

No. A-12023/1/2022/Ad-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
\*\*\*\*\*

North Block, New Delhi  
the 13<sup>th</sup> January, 2023

**CIRCULAR**

**Sub: Inviting applications from the retired Staff Car Driver (SCD) of Central Govt./State Govt./Ex-service men/Para-Military Forces etc. for rendering their services as SCD in Department of Personnel & Training- reg.**

It is proposed to engage retired Staff Car Driver (SCD) of Central Govt./State Govt./Ex-service men/Para-Military Forces etc. to render their services as SCD in DoPT initially for 1 year (can be extended further) against the vacant posts in these grades as per details given below:

1	Name of the Post	Red. Staff Car Driver (SCD)
2	Total number. of vacancies	04* <i>[*no. of vacancies may increase/decrease as per the requirement]</i>
3	Period of engagement	1 year from date of hiring (can be extended for further periods)
4	Job Location	North Block (Central Secretariat) OR Lok Nayak Bhawan, Khan Market OR Old JNU Campus, New Delhi
5	Eligibility Criterion	Officials retired as Staff Car Driver (SCD)
6	Age Eligibility	(i) Possession of a valid driving license for motor cars; and (ii) Should be less than 64 years.
7	Experience	(i) Knowledge of motor mechanism (should be able to remove minor- defects in vehicle); (ii) Experience of driving a motor car for at least five years; and (iii) Pass in 10 <sup>th</sup> standard from a recognized board
8	Remuneration	Last pay drawn minus pension plus TA in terms of D/o Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020.
9	Leave	1.5 paid leave for every month
10	Working Hours	➤ Normal Office timings from 9:00 AM to 5.30 PM. ➤ Marking Biometric Attendance is mandatory ➤ May also have to devote more time than usual to meet the exigencies of work
11	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance and will be governed by D/o Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020.

12	How to apply	The applications (As per Annexure) in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card may be sent to the following address:  <b>The Under Secretary (Coord.-II.)</b>  <b>DOPT, Room No. 3, North Block, New Delhi-110001 or email at: us-coord@nic.in</b>
13	Last date for receipt of application	24.01.2023



**(Prem Kumar Mandal)**  
**Under Secretary to the Government of India**  
☎ 011-2309 3266

To,

Director/Deputy Secretary (Admn./Establishment) of All Ministry/Department of Govt. of India with request to provide boarder publicity within their Ministry/Department

Copy to:

NIC Team, North Block to upload on DoPT's website

Annexure

1	Name:	
2	Last Designation held	
3	Name of the Department from where retired	
4	Date of retirement	
5	PPO No. (copy enclosed)	
6	Last Pay Drawn and Level	
7	Monthly Pension sanctioned	
8	Present Address:	..... ..... ..... .....
9	Bank Account Details: (copy enclosed)	
	Name of Bank:	
	Branch:	
	Account No.:	
	IFSC Code:	
10	Contact No.	
11	Email ID:	
12	PAN No. (copy enclosed)	
13	Aadhar No. (copy enclosed)	

(Signature of Applicant)

Date:

Place: