

No. A-12034/8/2023- E.II  
Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture & Farmers Welfare  
(Establishment-II Section)

Krishi Bhawan, New Delhi

Dated: 26 /10/2023

**VACANCY CIRCULAR**

Subject: Filling up of three vacancies in the grade of Staff Car Driver (Ordinary Grade) in Level 2 of Pay Matrix Rs.19900-63200/- in the Ministry of Agriculture & Farmers Welfare, Department of Agriculture and Farmers Welfare – reg.

**1. Details of Post:**

- I. **Name of the post:** Staff Car Driver (Ordinary Grade)
- II. **Number of posts:** 3 (Three)
- III. **Classification of post:** General Central Service, Group 'C', Non-Gazetted, Non-Ministerial
- IV. **Pay Scale:** Level 2 of Pay Matrix Rs.19900-63200/-
- V. **Age Limit:** Not exceeding 56 years on the closing date of receipt of applications.

**2. Eligibility Conditions for appointment:**

**(i) Deputation / Absorption :**

From amongst the regular Despatch Rider or Three Wheeler Scooter Driver holding Group 'C' level-1 in the pay matrix (18000-56900/-) in the Ministry of Agriculture and Farmers Welfare including the attached and subordinate offices under its Departments failing which from officials holding the post of Despatch Rider on regular basis or Group 'C' employees of other Ministries of the Central Government (including their attached or subordinate offices) who possess valid driving license for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars and also fulfilling the necessary qualifications as under:

**Essential:**

- i. Matriculation
- ii. Possession of a valid driving license for motor cars;
- iii. Knowledge of motor mechanism as the case may be, and should be able to remove minor defects in vehicle;
- iv. Experience of driving a motor car for at least three years;

**Desirable:**

- i. 3 years' service as Home Guards/Civil volunteers.

**(ii) Deputation or Re-employment- For 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 above shall also be considered and such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.

**3. Place of posting:** New Delhi.

**4. Regulation of Pay and other terms of Deputation:** The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's OM No. 6/08/2009-Estt.-(Pay.II) dated 17.06.2010 as amended from time to time. Period of deputation including 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.

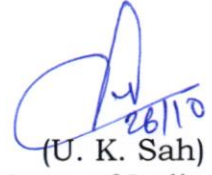
**5. Duties and responsibilities attached to the post:** Attending the duties as assigned by the Transport Officer, Senior Officers and General Administration Division; Maintenance of vehicles etc.

**6.** Applications of only such officials/candidates will be considered which are routed through proper channel and are accompanied by (i) bio data (in triplicate) as per Proforma (Annexure-I) (ii) Photocopies of ACRs/APARs for the last five years, if applicable, duly attested (Signed and Stamped) on each page by an officer not below the rank of Under Secretary to the Government of India (iii) Vigilance Clearance Certificate, Integrity Certificate, No Penalty Certificate or a Statement giving detail of Major or Minor penalties imposed on the officers, if any, during the last 10 years as per Proforma (Annexure-II). It may also be verified and certified that the particulars furnished by the official are correct.

Complete advertisement together with Bio-data format (Annexure-I) and certificates to be furnished by employer (Annexure-II) etc. are available on the Department of Agriculture and Farmers Welfare website- <https://agricoop.gov.in/> (Link-Media->Recruitment).

Applications of suitable and eligible officials and who can be spared immediately in the event of selection may be sent to the Under Secretary (Pers.II), Department of Agriculture, Cooperation and Farmers Welfare, Room No.37A, Ground Floor, Krishi Bhawan, New Delhi-110001 within a period of **60 days** from the date of publication of this Advertisement in the Employment News.

Advance copies of applications or those received after the prescribed closing date or not accompanied with the required certificates/documents are liable to be rejected.



(U. K. Sah)

Under Secretary to the Govt. of India

To:-

1. All Ministries/Departments of the Government of India. (It is requested that the vacancy may please be given wide publicity in their subordinate and attached offices under their administrative control.)
2. All Attached and Subordinate offices under the Department of Agriculture & Farmers Welfare

Copy for information to: JS (Admn.)/ DS (GA)/US (GA)/ US(P-I)/US (P-III)/ SO (E.III)/Guard file/Spare Copies/Notice Board.



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