

No.A-12025/03/2020-Admn.
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

West Block 7,
R.K. Puram,
New Delhi – 110066.

Dated: 14.10.2020

VACANCY CIRCULAR

Subject: - Recruitment to the post of Staff Car Driver (Ordinary Grade) in Level 2 of the pay matrix (Rs.19900-63200) Group 'C' in the Office of the Development Commissioner (Handicrafts) by the method of deputation or absorption basis – regarding.

It is proposed to fill up 09 posts in the cadre of Staff Car Driver (Ordinary Grade) [Group 'C'] in Level- 2 of the pay matrix (Rs.19900-63200) in the Office of the Development Commissioner (Handicrafts) by the method of deputation or absorption basis from amongst the Group 'C' employees in Level-1 (corresponding to Pay Band 1 Rs.5200-20200 Grade Pay Rs.1800) in the Office of the Development Commissioner (Handicrafts).

The incumbent selected to the post of Staff Car Driver (Ordinary Grade) is liable to serve in any part of the country.

The eligibility conditions for the post are given in **Annexure I**.

The application in the prescribed proforma as per **Annexure II** in respect of candidates who wish to apply for the post and can be relieved at short notice, duly accompanied by their APARs for the last five years and vigilance clearance certificates, may be forwarded through proper channel, so as to reach this office to Assistant Director(Admn.), Office of the Development Commissioner(Handicrafts), West Block No.7, R.K. Puram, New Delhi-110066, within two months from the date of publication of this advertisement in Rozgar Samachar/Employment News positively.

The envelope containing application for the post must be super scribed with the words, "Application for the post of Staff Car Driver (Ordinary Grade) on deputation or absorption basis". The applications which are not accompanied by the above document or received after the closing date or incomplete or are not routed through proper channel will not be entertained for consideration.

This issues with the approval of Competent Authority.

Encls: As above


(Mohan Singh Bisht)
Assistant Director (Admn)

1. Media Executive, M/o Information & Broadcasting, Directorate of Advertisement and Visual Publicity, SochnaBhawan, 10th Floor Phase IV, Lodi Road, New Delhi alongwith 10 copies of the vacancy circular (bilingual) with the request to publish it in Employment News at an early date.
2. Sr.Diretcor(H), National Crafts Museum & Hastkala Academy, Bhairon Marg, Pragati Maidan, New Delhi-110001.
3. All Regional Directors/Deputy Director[H], O/o the DC[Handicrafts], Guwahati/ Mumbai / New Delhi / Lucknow / Kolkata / Chennai-with the request to circulate to all concerned Group 'C' employees in Level-1 (corresponding to Pay Band 1 Rs.5200-20200 Grade Pay Rs.1800) in the Office of the Development Commissioner (Handicrafts), working under their jurisdiction.
4. NIC for uploading in website.
5. Guard file.

ANNEXURE-I

ELIGIBILITY CONDITIONS FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) in Level-2 OF THE PAY MATRIX (Rs.19900-63200) IN THE OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS) ON DEPUTATION OR ABSORPTION BASIS

1. Name of the Post : Staff Car Driver (Ordinary Grade)
2. Scale of Pay : Level- 2 of the pay matrix(Rs.19900-63200)
3. Place of Posting : All India Service Liability.
4. Essential Qualifications : From amongst the Group 'C' employees in Level 1 (corresponding to Pay Band 1 Rs.5200-20200 Grade Pay Rs.1800) in the Office of the Development Commissioner (Handicrafts) who possess valid Driving License for Motor Cars on the basis of Driving Test to assess the competence to drive Motor Cars.

APPLICATION FORM FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE LEVEL 2 OF THE PAY MATRIX (Rs.19900-63200) ON DEPUTATION OR ABSORPTION BASIS IN THE OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS).

1. Full Name of the candidate :
(in capital letters)
2. Date of Birth :
(In Christian Era)
3. Date of retirement under Central :
Government Rules
4. Educational Qualifications :
5. Post held
 - (a) Name of the present post :
and Service
 - (b) Whether held on regular :
Or adhoc basis
 - (c) Date from which the :
present post is held
 - (d) Scale of pay :
 - (e) Present post :
 - (f) Name of substantive post,if any :
 - (g) Pay scale of substantive post :
 - (h) Pay last drawn against :
substantive post
 - (i) Date of continuous Central :
Government Service
6. Experience, if any, in the required :
discipline/field

7. Details of service

Sl.No.	Name of the post held	Pay Scale	Whether on regular/ adhoc/ deputation	Name of the employer	Duration		Nature of duties performed
					From	To	
1.							
2.							
3.							
4.							
5.							
6							

8. Whether belongs to SC/ST/OBC :

9. Special qualifications/experience, if any :

10. Date of return from the last ex-cadre post, if any :

Date : _____

Name of the applicant _____

Place : _____

Signature _____

By Regd. Post

(To be filled by the office forwarding the application)

The application of Shri/Ms. _____ for the post of Staff Car Driver (Ordinary Grade) on deputation or absorption basis is forwarded to the Development commissioner (Handicrafts), West Block No. 7, R,K, Puram, New Delhi-110066 for consideration please.

Certified that Shri/Ms. _____ is clear from vigilance angle and no disciplinary case/proceedings are pending/contemplated against him/her.

The information furnished by Shri/Ms. _____ against Col. No. 1 to 10 is correct to the best of my knowledge and belief. In the event of his/her selection for the post applied for. He/She _____ will be relieved at short notice.

Signature _____

Name _____

Designation _____

Official Seal _____

File No.

Date:

Place: