

No A-12023/1/2018-Establishment
Government of India
Ministry of Coal

...

Shastri Bhawan, New Delhi
Dated: the 17th January, 2020

OFFICE MEMORANDUM

Subject: Recruitment to the post of Staff Car Driver (Ordinary Grade) in Ministry of Coal on Deputation /Absorption/Re-employment basis in OBC Category - reg.

The undersigned is directed to say that One (01) post of Staff Car Drive (Ordinary Grade) in the Ministry of Coal carrying pay in Level 2 (Rs. 19900-63200)of the Pay Matrix is proposed to be filled up by :

Deputation/Absorption

From amongst the regular Despatch Rider (Group C) and Group C employees in level 1 (Rs.18000- Rs.56900) with three years service in the grade rendered after appointment thereto on a regular basis in the level 1 of the pay matrix of Rs. 18000 to Rs. 56900 in the Ministry of Coal or its subordinate offices who possess the qualifications and experience prescribed as mentioned below.

Deputation/Re-employment

The Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualification prescribed below shall be considered. Such persons would be given deputation term up to the date on which they are due to release from the Armed Forces, thereafter, they may be continued on re-employment. In case, such eligible persons have retired or have been transferred to reserve before the actual selection to the post is made, their appointment shall be on re-employment basis.

Essential educational/technical qualification:

Essential :

- (i) 10th Pass or equivalent from a recognised Board.
- (ii) possession of a valid driving licence for driving light motor vehicle.
- (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle); and
- (iv) experience of driving a motor car for at least three years.

Desirable:

- (i) Three years services as Home Guard or Civil Volunteers.

Note 1: 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 Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/absorption shall be 'not exceeding 56 years as on the closing date of receipt of application.

3. In the event of selection, appointment will be subject to passing of driving skill test.

4. Applications in the attached proforma (Annexure –I) from willing and eligible persons and whose services can be spared, shall be forwarded by the Employer/Cadre Controlling Authority along with duly filled-in Certification (Annex. – II) to this Office **by 16th February, 2020** along with the following documents:

- i. Matriculation certificate.
- ii. Driving License.
- iii. NOC from the record office (In case of Armed Personnel).
- iv APAR dossier for the last five years.
- v. Vigilance certificate.
- vi. Experience certificate& Commendation certificate (if any).

Encl: As above.



[Sanjib Bhattacharya]

Under Secretary to the Govt. of India

1. All Ministries /Department of Government of India.
2. Coal Controller Organisation, Kolkata.
3. DDOAS(P&S) Sectt., General Staff Branch, IHQ of MoD(Army), Room No. 262, South Block, New Delhi.
4. ACOP(ACT), IHQ of MoD(Navy), Talkatora Annex Building, Talkatora Indoor Stadium, New Delhi -110001.
5. Asstt. Chief of Air Staff (PA&C), Air Headquarters, Vayu Bhawan, New Delhi.
6. Joint Secretary (ESW) 99-A, South Block New Delhi-110011.
7. Director General, Resettlement, West Block-IV, R.K. Puram, New Delhi-66.
8. Secretary, Kendriya Sainik Board, West Block-IV, R.K. Puram, New Delhi-110066.
9. TD, NIC Coal.

APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) (OBC**Category)**

1. Name :
2. Father's Name :
3. Date of Birth :
4. Date of Entry in Govt. Service:
5. Date of Discharge of Armed :
Force Personnel
6. Post presently held and :
since when
7. Are you holding the post on :
Regular basis?
8. Pay Scale :
9. Educational Qualification :
10. a) are you holding a valid
driving licence? :
- b) If yes, since when :
11. Do you have knowledge of
motor mechanism? :
12. Experience of motor driving /
motor mechanism and since
when :
13. Address :
(Permanent and Correspondence)
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.....
.....
14. Mobile No. :
15. Do you belong to SC/ST/ OBC Category:.....
- 16 Any other relevant information:

(Signature of Applicant)

Date:

Certification by the Employer/Cadre Controlling Authority

The information /details provided in the above application of(Name and Designation) are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that :

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii) His/Her integrity is certified.
- ii) His /Her APAR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major /minor penalties imposed on him/her during the last 10 years is enclosed. (As the case may be).

Countersigned

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(Employer/Cadre Controlling Authority with Seal