

No. A-12039/03/2025-Estt.III  
Government of India  
Ministry of Science and Technology  
Department of Science and Technology

Technology Bhawan,  
New Mehrauli Road,  
New Delhi-110016

Dated : 29<sup>th</sup> January, 2026

**CIRCULAR**

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


The undersigned is directed to say that one vacancy in the grade of Staff Car Driver (Ordinary Grade) [Level 2 (Rs.19900-63200/-)], Group 'C' post in the Department of Science & Technology is proposed to be filled up on deputation/ absorption basis. The pay of the selected official on deputation will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (P.II), dated 17.06.2010 as amended from time to time.

2. Eligibility conditions/qualifications, etc., required for the post of Staff Car Driver 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**) 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/ absorption 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 vacancy 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, Establishment - III Section, Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016 or can be sent on (recruitmentcell-dst@nic.in) so as to reach this Department **within 45 days** from the date of uploading of this vacancy circular on the DST Website.

Encl: As above

  
(Lily Pal)

Under Secretary to the Govt. of India  
Tel. No.26590515

To,

1. All Ministries/ Departments of Govt. of India (as per standard list)
2. Under Secretary (Establishment) Department of Scientific & Industrial Research, Technology Bhawan, New Delhi. (with a request to upload on DSIR website)
3. E-office Portal DST
4. Notice Board/Guard File
5. Dr. Rabindra Kumar Panigrahy, Scientist E, DST with the request to place it on the DST Website for a period of 45 days from the date of uploading .

## **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 : One
4. Pay Scale (Pay Band / Grade Pay) : Level 2 ((Rs.19900-63200)(7<sup>th</sup> CPC)
5. Method of appointment : Deputation/ Absorption

### **Deputation/ absorption:**

(i) From amongst regular Dispatch Rider (Group 'C') and Group 'C' employees in level-1 in the pay matrix (Rs. 18000-56900) in Department of Science and Technology & Department of Scientific and Industrial Research who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from Officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in level-1 in the pay matrix (Rs. 18000-56900) in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in Column 6.

(ii) Deputation or re-employment of Armed Forces Personnel:

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

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 the Central Government shall ordinarily not exceed three years.

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

Note 3: The initial period of deputation will be 03 years which may be extended as per extant guidelines.

6. Eligibility  
conditions :

(i) Possession of a valid Driving License issued by Central Government or State Government for motor cars;

(ii) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle);

(iii) Experience of driving a motor car for at least three years;

(iv) 10<sup>th</sup> class pass from recognised Board.

Desirable :

Three years' service as Home Guard or Civil Volunteers.

**Note:** The qualification regarding experience are relaxable at the discretion of the Competent Authority for reasons to be recorded in writing in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, if at any stage of selection competent authority is of the opinion that sufficient number of the candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

**Annexure -II**

(Application for the post of Staff Car Driver (Ordinary Grade) in DST) – To be submitted through proper channel

**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

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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	Level/Scale of Pay, Basic pay, G.P Classification (Group ) 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 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 ten (10) 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 is true to the best of my knowledge.

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 and Penalty Statement are also enclosed.

Signature of the employer with seal