

No. A-32016/02/2022-Ad.II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
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North Block, New Delhi-110001  
Dated the 28<sup>th</sup> July, 2022


**VACANCY CIRCULAR**

**Sub:- Filling up of Eight (08) posts of Staff Car Driver (Ordinary Grade) in the Ministry of Home affairs (Proper) – 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 regular 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 of the Ministry 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 Ad.II Section. The application must be routed through proper channel and application in prescribed format shall only be accepted. Last date of receipt of application in Ad.II Section is 15.08.2022. Applications received after the last date will not be considered under any circumstances.

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

  
(Vishvajeet Kumar Gupta)  
28/7/2022  
Under Secretary to the Government of India  
Tel. No. 23093666

To

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

Annexure – I

**ELIGIBILITY CONDITIONS FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE MINISTRY OF HOME AFFAIRS (PROPER)**

**A. Essential :**

- (i) Possession of a valid driving license for motor cars.
- (ii) Have the knowledge of Motor Mechanism ( the candidate should be able to remove minor defects in vehicles).
- (iii) Experience of driving a motor car for at least three years.
- (iv) Pass in 10<sup>th</sup> standard from a recognized Board.

**B. Desirable**

- (i) Three years' service in Home Guard or Civil Volunteers.

Annexure – II

PROFORMA

1. Name :
2. Father's Name :
3. Date of Birth :
4. Present post held :
5. Basic Pay & pay Level :
6. Education Qualification :
7. Residential Address :
8. Whether holding permanent driving license and the date upto which it is valid :
9. Whether passed the test of E&M workshop, Govt. of India :
10. Experience (if any), documentary proof to be attached :
11. Whether belongs to SC/ST/OBC :
12. Contact Number :

Date:.....

Place:.....

Signature of the applicant