

No. A-32016/01/2021-SSO-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantralaya  
(SSO Section)

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3<sup>rd</sup> Floor, NDCC-II Building, Jai Singh Road  
New Delhi, dated 04 September, 2021

OFFICE MEMORANDUM

04 OCT  
04 OCT 2021

Subject:- Filling up of post of Head Constable Driver (Grade-II) in the Secretariat Security Organization, Ministry of Home Affairs, on deputation basis.

The undersigned is directed to state that this Ministry proposes to fill up one (01) post in the grade of Head Constable Driver (Grade-II) in the Level 4 in the pay Matrix (Rs.25500-81100), pre-revised Grade Pay Rs.2400/- in the Secretariat Security Organization, Ministry of Home Affairs, on deputation basis. The particulars of the posts, eligibility conditions etc. are given in **Annexure-I**.


2. The pay of the selected official will be regulated in accordance with the Department of Personnel and Training Office Memorandum No.2/29/91-Estt (Pay-II) dated 05.01.1994, as amended from time to time.

3. The period of deputation including period of deputation in another ex-cadre post held immediately preceding to this appointment in the same or some other organization or Department shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not exceed 56 years as on the last date of receiving of the applications.

4. It is requested that wide publicity may be given to the vacancy circular amongst staff working under your administrative control and applications (in duplicate), in the enclosed proforma (**Annexure-II**), along with **vigilance & administrative approval, attested copies of certificates of educational qualification and attested copies of complete and up-to-date ACRs of last five years (with rubber stamp on each page)** of the officials who can be spared in the event of their selection, may please be sent to **Under Secretary (SSO), Ministry of Home Affairs, Room No.01, 3<sup>rd</sup> Floor, NDCC-II, Building, New Delhi, within a period of 60 days** from the date of publication of this office Memorandum in the Employment News. Applications received after the last date or without the copies of certificates of educational qualification and ACRs or otherwise found incomplete will not be considered. Applicant will not be allowed to withdraw his application after selection.

2/-

5. While forwarding the applications, it may be verified and certified that the particulars furnished by the applicant are correct and no disciplinary case is either contemplated or pending against the official. The integrity of the applicant may also be certified and it may be confirmed that no major / minor penalties have been imposed on him / her during the last ten years.


  
( C S Thakur )

Under Secretary to the Government of India  
Tele/fax-011-23438052

No.A-32016/01/2021-SSO-II New Delhi, dated, the September 2021.

Copy forwarded to:-

1. All Ministries/ Departments of the Government of India with the request that wide publicity may be given to the vacancy circular in their Ministry / Department and in their attached / subordinate offices.
2. Director General, Assam Rifles, BPR&D/ITBP/BSF/NSG/Narcotics Control Bureau/Civil Defense/CRPF/CISF/SSB.
3. Director, CFSL/ IB /Central Hindi Training Institute, Department of Official Language and the Department of justice.
4. SO(IT), SO(NIC) for uploading in e-office and what's new section on MHA website mha.nic.in.

  
( C S Thakur )

Under Secretary to the Government of India  
Tele/fax-011-23438052

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Annexure-I

1.	Name of the post	Head Constable Driver (Grade-II)
2.	Pay Band + Grade Pay	Pay Matrix of Level 4 ( Rs.25,500-81,100) (Pre-revised) Rs.5200-20200+ Grade Pay Rs.2400/-
3.	Classification of the post	General Central Services Group 'C' (Non Gazetted) Non-Ministerial.
4.	Eligibility Conditions	<p>Staff Car Drivers of the Central Government:-</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department ; or</p> <p>(ii) With eight year's service in the grade rendered after appointment thereto on regular basis in the Level 2 in the Pay Matrix (Rs 19900-63200) subject to passing the Trade Test to assess the following abilities, namely:-</p> <p>(i) Ability to read English numerals and figures ;</p> <p>(ii) Knowledge of traffic regulations;</p> <p>(iii) Must be able to locate faults and carry out minor repairs; and</p> <p>(iv) Ability to change wheels and inflate tyres.</p> <p>Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2 : 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 organization or department of the Central Government shall ordinarily not to exceed three years;</p> <p>Note 3 : The maximum age-limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>

APPLICATION FOR THE POST OF HEAD CONSTABLE DRIVER (GRADE-II) IN THE  
SECRETARIAT SECURITY ORGANIZATION, MINISTRY OF HOME AFFAIRS

1. Name (in block letters) :
2. Date of birth (in Christian era) :
3. Educational qualifications :
4. Details of employment in chronological order :

Name of the Ministry/Department/Office	Post held	From	To	Level in Pay matrix + Grade Pay	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)

5. Nature of employment i.e. ad-hoc, temporary or permanent. :
6. Whether belongs to SC/ST :
7. Additional information, if any :

Signature of candidates  
Name  
Address & Telephone No./Mobile No

CERTIFICATE TO BE FILLED BY THE FORWARDING AUTHORITY

1. Certified that the particulars furnished by Shri/Smt./Km \_\_\_\_\_ have been Verified from his/her service records and found correct.
2. Further certified that no disciplinary proceedings are pending or contemplated/ pending against Shri/Smt./Km \_\_\_\_\_. His/her integrity is also certified.

Signature of Head of the Office.