

A.12024/01/2020-Estt.
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan, New Delhi
Dated the 31st August, 2020

To,

Ms. Monideepa Mukerjee
Director General (Publications Division)
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, New Delhi

Subject: Recruitment of Staff Car Driver (Ordinary Grade).

Madam,

I am directed to say that this Ministry intends to fill two (UR category) vacant, Group 'C', Non-Ministerial posts of Staff Car Driver (Ordinary Grade) in Pay Level-2 (Rs.19900-63200) through the mode of direct recruitment.

2. The Eligibility Conditions for the post are, as under:

- i. Possession of a valid driving license for motor cars
- ii. Knowledge of motor mechanism (The candidate should be able to remove minor defects in the vehicle)
- iii. Experience of driving a motor-car for atleast 3 years
- iv. Pass in 10th Standard

Desirable:

3 years' service as Home Guard / Civil Volunteer

3. In order to fill up the above two posts through direct recruitment, an advertisement to be published in Employment News / Rozgaar Samachar along with the application form is annexed. It is requested that the same may be advertised at the earliest and may be given wide publicity, as per the DoP&T guidelines dated 13.06.2016 so as to fill up the posts expeditiously.

Encl: as above

Parveen Kumar

(Parveen Kumar)

Under Secretary to the Government of India

Ph: 23384518

Copy to:

NIC - kindly upload the circular on Ministry's website please.

[Signature]
31/8/2020
SO(EGH)

A.12024/01/2020-Estt-PNG
Government of India
Ministry of Petroleum & Natural Gas
[Establishment Section]

Shastri Bhawan, New Delhi-1
Dated the 3/8/2020

ADVERTISEMENT

Subject: Recruitment to the two posts of Staff Car Driver(Ordinary Grade) in the Ministry of Petroleum & Natural Gas.

It is proposed to fill two (02) UR category (General) posts of Staff Car Driver(Ordinary Grade) in the Ministry of Petroleum & Natural Gas in Pay Level-2 of Pay Matrix of 7th CPC (Rs.19900-63200) through direct recruitment.

2. **Eligibility Conditions:**

- i. Possession of a valid driving license for motor cars
- ii. Knowledge of motor mechanism (The candidate should be able to remove minor defects in the vehicle)
- iii. Experience of driving a motor-car for atleast 3 years
- iv. Pass in 10th Standard

Desirable:

3 years' service as Home Guard / Civil Volunteer

3. **Regulation of Pay:**

Pay in Level-2 of Pay Matrix of 7th Central Pay Commission will be regularised as per the extant rules.

4. **Age Limit:**

The maximum age limit for appointment through direct recruitment is 18-27 years as on the last date of receipt of application.

5. Applications along with the required documents / certificates mentioned at the end of Annexure-I in support of the qualifications and experience should be forwarded to "The Establishment Section, Room No. 314-B, Ministry of Petroleum & Natural Gas, 3rd Floor, Shastri Bhawan, New Delhi-110001" by **30.09.2020**. Applications received after the last date will be summarily rejected.

6. The candidates applying for the post will not be allowed to withdraw their candidature subsequently.

Proforma for application for the post of Staff Car Driver(Ordinary Grade) in the Ministry of Petroleum & Natural Gas in Pay Level-2 through direct recruitment.

1.	Name & Postal Address (in block letters) With Telephone no.	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Age, as on the last date of receipt of applications	:	
5.	Name & Address of Present Employer (if any)	:	
6.	Educational Qualification	:	
7.	a) Do you have a valid driving license for motor cars?	:	
	b) Do you have knowledge of motor mechanism?	:	
	c) Do you have experience of driving motor cars for three years?(Please attach certificate)	:	
	d) Do you have experience of three years as Home Guard / Civil Volunteer? (If yes, please attach certificate)	:	

8. Nature of present employment,
i.e. ad-hoc or temporary or permanent
and date of initial appointment

9. Additional information, if any, which you would like to mention in support of your
suitability for the post. (Enclose a separate sheet, if the space is insufficient):

Date:

Place:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of the candidate

(Name of the candidate)