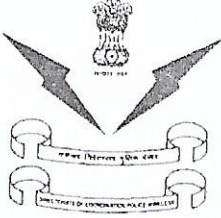


738. (16.08.24) Admn II



संख्या/No.: A-12012/4/StaffCarDriver/2021-Ad.II-738

भारत सरकार/Government of India

गृह मंत्रालय/Ministry of Home Affairs

समन्वय निदेशालय/Directorate of Coordination

पुलिस बेतार/Police Wireless



ब्लॉक न.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Complex

लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3

दिनांक/Dated: 16<sup>th</sup> Aug, 2024.

### CIRCULAR

**Subject:- Circulation of advertisement for filling up Three (03) posts of Staff Car Driver (Ordinary grade) on Deputation/Absorption basis in LEVEL 2 in the PAY MATRIX Rs. 19900-63200/- in this Directorate - regarding.**

The undersigned is directed to state that it is proposed to fill up following post in this Directorate on deputation/absorption basis. The particulars of the post, eligibility conditions etc. are given in **Annexure -I**.

Sl. No.	Name of the post	No. of Posts	Pay Scale	Classification	Mode of Recruitment
1	Staff Car Driver (Ordinary Grade)	03	LEVEL 2 in the Pay Matrix Rs.19,900-63,200/-	General Central Service, Gr. 'C', Non-Gazetted, Non-Ministerial.	By deputation / absorption basis

2. The pay of the selected official will be regulated in accordance with the Deptt of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

3. The eligible officials of this Directorate may submit their application in proper format (**Annexure-II**) within 60 days of this circular through proper channel to the undersigned.

Encl: As above

*Ashim Sen*  
16.08.24

(Ashim Sen)

L/O to Deputy Director (Admn.)

Copy to:

1. PPS to Director
2. PA to Addl. Director (HQ)/ PA to Addl. Director (OPS)
3. All Joint Directors/ZAOs/Dy. Directors,
4. US(PM-II), Jaisalmer House, New Delhi- for kind information,
5. All ISPW Stations/All RPWTIs
6. All sections of Hqrs, Polnet Hub, CPRTI, New Delhi,
7. AD (IT):- for uploading on website please
8. File.

**Government of India  
Ministry of Home Affairs  
Directorate of Coordination  
Police Wireless**

1. Name of the Post : Staff Car Driver (Ordinary Grade)
2. Number of Post : 03
3. Pay Scale : Level 2 in the Pay Matrix Rs.19,900-63,200/-
4. Classification : General Central Service, Gr. 'C', Non-Gazetted, Non-Ministerial.
5. Mode of Recruitment : By deputation / absorption basis
6. Last date of receiving the applications : Sixty days from the date of the circular.
7. Age limit : 56 years as on the closing date of the receiving of the application.
8. To whom applications are to be sent : Deputy Director (Admn.), DCPW (MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003.
9. Eligibility :

i.(a) From amongst the regular Dispatch Rider (Group 'C') and Group 'C' employees in the level 1 in the pay matrix Rs. 18000-56900/- in the Directorate of Coordination Police Wireless, who possess valid driving license for motor cars on the basis of a driving test to assess the competence to drive motor cars.

10. 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 organisation or Department of the Central Government shall ordinarily not exceed three years and the maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

**11. Duties & responsibilities of Staff Car Driver (Ordinary Grade)**

- i. Proper maintenance of the vehicle under his charge.
- ii. Proper use of vehicle for bonafide duties by authorized persons only.
- iii. Observance of the traffic rules enforced from time to time while driving the vehicle.
- iv. Ensure to check the level of fuel, lubricant, water etc of vehicle daily.

*A. Sharma*  
16.08.24



- v. Must be able to locate faults and rectify minor running defects..
- vi. Must be able to clean carburetor, plug etc.
- vii. Must be able to change wheels and correctly inflate tyres.
- viii. Must have good knowledge of petrol and diesel engine working.
- ix. Must have knowledge to make proper entries in the log book.
- x. Reporting all accidents promptly to the In-charge/VCO without removing the vehicle from the scene of accident unless permitted by the local Police.
- xii. Keeping the following documents with the vehicle while going out on duty.
  - (a) Driving License
  - (b) Vehicle indents form or order
  - (c) Log Book
  - (d) Registration Certificate
- xiii. Shall abide by the instructions of his superiors and keep Vehicle Controlling officer regularly informed about his movement.

*Ashim Sen*  
16.08.29

(Ashim Sen)  
L/O to Deputy Director (Admn.)

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. 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)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by <b>the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by <b>the candidate</b>.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work Experience of the post.	
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

*Ashwin*  
16.09.24



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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties ( in details) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP	From	To

8. Name 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre clearance, vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation			

*Ami*  
16.08.24

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b> 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		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
<b>16.A Additional information</b> , if any, relevant to the post you applied for 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

*Asm*  
16.08.24



<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) Any other information</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
<p>17. 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)</p>	
<p>#(The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_

*Aruni*  
15.02.24