

No.A-12023/1/14-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 the 14th August, 2020

OFFICE MEMORANDUM

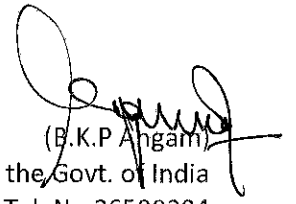
Sub: Filling up vacancies for the posts of Staff Car Driver Grade I (Level 5 Rs 29200-92300/-), Staff Car Driver, Grade II (Level 4 Rs 25500 – 81100/-), Staff Car Driver {Ordinary Grade}, (Level -2 {Rs.19900-63200/-}) Group 'C' posts, on absorption/deputation basis in the Department of Science & Technology, New Delhi –regarding.

The undersigned is directed to say that three vacancies in the post of Staff Car Driver Grade I (Level 5 Rs 29200-92300/-), two vacancies in the grade of Staff Car Driver, Grade II (Level 4 Rs 25500 – 81100/-), and two vacancies in the grade of Staff Car Driver {Ordinary Grade } (Level 2 {Rs.19900-63200/-}), Group 'C' posts in the Department of Science & Technology are proposed to be filled up on absorption/deputation basis. The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel & Training's O.M. 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 posts of Staff Car Drivers are given in Annexure-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 Annexure-II, along with vigilance clearance, integrity certificate and attested copies of ACRs for the last five years, will not be considered. The Curriculum Vitae (Annexure-II) clearly mentioning the post applied for, duly supported by documents, will be assessed by the Selection Committee, while selecting the candidate for appointment to the post on absorption/deputation basis.

3. A Government servant holding post in higher scale of pay will not be eligible to apply for this post in terms of DoPT's O.M. 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 kindly be sent to the Under Secretary, Establishment - II Section, Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016 or can be sent on bkp.angam@nic.in so as to reach this Department **within 45 days** from the date of publication of this vacancy circular in the Employment News/Rozgar Samachar.


(B.K.P. Angam)

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

To,

1. All Ministries/Departments of Govt. of India (as per standard list).
2. Notice Board/Guard File
3. NIC, DST with the request to place it on the DST Website for a period of 45 days from the date of publication of the vacancy in the Employment News/Rozgar Samachar.

1. Name of the post : Staff Car Driver (Grade I)
2. Classification : General Central Services, Group 'C',
(Non-Gazetted, Non-Ministerial)
3. No. of Posts : Three
4. Pay Level/Scale
(Pay Band / Grade Pay) : Level 5 [Pay Band-I Rs. 5200-20200/-
Grade Pay Rs. 2800/- pre-revised]
5. Method of appointment : Deputation.
6. Eligibility conditions : Regular Staff Car Driver(Grade I) or Staff Car Driver (Grade II) with six years regular service in the Grade who,
a) must be able to read English, numerals and figures,
b) must have good knowledge of traffic regulations,
c) must have good knowledge of working of Petrol and diesel engine and be able to locate faults and rectify minor running defects,
d) must be able to clear carburetor, plug etc.

Note: {The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the Department of Science and Technology shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall not exceed 56 years on the last date for submission of application}.

1. Name of the post : Staff Car Driver (Grade II)
2. Classification : General Central Services, Group 'C',
(Non-Gazetted, Non-Ministerial)
3. No. of Posts : Two
4. Pay Scale
(Pay Band / Grade Pay) : Level 4 [Pay Band-I Rs. 5200-20200/-
Grade Pay Rs. 2400/- pre-revised]
5. Method of appointment : Deputation.
6. Eligibility conditions : Regular Staff Car Driver(Grade II) or Staff Car Driver
(Ordinary Grade) with nine years regular service in the
Grade who,
(a) must be able to read English, numerals and figures,
(b) must have good knowledge of traffic regulations.
(c) must be able to locate faults and carry out minor
running repairs, and
(d) must be able to change wheels and inflate tyres.)

Note: {The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the Department of Science and Technology shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall not exceed fifty six years on the last date for submission of application}.

1. Name of the post : Staff Car Driver (Ordinary Grade)
2. Classification : General Central Services, Group 'C',
(Non-Gazetted, Non-Ministerial)
3. No. of Post : Two
4. Pay Scale (Pay Band / Grade Pay) : Level 2 ((Rs.19900-63200)(7th CPC)
[Pay Band-I Rs. 5200-20200/
Grade Pay Rs. 1900/- pre revised]
5. Method of appointment : Absorption /Deputation

Absorption :-

On the basis of result of a test in driving designed to adjudge suitability for the post with reference to the standard of competence considered essential in driving of the staff cars from amongst the regular Despatch Rider and Group 'C' employees of the Department of Science and Technology possessing qualifications mentioned in column 6 below.

By deputation

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

6. Eligibility conditions : possession of valid driving license for motor cars.
Knowledge of motor mechanisms (the candidate should be able to remove minor defects in vehicles) and
Experience of driving a motor car for at least three years.

Desirable :

Eighth Standard Pass

Note: the qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste/ Scheduled Tribes, if at any stage of selection competent authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Note: {The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the Department of Science and Technology shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall not exceed 56 years on the last date for submission of application}.

(Application for the post of Staff Car Driver (Grade I/ Grade II/ Ordinary Grade) in DST) – To be submitted through proper channel

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 :
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). :

Qualification/Experience required

Qualification/Experience
by the official

Essential

Desirable

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	Level/Scale of Pay Basic pay, G.P Classification (Group) of post	Whether held on regular /ad-hoc basis	Nature of duties

8. Nature of present employment, i.e., (i) ad-hoc
(ii) Temporary or regular
:
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 name of present Department or Employing Organization:
11. Present Level, 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 belongs to SC/ST/OBC:
14. Whether any penalty has been imposed in the last three years.
15. Certified that:

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. I hereby certify that the information furnished by me is true to the best of my knowledge.

Date:

Place:

Signature of the candidate

Address -----

Tel. No. -----

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 and Penalty Statement are also enclosed.

Signature of the employer with seal