

OFFICE MEMORANDUM

Subject: Filling up of eleven posts of Staff Car Drivers (Ordinary Grade), in Level-2 in the Ministry of Electronics and Information Technology on deputation/absorption basis – reg.

It is proposed to fill up eleven posts of Staff Car Drivers (Ordinary Grade), in Level-2, in the Ministry of Electronics and Information Technology (MeitY) on deputation/absorption basis. The eligibility conditions, experience etc. for the post as per GSR 1031(E) published in the Gazette of India on 12.10.2018 are as under:

Officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees with three years regular service in Level-I in the Pay matrix (Rs.18000-56900/-) in other Ministries or Departments of the Central Government who fulfill the following qualification:


- i. **Pass in 10th Standard from recognized board.**
- ii. **Possession of a valid Driving License for Motor Car (copy of DL is to be enclosed).**
- iii. **Experience of driving motor car for at-least three years.**
- iv. **To pass the Trade Test specified by the Government.**

Deputation/re-employment for Armed Force Personnel: 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 specified shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be considered on re-employment.

2. The period of deputation shall be one year in the first instance, extendable (if so required) as per the existing instructions issued by the DoPT. The period of deputation including period of deputation in another cadre post held immediately preceding this appointment in the same or in some other organization shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the closing date of receipt of applications. The terms & conditions of deputation and pay & allowances will be governed in accordance with Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010. as amended from time to time.

3. It is requested that the particulars in the prescribed proforma (**Annexure**) of eligible and willing persons who can be spared immediately, may be sent to the undersigned along with their up-to-date attested copies of Confidential Report Dossiers/Annual Performance Appraisal Report for the last five years and Vigilance Clearance/Disciplinary Clearance **within 45 days from the date of publication of the vacancy advertisement in the Employment News.**

4. Applications received after the due date and without copies of ACR/APAR dossiers and Vigilance Clearance/Disciplinary Clearance will not be entertained under any circumstances. The official once selected shall not be allowed to withdraw his/her candidature at a later date.


(P. Victor Albuquerque)
Deputy Director
Tel: 24364757

To:

1. All Ministries/Departments of the Government of India;
2. Department of Personnel & Training for displaying on their website.
3. NIC/STQC Dte.
4. MeitY website/Intra-MeitY Notice Board



ISSUED
Date... 3/1/2020

Application for the post of Staff Car Driver (Ordinary Grade), Level-2 on deputation basis

CURRICULAM VITAE PRO FORMA

1.	Name & Address of the Applicant (IN BLOCK CAPITAL LETTERS)	
2.	Date of Birth (In Christian Era)	
3.	Date of Retirement under Central/ State Government 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)	
	Essential (1) (2) (3) Desirable (1) (2)	<u>Required</u> <u>Qualifications/experience</u> <u>possessed by the officer</u>
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	
7.	Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient	

Office	Post held	From	To	Pay Band & Grade Pay	Nature of duties (in detail)

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent 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.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the re-revised scale.	
13.	Total emoluments per month now drawn	
14.	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 (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement] Achievements in the career which may support your candidature (Note: Enclose a separate sheet, if the space is insufficient)	
15.	Whether belongs to SC/ST/OBC/Person with Orthopedic disabilities:	
16.	Contact No Office: _____ Residence _____ Mobile _____	

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

Date: _____

(Signature of the Candidate & Address)

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by _____ are correct and he/she possesses requisite educational qualifications and experience mentioned in the circular.

Also certified that:

- i) There is no vigilance and disciplinary case pending /contemplated against him/her.
- ii) His/her complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent to the Government of India are enclosed.
- iii) His/her integrity is beyond doubt.
- iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Strike out which is not applicable)

Dated: _____

Place: _____

Signature _____
Name & Designation
(with official stamp)