

File No.A-65013/21/2019-P.II
Government of India
Ministry of Environment, Forest & Climate Change

Prithvi Wing, 1st Floor,
Indira Paryavaran bhawan,
Jor Bagh Road, Aliganj,
New Delhi-110003
Dated 30 May, 2023

Vacancy Circular

Subject: Filling up of eight (08) posts of Staff Car Driver (Ordinary Grade) (General Central Service, Group 'C', Non-Gazetted) in the Ministry of Environment, Forest and Climate Change (Proper) – reg.

It is proposed to fill up eight (08) posts of Staff Car Driver (Ordinary Grade) on deputation/absorption basis in the Ministry of Environment, Forest and Climate Change (Proper) in the Pay Level-2 of the pay Matrix (Rs.19900-63200/-) from officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 1800 (Pay Level-1) in all other Ministries of the Central Government and also 'Deputation/ Re-employment of Armed Forces Personnel. The eligibility conditions for requirement to the post of Staff Car Driver (Ordinary Grade) are detailed in Annexure-I (enclosed). No provision for reservation exists for the posts to be filled up on deputation/absorption basis.

2. It is requested that the applications of the 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). The up-to-date character rolls/performance report and vigilance clearance of the recommended candidate may also be forwarded. The Proforma for Certification by the Employer / Cadre Controlling Authority is at Annexure-III.

3. The applications with up-to-date CR dossiers/Performance report and vigilance clearance should reach the undersigned latest by 31.05.2023. Applications received after the expiry of the stipulated date and also without character rolls/performance report etc. will not be entertained.

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

Encl: Annexures

(K N Soren)

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To

1. All the concerned Ministries
2. US(IT)/Consultant(IT) for uploading the vacancy circular on Ministry's website

3. PPS to AS(Admn) /PA to DS(Admn)
4. Guard File/ Notice Board, MoEFCC

Annex-I

Eligibility conditions for Recruitment to the post of Staff Car Driver (Ordinary Grade) in the Ministry of Environment, Forest and Climate Change

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 vehicle);
- iii. Experience of driving a motor car for at least 3 years; and
- iv. Pass in 10th standard.

DESIRABLE: 3 years service as Home Guard/ Civil Volunteers

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Govt. shall ordinarily not exceed 3 years. **The maximum age limit for deputation is 56 years on the closing date of receipt of the application.**

Annexure - II

PROFORMA

1. Name :
2. Father's Name :
3. Date of Birth :
4. Present post held :
5. Basic Pay & Pay Level :
6. Educational 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

Annexure III

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. -There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)