



सत्यमेव जयते

दूरभाष / Tel. : 26962819, 26567373,  
26562134, 26562122 (EPBAX)  
फैक्स / Fax : 26569908, 26515637,  
26863847, 26862418  
वेबसाइट / website : [www.dst.gov.in](http://www.dst.gov.in)

भारत सरकार  
विज्ञान और प्रौद्योगिकी मंत्रालय  
विज्ञान और प्रौद्योगिकी विभाग  
टेक्नोलॉजी भवन, नया महरौली मार्ग  
नई दिल्ली-110 016

**GOVERNMENT OF INDIA**  
MINISTRY OF SCIENCE AND TECHNOLOGY  
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD  
NEW DELHI-110 016

No.A-11013/03/2022-Estt.II  
Government of India  
Ministry of Science and Technology  
Department of Science and Technology

Technology Bhawan,  
New Mehrauli Road,  
New Delhi-110016

Dated: 30<sup>th</sup> May 2023

### **VACANCY CIRCULAR**

Sub: Filling up One (01) vacancy for the post of Staff Car Driver, (Ordinary Grade), Group 'C', in Level-2 (Rs.19900-63200/-) in the Department of Science & Technology, New Delhi, on deputation basis -regarding.

The undersigned is directed to state that one 01 post of Staff Car Driver (Grade-II) is to be operated at the level of Staff Car Driver, (Ordinary Grade), Group 'C' in Level-2 (Rs.19900-63200/-) and is proposed to be filled up on deputation basis from amongst regular Despatch Riders and Group 'C' employees in level-1 in the pay matrix (Rs.18000-56900) in the Department of Science and Technology & Department of Scientific & Industrial Research (DSIR) who possess valid Driving License. The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel & Training's O.M. No. 2/29/91-Estt. (P.II), dated 05.01.94, as amended from time to time.

2. Eligibility conditions/qualifications, etc., required for the post of Staff Car Driver, (Ordinary Grade), Group 'C' is given in Annexure-I. Candidates who volunteer for the post will not be permitted to withdraw their names later. Nominations, which are not accompanied by the requisite personal data as per Annexure-II, along with necessary documents may not be considered. The Curriculum Vitae (Annexure-II) clearly mentioning the post applied for, duly supported by documents, will be assessed by the Selection Committee, while selecting the candidate for appointment to the post on deputation.

3. A Government servant holding post in higher scale of pay will not be eligible to apply for this post in terms of DoPT's O.M. referred to above.

4. Eligible officials, who are willing to be considered for the post of Staff Car Driver, Ordinary Grade may submit their application alongwith the requisite personal data as per Annexure-II, copy of Driving License and Experience Certificate etc. addressed to the Under Secretary, Estt.II Section, Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016 or through email [dstadmdb-most@nic.in](mailto:dstadmdb-most@nic.in) so that the applications reach in this Department within 45 days of publication of this circular.

  
(Atin Singh Yadav)

Under Secretary to the Govt. of India

Tel. No.011-26590670

Email id: [as.yadav78@nic.in](mailto:as.yadav78@nic.in)

To

1. Under Secretary, Establishment/Administration, DSIR: With a request to circulate in DSIR.
2. Dr. Rabindra Panigrahy, Sc.' E' : With a request to publish on DST official website.
3. PMU, DST: With a request to upload on E-office portal.
4. Notice Board.

Annexure I

1. Name of the post : Staff Car Driver (Ordinary Grade)
2. Classification : General Central Services, Group 'C', (Non-Gazetted, Non-Ministerial)
3. No. of Post(s) : (01) One
4. Pay Scale : Level-2 ( Rs.19900-63200/-)
5. Method of appointment : Deputation.
6. Eligibility conditions: Regular Despatch Riders and Group 'C' employees in level- 1 in the pay matrix (Rs.18000-56900) in the Department of Science and Technology & Department of Scientific & Industrial Research (DSIR), who
  - a) Have a valid driving license for motor cars. and
  - b) Have competency in driving motor car

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 organization or Department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age-limit for appointment by deputation shall not exceed fifty-six years as on the closing date of applications.

Note 3: The initial period of deputation will be 3 years in accordance with DoPT O.M dated 17 June 2010.

**Annexure II**

(Application for the post of Staff Car Driver (Ordinary Grade) in DST on deputation basis)

**PROFORMA (CURRICULUM VITAE)**

**(Strike out whichever is not applicable)**

1. Name and Office address (in Block letters) :

2. Date of Birth (in Christian era) :

3. Date of retirement :

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). :

Qualification/Experience required	Qualification/Experience by the official

Essential

Desirable

6. Please state clearly whether, in the light of entries made above, you meet the requirements of the post :

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated, with your signature, if the space below is insufficient

Office/ Deptt.	Post held	From To	Level/ Scale of Pay, Basic Pay, G.P, Classification (Group) of Post	Whether held on regular/ ad-hoc basis	Nature of duties

8. Nature of present employment, i.e., :

- (i) ad-hoc
- (ii) Temporary or regular

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. Please state name of present Department or Employing Organization:

11. Present Level, Basic Pay & total emoluments per month now drawn:

12. 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 work experience over and above prescribed in the Vacancy Circular. Enclose a separate sheet, if the space is insufficient.

13. Whether belongs to SC/ST/OBC :

14. Whether any penalty has been imposed in the last three years.

15. Certified that:

I have carefully gone through the vacancy circular and I am well aware that the curriculum Vitae, duly supported by documents submitted by me, will also be assessed by Selection Committee at the time of selection for the post. I hereby certify that the information furnished by me in true to the best of my knowledge.

Date:

Place:

Signature of the candidate

Address

-----  
-----  
-----  
-----

Tel. No. -----

CERTIFICATE

It is certified that information furnished by Shri/Smt./Kum..... in his/her application are correct. It is also certified that no vigilance case is either pending or being contemplated against Shri/Smt./Kum..... and his/her integrity certificate is enclosed. ACR Dossier (attested copies) for the last five years and Penalty Statement are also enclosed.

Signature of the employer with seal