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Delhi, October 29th, 2018

**Subject:- Filling up the one post of Staff Car Driver (Ordinary Grade) Pay Level-2 (Rs.19900-63200) in new Pay-Matrix in the Ministry of Road Transport and Highways.**

The undersigned is directed to say that a post of Staff Car Driver (Ordinary Grade) in Level-2 (Rs.19900-63200) is to be filled up in the Ministry of Road Transport and Highways.

2. The appointment to the post of Staff Car Driver (Ordinary Grade) is to be made by Deputation/absorption from amongst the regularly appointed Group "C" employees in level-1 in the pay matrix in this Ministry of Road Transport and Highways and Ministry of Shipping who fulfil the necessary qualifications and age shall not exceeding 56 years as on closing date.

3. As per the Ministry of Road Transport & Highways and Ministry of Shipping (Staff Car Drivers) Recruitment Rules, 2017 educational and other essential qualifications required are as under:-

**Essential:**

- (i) He should be in possession of a valid driving licence for motor cars;
- (ii) He should have knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles);
- (iii) He should have experience of driving of motor car for at least three years.

**Desirable:**

- (i) A pass in the 10<sup>th</sup> standard or equivalent from recognised Board;
- (ii) 3 years' service as Home Guard or Civil Volunteers.

4. It is requested that Establishment Sections of Ministry of Road Transport & Highways and Ministry of Shipping may send the names of willing and suitable officers fulfilling the eligibility conditions and who can be spared immediately to the undersigned, together with his Bio-Data, duly filled and signed by the candidate and certified by the Department in the enclosed Proforma (Annexure) by 19.11.2018 positively.

5. The following certificates/documents are required to be enclosed while forwarding the application: -

- (i) Vigilance Clearance Certificate.
- (ii) Integrity Certificate.
- (iii) List of penalties imposed to the candidate during the last 7 years, if any, or a certificate to the effect that no penalty has been imposed on the candidate during the last 7 years.

Contd.....

6. Applications received without any of the aforesaid certificate / documents shall be summarily rejected.

7. Hindi version will follow.

Encl.: As above

(S.P. Choudhary)  
Under Secretary to the Govt. of India  
Tel. No. 23739028

To

1. The Under Secretary (Establishment) Ministry of Road Transport & Highways and Ministry of Shipping.
2. Notice Boards.
3. Representative of Staff side in the M/o RT&H and Shipping.
4. NIC for placing on the web-site of the Ministry of Road Transport & Highways and Ministry of Shipping.



ANNEXURE

PROFORMA FOR APPLYING FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

1	Name and Designation	
2	Father's Name	
3	Date of Birth	
4	Residential Address	
5	Office Address	
6	Date of appointment	
7	Date of confirmation	
8	Educational and other qualification	
	(a) Essential:	
	(b) Desirable:	
9	Experience	
10	Whether belongs to SC/ST/OBC	
11	Signature of Candidate	

Certified the above particulars. Forwarded, along with necessary certificate / documents.

Signature with Seal  
Of the Forwarding Officer

Tel. No