

No.A-12023/2/09-Admn.I(B)
Government of India
Ministry of Science and Technology
Department of Science and Technology

Technology Bhawan,
New Mehrauli Road,
New Delhi-110016
Dated: 21 Jan.,2010

OFFICE MEMORANDUM

Subject: Filling up one post of Staff Car Driver (Ordinary Grade) on absorption/deputation basis in the Department of Science and Technology.


The undersigned is directed to say that a vacancy in the post of Staff Car Driver (Ordinary Grade) (General Service, Group 'C', Non-Gazatted, Non-Ministerial) in the Pay Band of Rs.5,200-20,200/-plus Grade Pay of Rs.1,900/-in the Department of Science and Technology is proposed to be filled up on absorption/deputation basis.

2. The name of the post, Pay Band, eligibility conditions and experience desired for the post are given in Annexure-I. It is requested that applications of officials, who are eligible and willing to be considered for the post of Staff Car Driver and who can be spared, may be forwarded along with the attached proforma (Annexure-II) to this

Department. The attested photocopies of up-to-date character rolls/performance report, along with vigilance clearance of the recommended officers, may also be forwarded.

3. Officials who volunteer for the post will not be permitted to withdraw their names later.

4. The applications, with up-to-date ACR Dossier/Performance Report and vigilance clearance, may be sent within 30 days from the date of issue of this circular, to the Under Secretary, [Admn.I (B)], Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016.



(N.K.GUPTA)

Under Secretary to the Govt. of India
Tel. No. 26590204

Copy to

1. All Ministries/Departments of the Govt. of India as per standard list
2. All Sections/Divisions of DST
3. Notice Board
4. Guard File
5. CGNGEU, DST
6. NIC, DST with the request that the vacancy circular may be displayed on the DST website

Annexture-I

- | | |
|---------------------------------------|---|
| 1. Name of post | Staff Car Driver (Ordinary Grade) |
| 2. Classification | General Central Service, Group 'C' Non Gazetted/Non-Ministerial |
| 3. Number of vaccancy to be filled up | One |
| 4. Category | Unreserved |
| 5. Pay Scale | Pay Band of Rs.5,200-20,200/-plus Grade Pay of Rs.1,900/- |
| 6. Method of appointment | Absorption/Deputation, failing which by direct recruitment |

By Deputation :

Persons holding regular post of Staff Car Driver (Ordinary Grade) in the Ministries /Departments of the Government of India

Absorption:

On the basis of results of a test in driving designed to adjudge suitability for the post, with reference to the standard of competence considered essential in driving of staff cars, from amongst the regular Despatch Riders and Group 'D' employees of the Department of Science and Technology, possessing qualifications mentioned below:

A. Essential :

- (a) Possession of valid driving license for motor cars.
- (b) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles) and
- (c) Experience of driving a motor car for atleast three years.

B.Desirable :

Eighth standard pass

- | | |
|-------------------------|--------------------------------------|
| 6. Period of deputation | Ordinarily not to exceed three years |
| 7. Age limit | Not more than fifty six years |

**APPLICATION FOR THE POST OF STAFF CAR DRIVER IN THE DEPARTMENT
OF SCIENCE & TECHNOLOGY**

PROFORMA

1. Name in full (In block letters) :
2. Father's name :
3. Date of birth :
4. Educational Qualification :
5. Professional Qualification :
6. Experience :
7. Present post held :
8. Date from which working as
Staff Car Driver/Despatch Rider :
9. Date since when holding the
valid driving licence for motor car :
10. Whether SC/ST :
11. Additional information, if any :

Place:

Date:
applicant

Signature of the

Address with telephone no.