

No.A-12026/1/2005-Admn.I (B)
Government of India
Ministry of Science and Technology
Department of Science & technology

Technology Bhawan,
New Mehrauli Road
New Delhi-110016

Dated: 14/10/2011

OFFICE MEMORANDUM

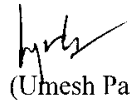
Sub: Filling up one vacancy in the post of Despatch Rider, Group'C', in the Pay Band-I of ₹5200-20200/- with Grade Pay of ₹1900/- by deputation/re-employment/absorption basis in the Department of Science & Technology.

The undersigned is directed to say that a vacancy in the post of Despatch Rider, Group'C', in the Department of Science & Technology, in the Pay Band-I of ₹5200-20200/- with Grade Pay of ₹1900/-, is proposed to be filled up by deputation/re-employment/absorption basis. The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel & Training's OM No. 2/29/91-Estt. (P.II), dated 05.01.94, as amended from time to time.

2. Eligibility conditions/qualifications, etc., required for the post of Despatch Rider are mentioned in Annex-I. Candidates who volunteer for the post will not be permitted to withdraw their names later. Nominations, which are not accompanied by the requisite personal data as per Annex-II, along with vigilance clearance, integrity certificate and attested copies of ACRs/Performance Reports for the last five years, will not be considered. The curriculum vitae (Annex-II), duly supported by documents, will be assessed by the Selection Committee, while selecting the candidate for appointment to the post on deputation basis.

3. A Government servant holding post in higher Scale of pay/Grade Pay will not be eligible to apply for this post in terms of DoPT's OM referred to above.

4. It is requested that the vacancy may please be circulated and applications of eligible officials, who are willing to be considered and whose services can be spared immediately, if selected, may please be sent to the Under Secretary, Admn.I (B) Section, Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016, so as to reach this Department within 60 days from the date of the publication of this vacancy circular in the Employment News/Rozgar Samachar.



(Umesh Pande)

Under Secretary to the Govt. of India
Tel.26590501

To

1. All Ministries/Departments of Govt. of India (as per standard list).
2. Notice Board/Guard File
3. Secretary, Office Council, DST; *General Secretary, DBOF*
4. NIC, DST with a request to place it on DST Website for a period of 60 days from the date of publication of the vacancy in the Employment News/Rozgar Samachar.

Annexure-I

1.	Name of the post	:	Despatch Rider
2.	Classification	:	General Central Service Group 'C', Non-Gazatted, Non-Ministerial
3.	Pay Scale	:	P.B-I of ₹5200-20200/- plus Grade Pay of ₹1900/-
4.	No. of post	:	One
5.	Method of Recruitment	:	Deputation/ Re-employment/ Absorption.
6.	Eligibility	:	

By deputation/absorption:-

From amongst the Group 'C' (erstwhile Gr.'D') employees in the DST, failing which from regular Despatch Rider/ Group 'C' (erstwhile Gr.'D') employees from the other Ministers/Departments of the Central Government who possess the qualifications and experience prescribed for the direct recruitment.

Qualification for the direct recruit :-

Essential:-

- (a) Possessing of valid driving license for motor cycle/autorickshaw.
- (b) Two years experience in driving motorcycle/ autorickshaw.
- (c) Knowledge of motor cycle/autorickshaw mechanism (The incumbent should be able to remove minor defects in the vehicles.)
- (d) Ability to read English and Hindi/Regional Language of the area in which the concerned organization is situated.

Desirable:-

- (a) Eight standard pass.
- (b) Experience as Home Guards/Civil Volunteers.

For Ex-servicemen

By deputation/re-employment:-

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 educational qualifications prescribed for direct recruits 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.

(Period of deputation including the period of deputation in another ex-cadre post held immediately before this appointment in the Department of Science and Technology shall ordinarily not exceed three years. The maximum age limit for appointment for deputation shall not exceed fifty-six years.)

7. Job Responsibility:-

1. Delivery of letters/files/correspondences etc. within Ministries/Departments and other offices of Government of India by driving himself, ^{the use of} van provided by this Department.
2. Any other task assigned from time to time.

(Application for the post of Despatch Rider on deputation/re-employment/absorption basis in DST)

PROFORMA (CURRICULUM VITAE)

(Strike out whichever is not applicable)

1. Name and Office address (in Block letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Govt. Rules.
4. Educational Qualifications :
5. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). :

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential (1)		
(2)		
(3)		
Desirable (1)		
(2)		

6. Please state clearly whether, in the light of entries made above, you meet the requirements of the post :

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated, with your signature, if the space below is insufficient.

Office/Deptt..	Post held	From	To	Scale of Pay and basic pay	Nature of duties
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...nature of present employment, i.e., ad-hoc
or temporary or permanent :

9. In case the present employment is held on deputation/
Contract basis, please state :
- (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which
you belong .

10. Please state whether you are working in the same Department and are in the feeder grade or feeder to
feeder grade.

11. Present Basic Pay & total emoluments per month now drawn.

12. Additional information, if any, which you would like to mention in support of your suitability for the
post (this among other things may provide information with regard to:

- (i) Additional academic qualifications
- (ii) Professional training and work experience over and above prescribed in the Vacancy Circular)
Enclose a separate sheet, if the space is insufficient.

13. Whether belong to SC/ST/OBC:

I have carefully gone through the vacancy circular and I am well aware that the curriculum Vitae,
duly supported by documents submitted by me, will also be assessed by Selection Committee at the time of
selection for the post.

Date:

Signature of the Candidate

Place:

Address _____

CERTIFICATE

It is certified that information furnished by Shri/Smt./Kum. in his/her
application are correct. It is also certified that no vigilance case is either pending or being contemplated
against Shri/Smt./Kum..... and his/her integrity certificate is enclosed.
ACR Dossier (attested copies) for the last five years is also enclosed.

Signature of the employer with seal