

No. 12026/2/2014-Admin.III

Government of India
Planning Commission

Yojana Bhawan, Sansad Marg

Dated 15 April, 2014

OFFICE MEMORANDUM

Subject: Filling up of four vacancies in the grade of Staff Car Driver (Ordinary Grade) (PB-1, Rs.5200-20200 + Grade Pay:Rs.1900) on deputation/ absorption/ re-employment basis in Planning Commission- regarding.

The undersigned is directed to invite applications from eligible and suitable officials for filling up four clear vacancies in the grade of Staff Car Driver (Ordinary Grade). Details of the post, eligibility conditions etc. are given in Annexure I. The pay of the officer selected for appointment on deputation/ absorption/ re-employment basis will be regulated in terms of DoPT's OM No. 6/ 8 / 2009-Estt.(Pay-II) dated 17 / 06 /2010.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in triplicate) as per proforma (Annexure II) (ii) Attested photocopies of ACRs for the last five years, if applicable (iii) Vigilance Clearance / Integrity Certificate and Major or Minor Penalties Certificates as per proforma (Annexure III).

3. Applications of Suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Under Secretary (Admin-III), Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi-110001 within a period of **15 days** from the date of publication of this Advertisement.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates / documents are liable to be rejected.


(Gulveena Badhan)

Under Secretary to Govt. of India

To

1. All Ministries/ Departments of the Government of India. (It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices under their administrative control.)

2. All Attached and Subordinate offices under Planning Commission.


(Gulveena Badhan)

Under Secretary to the Govt. of India

ANNEXURE-I

1. Name of the post: Staff Car Driver (Ordinary Grade)
2. Number of posts: 4
3. Classification of post: General Central service Group 'C' Non-Gazetted, Non-Ministerial
4. Pay Scale: PB-1-Rs.5200-20200 + Grade Pay: Rs.1900
5. Age Limit: The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
6. Eligibility Conditions for appointment:

(i) Deputation / Absorption:

From amongst the regular Dispatch Rider(Group 'C') and erstwhile Group 'D' employees (NOW MTS-GROUP-C) in Planning Commission with three years service in the grade on regular basis who possess valid driving license for Motor Cars, on the basis of a driving test to assess the competence to drive Motor Cars **or** from officials holding the post of Dispatch Rider, or Group Group 'D' employees (NOW MTS-GROUP-C) of other Ministries / Departments (including their attached / sub-ordinate offices) of the Central Government who fulfill the necessary qualification as below:

Essential:

- 1) Possession of a valid driving license for motor car,
- 2) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle)
- 3) Experience of driving a motor car for at least 3 years.
- 4) 10th Standard pass

Desirable:

- 1) Three years service as Home Guard/Civil volunteers.

Note: Qualification as stated above is relaxable at the discretion of the competent authority in case of candidates belonging to SC and ST.

(ii) Deputation / Re-employment for Ex-Servicemen:

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 as under:-

Essential:

- i) Possession of a valid driving license for Motor Cars.
- ii) 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 3 years.
- iv) 10th Standard Pass

Desirable:

- (A) 3 years service as Home Guards / Civil Volunteers.

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.

7. Place of posting: New Delhi

8. Period of deputation: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed 3 years. The pay of the officials selected for appointment on absorption basis will be governed by normal rules in this regard and that of officials appointed on deputation basis will be governed by the provisions laid down in the Department of Personnel and Training's OM No. 6 / 08 / 2009-Estt.-(Pay.II) dated 17.06.2010.

Duties and responsibilities attached to the post:

Attending the duties as assigned by the Transport Officer, Senior Officers and General Administration Division; Maintenance of vehicles, etc.

PROFORMA

1. Name:
2. Date of Birth:
3. Educational Qualifications:
4. Driving License (Commercial)
no. and Date, Class of vehicle
for which valid (category also to be indicated)
5. Experience in Driving
6. Knowledge of Motor Mechanism
with specific reference to training
course etc. possessed if any.
7. Experience of hill driving
8. Present post held, date from which
Held and capacity (Permanent / Temporary / Ad-hoc / Deputation in which held
9. Details of service
10. Whether SC / ST
11. Any other relevant information
12. Remarks, if any.

(Signature)

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri / Smt. / Ms. _____ who has applied for the post of _____ in the Department of Agriculture & Cooperation on deputation basis, it is certified that his / her integrity is beyond doubt.

(To be signed by an Officer of the rank of
Deputy Secretary or above)

Name & Office Seal: _____

Date: _____

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri / Smt. / Ms. _____, who has applied for the post of _____ in the Department of Agriculture & Cooperation on deputation basis.

[Authorised signatory]

Name & Office Seal: _____

Date: _____

NO PENALTY CERTIFICATE

Certified that no major / minor penalty has been imposed on Shri / Smt. / Ms. _____, who has applied for the post of _____ in the Department of Agriculture & Cooperation on deputation basis during the last ten years.

[Authorised signatory]

Name & Office Seal: _____

Date: _____