



F.No.A-12025/01/2016-Admn.II

संघ लोक सेवा आयोग

Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069

Dated: 06/11/2017

VACANCY CIRCULAR

Subject: Filling up three (03) vacancies [two (02) for Unreserved & one (01) for OBC category] in the Grade of Staff Car Driver (Ordinary Grade) [General Central Service, Group-'C' Non-Gazetted, Non-Ministerial] in PB-1 [□5200-20200/-] with Grade Pay □1900/- [Level 2 as per 7th CPC] in the office of UPSC on Direct Recruitment basis - reg.

Applications (in the enclosed proforma) are invited from the eligible candidates to fill up three vacancies [two (02) for Unreserved and one (01) for OBC category] of Staff Car Driver (Ordinary Grade) [General Central Service, Group-'C' Non-Gazetted, Non-Ministerial] in PB-1 [□5200-20200/-] with Grade Pay □1900/- [Level 2 as per 7th CPC] in the office of UPSC on direct recruitment basis within 45 days from the date of publication of the vacancy circular in the Employment News.

2. Eligibility Conditions & Qualifications:

- (a) **Essential:** (i.) Possession of valid driving license for motor cars.
(ii.) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles).
(iii.) Experience of driving a motor car for at least three years.
- (b) **Desirable:** (i.) A Pass in the 8th standard.
(ii.) three years' service as Home Guard Civil Volunteers.

Note: Qualifications are relaxable at the discretions of the Union Public Service Commission/Staff Selection Commission/Competent Authority/Central Government in the case of candidates otherwise well qualified.

3. List of duties/responsibilities attached to the post of Staff Car Driver:

- Staff Car Driver may be exclusively attached to Hon'ble Chairman/Hon'ble Member. Secretary and other Senior Officers for driving the official vehicles provided to them.
- Proper cleanliness and maintenance of Car, maintenance of Log Book, records of petrol consumed/taken and other prescribed records are also part of his/her duties.
- Staff Car Driver is also responsible to get servicing/repair of cars, wherever required.
- Staff Car Driver will be required to perform such other duties and responsibilities as may be assigned from time to time.

4. Age-Limit:

(a) 25 years for UR candidates and 28 years for OBC candidates (after availing 3 years' age relaxation) [Relaxable for Government servants up to the age of 40 years] in accordance with the instructions or orders issued by the Central Government.

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu Kashmir State, Lahaul & Spiti District & Pangi Sub Division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep).

5. Period of Probation:

Period of probation will be 2 years for candidates selected on DR basis.

Note: Incomplete applications and applications without photocopies of certificate and applications received after the last date shall not be considered. The Commission reserves the right to restrict the number of candidates for recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for consideration for recruitment.

(S. Padmanabha)

Under Secretary (Estt.)

Union Public Service Commission

Tel. No. 011-23389078

Copy to:

- All Notice Boards of UPSC- eligible and interested personnel may forward their applications through their concerned Admn. Section within the stipulated date.
- Web Cell, UPSC with a request to upload the vacancy circular on the official website of the Commission.
- Asst. Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sookhana Bhawan. CGO Complex, Lodhi Road, New Delhi - 110003
- National Career Service (NCS) Portal, Ministry of Labour and Employment with a request to upload the circular on their NCS portal.
- Central Employment Exchange with a request to sponsor the suitable candidates within 30 days.

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

To,

The Secretary,
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi-110069

Paste recent passport size photo
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- (a) Name (in BLOCK CAPITAL LETTERS) :
- (b) Date of Birth (In words & Figures) :
- (c) Father's/Husband's Name :
- (d) Whether belonging to General/SC/ST/OBC/Ex-Serviceman (ESM) :

- (Please enclose necessary certificate where applicable) :
- (e) Educational Qualification :
- (i) Do you possess a valid driving license? Yes No

If yes, enclose copy and provide the following information:

- I. Date of Issue of driving license :
(DD/MM/YYYY)
- II. Type of Driving License :
- (ii) Do you possess knowledge of Motor mechanism? If yes, enclose certificate: Yes No
- (iii) How many years of experience do you possess for driving a motor car?
Enclose experience certificate :YearsMonths
- (iv) Details of Experience, if any :

S No.	Name of Employer	Post Held	Period of Employment		Whether Permanent/ Officiating/Temporary/ Casual Labourer	Reasons for Leaving
			From	To		

- (v) Do you possess at least three years service experience as Home Guard Civil Volunteer? If yes, enclose certificate Yes No

- (f) Address of Correspondence :
- (g) Whether registered with Employment Exchange or not? :
- If yes,
- (i) Name of Employment Exchange through which registered :
- (ii) Registration No. :
- (iii) Date of Registration :
- (iv) Date up to which the registration is valid :
- (h) List of attested copies of Certificate enclosed:

Certified that the above information/particulars furnished are true to the best of my knowledge and belief. In case any information is found to be false/doubtful before or after selection, my candidature is liable to be cancelled.

Dated:

Signature of the applicant