

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

Shastri Bhawan, New Delhi
Dated: the 19th April, 2018

To,

All Ministries/Department, Government of India
Coal Controller Organisation, Kolkata.

Subject: Recruitment to the post of Staff Car Driver (Ordinary Grade) in Ministry of Coal on Deputation Basis - reg.

Sir,

I am directed to say that services of a suitable Staff Car Driver) are required for appointment as Staff Car Driver (Ordinary Grade) in Ministry of Coal on Deputation Basis. The scale of pay and qualifications/experience needed for the post are indicated in Annexure-I.

2. It is requested that the vacancy may be widely circulated amongst the eligible persons and particulars of suitable officials forwarded, in duplicate, to this Ministry in proforma at Annexure-II, alongwith their Educational Certificate, Valid Driving license issued by RTO of the State for driving light motor vehicle, Trade qualification from Recognised Board, Experience Certificate as well as Certificate Vigilance Clearance, so as to reach the Undersigned within a period of 45 days from the issue of this letter. While forwarding the applications, it may also be certified that the particulars furnished by the applicant are correct.

3. The applications received without the required documents and vigilance clearance as mentioned in para 2 above or after the due date will not be entertained. Selected person will not be allowed to withdraw.

Encl: As above.



[Sanjib Bhattacharya]

Under Secretary to the Govt. of India

Copy alongwith enclosures to :-

(1) E- Notice Office, Ministry of Coal.

(2) NIC, Ministry of Coal for uploading on the Website.

Statement showing the scale of pay, qualification and experience, method of recruitment for the post of Staff Car Driver (Ordinary Grade) in Ministry of Coal, New Delhi.

1	Name of the Post	Staff Car Driver (Ordinary Grade)
2	Number of Posts	ONE (1)
3	Classification	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial
4	Scale of Pay	Pay Band -1, Rs. 5200-20200 plus Grade Pay of Rs. 1900]. [Level 2 as per 7 th CPC]
5.	Eligibility Conditions & Qualification :	
	(a) Essential:	(i) Matriculation pass or equivalent from any recognized Board. (ii) Possessing of valid driving licence for driving light motor vehicle. (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle). (iv) Experience of driving a motor car for at least three years.
	(b) Desirable:	Three years service as Home Guard or Civil Volunteers.
<p>Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority, Ministry of Coal.</p> <p>Note 2: The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancies reserved for them</p>		
5.	Age- Limit	Between 18 and 25 years [Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government]. Note: the crucial date for determining the age shall be closing date for receipt of application form candidates in India [except the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti Distict and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep].
8.	Period of Deputation	Three (3) years in the first instance.

Note: Incomplete applications and applications without photocopies of certificate and applications received after the last date shall not be considered.

PROFORMA FOR APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

1.	Name (in BLOCK CAPITAL LETTERS)	:	
2.	Date of Birth (in Christian era) (in words & Figures)	:	
3.	Father's/ Husband's Name	:	
4.	Whether belonging to General/SC/ST/OBC/ Ex-Serviceman(ESM)	:	
[Please enclose necessary certificate where applicable]			
5.	Educational Qualification	:	
6.	(A) Do you possess a valid driving licence? If yes, enclose copy and provide the following information. i. Date of issue of driving license: ii. Type of Driving Licence: (B) Do you possess knowledge of Motor Mechanism? If yes, enclose certificate.	Yes : NO:..... Yes: No:.....	
	(C) How many years of experience do you possess for driving a motor car? Enclose experience certificate.YearsMonths	
	(D) Details of experience, if any	:	

Sl.No.	Name of Employer	Post Held	Period of Employment		Pay band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	Whether permanent/Officiating /Temporary/Casual Labor	Reasons for leaving
			From	To				

(E) Do you possess at least three years service experience as Home Guard Civil Volunteer? If yes, enclose certificate.	Yes:	No:.....
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7.	Vigilance Clearance	:
8.	Address of Correspondence	:
9.	List of Attested copies of Certificate enclosed	:
10	Remarks, If any	:

Place:

Signature of Applicant

Date:

CERTIFICATE

It is Certified that the particulars of the officer have been verified and found to be correct.

2. It is certified that no disciplinary proceedings are either pending or contemplated against the officer.
3. Integrity of the officer is also certified.

Signature of the Head of Department
