

A-12017/01/2017-SDE
Government of India
Ministry of Skill Development and Entrepreneurship

2nd Floor Shivaji Stadium Annexe Building,
Shaheed Bhagat Singh Marg, New Delhi-110001.

Dated: 17th September, 2018

VACANCY CIRCULAR

Subject: Filling up of one (01) post of Staff Car Driver (Ordinary Grade) in the Ministry of Skill Development and Entrepreneurship

It is proposed to fill up one (01) post of Staff Car Driver (Ordinary Grade) in the Ministry of Skill Development and Entrepreneurship, Government of India.

2. The post is proposed to be filled up on deputation/ absorption basis. The details for filling up the post of Staff Car Driver (SCD) (Ordinary Grade) are detailed in **Annexure-I**. The format of application is given in **Annexure-II**.

2. The application complete in all respect should reach Under Secretary (Estt.), Ministry of Skill Development and Entrepreneurship, 2nd floor, Shivaji Stadium, Annexe Building, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi within 45 days from the date of publication of advertisement for the post. The application forms and other details are also available on the website of Ministry of Skill Development and Entrepreneurship: www.msde.gov.in


(A.S. Muraleedharan)

Under Secretary to the Govt. of India
Tele: 23450850

Encl: Annexure-I & Annexure-II

Copy to:

- (i) All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
- (ii) All the Sections in MSDE
- (iii) NIC Cell with the request to upload the circulars on the website of this Ministry.

Government of India
Ministry of Skill Development and Entrepreneurship
Establishment Section

**Filling up the post of Staff Car Driver (Ordinary Grade) in Ministry of Skill
Development and Entrepreneurship**

Applications are invited **in duplicate** from eligible candidate for filling up one post of Staff Car Driver (Ordinary Grade) in Ministry of Skill Development and Entrepreneurship, Govt. of India. The details are as under:

1	Name of the post	Staff Car Driver (Ordinary Grade)
2	Number of post	One
3	Mode of Recruitment	Deputation/Absorption
4	Scale of Pay/ Grade Pay	PB-I, Rs. 5200-20200+Grade Pay Rs. 1900/- (As per the per-revised structure) Level 2, Rs. 19900-62300/- (AS per 7th CPC)
5	Age Limit for applying (As on the date of publication of advertisement in Employment News)	Not exceeding 56 years as on the last date of submission of application
6	Qualification	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); and iii. Experience of driving a motor car for at least five years. Desirable: 10 th standard pass.
7	Eligibility for deputation/absorption	Dispatch riders, Staff Car Drivers and Group C employees (erstwhile Group 'D' employees) of Ministry of Skill Development and Entrepreneurship who possess valid driving license for motor cars on the basis of a driving test to assess their competence to drive motor cars. Failing above, officials holding the post of regular dispatch riders, Staff Car Drivers and Group C employees (erstwhile Group 'D' employees) in other Ministries/department who fulfil the qualification as given in S. No. 6 above.
8	Tenure of Deputation	The deputation tenure will be of 3 years.
9	Place of Duty	New Delhi
10	Last date of receipt of applications	The applications complete in all aspects should reach Under Secretary (Estt.), Ministry of Skill Development and Entrepreneurship, 2nd floor, Shivaji Stadium, Annexe Building, SBS Marg, Connaught Place, New Delhi within 45 days from the date of publication of advertisement for the post.

**Application for the post of Staff Car Driver (Ordinary Grade) in Ministry of Skill
Development and Entrepreneurship**

1	Name in Block Letters		PHOTO				
2	Address/ Tel No./ Mobile No./ E-mail ID						
3	Date of Birth (in Christian Era)						
4	Age as on the last date of submission of application						
5	Education and other qualifications:						
6	Application for deputation or Absorption or either						
7	Details of Employment in Chronological order:						
	Name of Office	Post held	Nature of employment i.e., <i>Ad-hoc</i> or temporary or quasi-permanent or permanent or deputation	From	To	Scale of Pay	Nature of duties performed
8	Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post						
9	Additional information, if any, which applicant would like to mention in support of his suitability for the post.						

10	List of documents attached (All documents should be self attested. Application should be continuously page numbered)	
	Name of documents	Page No.

I hereby, declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed false or incorrect or ineligibility being detected before or after the selection, my candidature appointment is liable to be cancelled.

Signature of the candidate_____

Name of the candidate_____

Mobile No._____

Place: _____

Date: _____

CERTIFICATE/DOCUMENTS TO BE GIVEN BY HEAD OF THE OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the officials are correct.
2. It is certified that no disciplinary/ vigilance case is either pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
3. It is certified that no major/ minor penalty has been imposed or contemplated on him/ her during last 10 years.
4. The record of service of the officials has been carefully scrutinized and it is certified that there is no doubt about his/ her integrity.
5. This office has no objection and the application will be immediately relieved consequent upon his/her selection for the post.
6. The photocopies of the ACRs for the last 5 years duly attested on each page are enclosed.

Signature:_____

Place:_____

Name:_____

Date: _____

Designation:

OFFICIAL SEAL