

No.12023/09/2010-E.II.
Government of India
Ministry of Agriculture
Department of Agriculture and Cooperation

Krishi Bhawan, New Delhi
Date: 14th July, 2010.

OFFICE MEMORANDUM

Subject: Filling up of an anticipated vacancy on the post of Staff Car Driver (Ordinary Grade) (PB-1, Rs.5200-20200 + Grade Pay:Rs.1900) in the combined cadre of Ministry of Agriculture – regarding

The undersigned is directed to invite applications from eligible and suitable officials for filling of an anticipated vacancy on the post of Staff Car Driver (Ordinary Grade) in the combined cadre of Ministry Agriculture. Details of the post, eligibility conditions etc. are given in Annexure I. The pay of the official selected for appointment on deputation/ absorption basis will be regulated in terms of DOPT's OM No. 6/8/2009-Estt. (Pay.II), dated 17.06.2010.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied with (i) bio data (in triplicate) as per proforma (Annexure II) (ii) Attested photocopies of ACRs for the last five years, if applicable (iii) Vigilance Clearance/Integrity Certificate and (iv) statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years.

3. It is, therefore, requested that the applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Under Secretary (Pers.II), Department of Agriculture & Cooperation, Room No.37, Ground floor, Krishi Bhawan, New Delhi-110001 within a period of **60 days** from the date of publication of this Advertisement in the Employment News.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.

(K. Sanjayan)
Under Secretary to the Govt. of India

To

1.All Ministries/Departments of the Government of India. (It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices under their administrative control.)

2.All Attached and Subordinate offices under the Department of Agriculture and Cooperation

Copy for information to:-

1.Shri Subhash Chand Khatri, Under Secretary (Admn.), Deptt. of Animal Husbandry, Dairying and Fisheries, Krishi Bhawan, New Delhi.

2.JS(Admn)/ D.S.(GA)/U.S.(GA)/ US(P-II)/S.O.(E.II.)/Guard file/Spare Copies/Notice Board

✓ Copy to NIC for uploading the Circulare in
Mo Agri. Website.

(K. Sanjayan)
Under Secretary to the Govt. of India

ANNEXURE I

1. Name of the post: Staff Car Driver (Ordinary Grade)
2. Number of posts: one (anticipated vacancy)
3. Classification of post: General Central Service Group 'C' Non-Gazetted, Non-Ministerial
4. Pay Scale: PB-1-Rs.5200-20200 + Grade Pay: Rs.1900
5. Age Limit: The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

6. Eligibility Conditions for appointment:

(i) Deputation /Absorption:

From amongst the regular Despatch Rider/Three Wheeler Scooter Driver (Group 'C') and Group 'D' employees in the Department of Agriculture and Cooperation (including attached/subordinate offices of the Department), who possess valid driving licence for Motor Cars, on the basis of a driving test to assess the competence to drive Motor Cars failing which from Staff Car Driver (Ordinary Grade) of Attached/Subordinate offices of this Ministry and from Group 'D' employees of other Ministries/Departments (including their attached/sub-ordinate offices) who possess a valid driving licence for Motor Cars on the basis of driving test to assess the competence to drive Motor Cars.

(ii) Deputation/Re-employment for Ex-Servicemen:

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 as under:-

Essential:

- i) Possession of a valid driving licence for Motor Cars.
- ii) Knowledge of Motor mechanism (The candidate should be able to remove minor defects in vehicles)

Desirable:

- i) A pass in the 8th standard.
- ii) 3 years service as Home Guards/Civil Volunteers.

(Such person 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)

7. Place of posting: New Delhi

8. Period of deputation: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed 3 years. The pay of the officials selected for appointment on absorption basis will be governed by normal rules in this regard and that of officials appointed on deputation

basis will be governed by the provisions laid down in the Department of Personnel and Training's OM No. 6/8/2009-Estt. (Pay.II), dated 17.06.2010.

9. Duties and responsibilities attached to the post:

1. Driving and maintenance of Departmental vehicles.
2. Attending the duties as assigned by the Transport Officer, Senior Officers and General Administration Division.
3. Attending Multi-skill tasks as prescribed by Government of India instructions issued from time to time.

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block 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)

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

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/ Institution	Post held	From	To	Scale of Pay and Basic 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 Govt.
- b) State Govt.
- c) Autonomous Organisation
- 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 pre-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)

(Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC) /Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract.)

16. Whether belongs to SC/ST

17. Experience in driving and knowledge of motor mechanism with specific reference to training course etc. possessed, if any

18. Experience of hill driving

19. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions /societies and (iv) any other information.
(Note: Enclose a separate sheet if the space is insufficient)

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.

Signature of the
Candidate

Address _____

Date:

Countersigned

(Employer with Seal)