government Ministry/Department/ Para Military Forces.	Remuneration as per guidelines laid down in Department of Expenditure's OM No. 3-25/2020-E.III A dated 09 th December, 2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement.

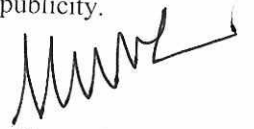
- The detailed terms of reference for the advertised post are attached herewith.
- The Department of Empowerment of Persons with Disabilities (Divyangjan) reserves the right to accept or reject the applications without assigning any reasons.
- The terms and conditions for issues related to Consultants shall be regulated by Department's Guidelines as framed and modified from time to time.
- Interested candidate may apply through mail at vacancyconsultant20@gmail.com in enclosed proforma addressed to The Under Secretary (Establishment), Department of Empowerment of Persons with Disabilities (Divyangjan), 5th Floor, B-II Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003.**
- The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. Department shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID, he/she should create one before applying for the advertised post.
- The last date for receipt of applications is 21 days from the date of publication of this circular on Department's Website i.e. 31st July, 2024.

Encls: Detailed Terms of Reference for the advertised post and Pro forma for application.


(Sureksha Sharma)
Under Secretary to the Government of India

To:

- (i) All Central Government Ministries/Department.
- (ii) Wide publicity through Website of the Department (i.e. www.depwd.gov.in)
- (iii) CS.I Division, {Kind attention: Shri Sunil Kumar, US}, Department of Personnel & Training, 2nd Floor, Hall-1, Lok Nayak Bhawan, New Delhi – with a request to upload the advertisement for engagement of Staff Car Driver on the DoPT's Website for wide publicity.



(Sureksha Sharma)

Under Secretary to the Government of India

Terms of Reference for engaging Staff Car Driver

1.	Name of the Post	:	Staff Car Driver (01 post)
2.	Period of engagement	:	Initially for a period of 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department.
3.	Nature of engagement	:	The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course, the contractual employee shall be served two months' notice period before termination of contract or two months' pay in lieu of the notice period.
4.	Job Location	:	Department of Empowerment of Persons with Disabilities (Divyangjan), CGO Complex, New Delhi
5.	Eligibility and Educational Qualifications	:	(i) Retired from Central/ State Government/Ex-Servicemen/Para Military as Staff Car Driver (ii) Possession of valid Driving License for motor cars (iii) Knowledge of motor mechanism (should be able to remove minor defects in vehicle)
6.	Age Limit	:	Not more than 62 years.
7.	Experience	:	Minimum 5 years' driving experience as Staff Car Driver in any Central or State Government Ministry/Department/Para Military Forces.
8.	Remuneration & Entitlements	:	Remuneration as per guidelines laid down in Department of Expenditure's OM No. 3-25/2020-E.III A dated 09 th December, 2020 i.e. Fixed monthly amount arrived at by Deducting basic pension from the pay drawn at the time of retirement.
9.	Allowances	:	The contractual employee will not be entitled to any other allowances.
10.	Leave	:	The contractual employees shall be entitled to avail 18 days Casual Leave for one year engagement on pro rata basis. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.
11.	Termination of Contract	:	The Department reserves the right to terminate the contract an any time in case: (i) The contractual employee is unable to satisfactorily complete the assigned tasks; (ii) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; (iii) The contractual employee is absent from duty without authorization; (iv) The Department chooses not to renew the contract at the end of the initial period of engagement; (v) Any other reason.
12.	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 60 days' notice to the Department or two months' salary in lieu of the notice period.



13.	Confidentiality Clause	<p>a. During the period or engagement with the Department, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Department to anyone who is not authorized to have the same.</p> <p>b. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>c. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Department on any matter during the period of his/her engagement with the Department.</p>
14.	Conflict of Interest	<p>The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, His/her duties are liable to be terminated/ discontinued without assigning any reason thereof.</p>
15.	Working hours	<p>Consultants may follow the normal working hours as prescribed (i.e. 09.00 AM to 05.30 PM from Monday to Friday). However, as per the exigency may be required to sit late or report for duty on holidays also as per the requirement of Senior Officers. Attendance would be marked through Biometric Attendance System.</p>



Affix latest passport
size photograph

Pro forma for the Post of Staff Car Driver in Department of Empowerment of Persons with Disabilities (Divyangjan)
BIO-DATA

A. Post Applied for:

(Please mention the name of the post applied for)

B. Personal Information:

1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Address for Communication	
4.	Telephone/Mobile No.	
5.	E-mail ID	
6.	Date of Birth	
7.	Age as on 31.07.2024	
8.	Educational Qualification from 10 th Standard Onwards (Please enclose copy of Certificate/Mark Sheet)	
9.	Professional Qualification	
10.	Name of Ministry/Department from which retired	
11.	Post from which retired (enclose copy of retirement Order)	
12.	PPO No. (enclose copy)	
13.	Driving License No. (Enclose copy)	
14.	Does the candidate have any medical condition that can affect safe performance of the driving job? If Yes, details on a separate sheet of paper	

C. Details of previous employment/experience with valid documentary evidence (in Chronological Order)

Organization Detail	Period of Employment	Nature of Assignment Undertaken	Last Salary Drawn

D. Certified that the information furnished above are true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after appointment, my appointment shall be liable to be cancelled and suitable legal action can be taken against me.

Enclosures:

Signature of the applicant

Date: