

No. A- 42012/22/2021-Ad.II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
\*\*\*\*\*

North Block, New Delhi-110001  
Dated the 29<sup>th</sup> December, 2022

**VACANCY CIRCULAR**

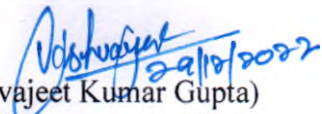
**Sub:- Filling up of Eight (08) posts of Staff Car Driver (Ordinary Grade) in the Ministry of Home affairs (Proper) on deputation/absorption basis – Regarding.**

It is proposed to fill up eight (08) posts of Staff Car Driver (Ordinary Grade) in MHA(P) in Pay Level-2 of the pay matrix (Rs.19900-63200) on deputation/absorption basis. **One of the vacant post is reserved for 'ST' candidate.** The eligibility conditions for recruitment to the post of SCD (Ordinary Grade) are detailed in annexure-I (enclosed).

2. Applications are invited from regular Dispatch Riders and Group 'C' employees who are willing to be considered for appointment as Staff Car Driver (Ordinary Grade). Applications may be sent in the enclosed Proforma (Annexure-II) to Section Officer (Ad.II), Ministry of Home Affairs (P), North Block, (Room No.95), New Delhi. The application must be routed through proper channel and application in prescribed format shall only be accepted. The sponsoring authorities are requested to forward the application of eligible and interested candidates who can be spared immediately in the event of their selection. While forwarding the applications, photocopies of ACRs for the last 5 years and Vigilance clearance certificate of the candidates concerned should also be forwarded. **Last date of receipt of application in Ad.II Section is 28.02.2023. Applications received after the last date will not be considered under any circumstances.**

3. It may be noted that the said post is not meant for direct recruitment and retired Armed Force Personnel are also not eligible.

**Encls.:** Annexure-I & Annexure-II

  
(Vishvajeet Kumar Gupta)  
Under Secretary to the Government of India  
Tel. No. 23093666

To

1. All Ministries/Departments of Govt. of India, New Delhi.
2. All Officers/Sections/Desks of MHA (P) including D/o Official Language & D/o Justice.
3. Notice Boards of North Block, Jaisalmer House & NDCC-II Building, MHA, New Delhi.
4. All members of the Office Council of MHA (Shri Laxman Singh Negi, MTS Shri Mukesh Kumar, MTS and Shri Brahm Prakash, Staff Car Driver)
5. SO(IT) for uploading on the Ministry's website i.e. mha.nic.in/notifications/vacancies.

Annexure – I

1.	Name of the post	:	Staff Car Driver (Ordinary Grade)
2.	Classification	:	General Central Service (Group C) Non-Gazetted, Non-Ministerial
3.	Scale of Pay	:	Level-2 (Rs.19,900 to Rs. 63,200)
4.	Method of Appointment and Eligibility	:	<p>Deputation/Absorption: From amongst the regular Despatch Rider (Group C) and Group C employees in Level-1 in the pay matrix in the Ministry of Home Affairs 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 other Ministries of the Central Government who fulfil the necessary qualifications as mentioned in column 6.</p> <p><b>Deputation or 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. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> <p>Note: 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 exceed three years. The maximum age limit for appointment by deputation or absorption shall not be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
5.	Age limit	:	Not exceeding 56 years on the closing date for receipt of applications.
6.	Education Essential and other Qualifications	:	<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) Have the knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicles);</li><li>(iii) Experience of driving a motor car for at least three years, and</li><li>(iv) Pass in 10<sup>th</sup> standard from a recognized Board.</li></ul> <p><b>Desirable :</b> Three years' service in Home Guard or Civil Volunteers.</p>

PROFORMA

1. Name :
2. Father's Name :
3. Date of Birth :
4. Present post held :
5. Basic Pay & pay Level :
6. Education Qualification :  
(enclose self-certified copy)
7. Other Qualifications : Yes/No
  - i) Possessing a valid Driving License :  
(enclose copy) Yes/No
  - ii) Knowledge of motor mechanism :  
(enclose copy)
8. Residential Address :
9. Whether the applicant possesses requisite experience for the post :
10. Whether in the light of the entries made above, the applicant meets the requirements of the post :
11. Additional information, if any, which the applicant likes to furnish in support of his suitability for the post. Enclose a separate sheet, if the space insufficient. :
12. Whether belongs to SC/ST/OBC :
13. Contact Number :

Date:.....

Place:.....

Signature of the applicant

Countersigned by Head of the Department:

(Certificate by the Employee/Head of Office/forwarding Authority)

Name of the Ministry :

Department :

No. :

Date :

1. "Certified, that, the particulars given above are true and have been verified from the office records."
2. The applicant, if selected, will be relieved immediately,
3. It is certified that no vigilance case is pending or being contemplated against Shri/Smt./Ms..... and is/her integrity is certified.
4. Attested copies of upto date ACR dossier in respect of Shri/Smt/Ms. .... for the last five years are enclosed.
5. \*No major/minor penalty has been imposed on him/her during the last 10 years a list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Signature of the officer concerned)  
Full address with Phone Number and Official Seal

\* Strike out which is not applicable.