

No.A-12023/1/14-Admn.I (B)  
Government of India  
Ministry of Science and Technology  
Department of Science and Technology

Technology Bhawan,  
New Mehrauli Road,  
New Delhi-110016

Dated: 17<sup>th</sup> November, 2015

**OFFICE MEMORANDUM**

Sub: Filling up two vacancies for the post of Staff Car Driver, (Grade II), Group 'C', in the pre-revised pay scale of Rs. 4000-100-6000/- revised to Pay Band-I of Rs.5,200-20,200/- with Grade Pay of Rs.2400/- on deputation basis in the Department of Science & Technology, New Delhi-regarding.

The undersigned is directed to say that two vacancies in the post of Staff Car Driver (Grade II), Group 'C', in the Department of Science & Technology, in the Pay Band of Rs.5200-20200/- with Grade Pay of Rs. 2400/-, are proposed to be filled up on deputation basis. 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 (Grade II) are 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 vigilance clearance, integrity certificate and attested copies of ACRs for the last five years, will not be considered. The Curriculum Vitae (Annexure-II), duly supported by documents, will be assessed by the Selection Committee while selecting the candidate for appointment to the post on deputation basis.

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. It is requested that the vacancies may please be circulated and applications of eligible officials, who are willing to be considered and whose services can be spared immediately, if selected, may kindly be sent to the Under Secretary, (Admn.-I B Section), Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016, so as to reach this Department **within 15/12/2015**.

(B.K.P. Angam)

Under Secretary to the Govt. of India  
Tel. No.26590204

To

1. All Ministries/Departments of Govt. of India (as per standard list).
2. Notice Board/Guard File
3. NIC, DST with the request to place it on the DST Website untill 15/12/2015.

## Annexure I

1. Name of the post : Staff Car Driver (Grade II)
2. Classification : General Central Services, Group 'C',  
(Non-Gazetted, Non-Ministerial)
3. No. of Posts : Two
4. Pay Scale  
(Pay Band / Grade Pay) : Pre-revised pay scale of Rs. 4000-100-6000/-  
revised to Pay Band-I of Rs.5,200-20,200/-  
Grade Pay Rs. 2400/-
5. Method of appointment : Deputation.
6. Eligibility conditions : Regular Staff Car Driver( Grade II) or Staff Car  
Driver (Ordinary Grade) with nine years regular  
service in the Grade who,  
(a) must be able to read English, numerals and  
figures,  
(b) must have good knowledge of traffic and  
regulations.  
(c) must be able to locate faults and carry out  
minor running repairs, and  
(d) must be able to change wheels and inflate  
tyres.

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the Department of Science and Technology shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years.)

Annexure II

(Application for the post of Staff Car Driver (Grade II) 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). :

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Qualification/Experience required

Qualification/Experience  
by the official

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Essential

Desirable

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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

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Office/Deptt.	Post held	From	To	Scale of Pay Basic pay, G.P Classification (Gr. ) of post	Whether held on regular /ad-hoc basis	Nature of duties
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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 whether you are working in the same Department:
11. Present 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. Remarks:

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.

Date:

Place:

Signature of the candidate

Address -----

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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 is also enclosed.

Signature of the employer with seal