

| Name of post | Number of Post | Classification | Level in the Pay Matrix | Whether Selection Post or non selection Post | Age limit for Direct Recruits | Educational and other Qualifications required for Direct Recruits |
|-----------------------------|--|---|---|--|-------------------------------|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. Staff Car Driver Grade-I | 36* (2018) *Subject to variation depending on workload. | General Central Service, Group "C", non Gazetted, Non Ministerial | Level – 5 in the Pay Matrix (Rs. 29,200-92,300) | Non selection | Not applicable | Not Applicable |

| Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees | Period of probation if any. | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion/deputation/ absorption, level in the pay matrix from which promotion/ deputation/ absorption to be made. |
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| (8) | (9) | (10) | (11) |
| Not Applicable | Not Applicable | 100% by Promotion | Promotion: Staff Car Driver Grade - II in Level – 4 in the Pay Matrix (Rs.25,500-81,100) with six years of regular service in the grade or with a combined service of fifteen years in Staff Car Driver (Grade-II) and Staff Car Driver (Ordinary Grade); and have passed the trade test of appropriate standard specified below: (i) must be able to read English numerals and figures; |

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| | | | <p>(ii) must be able to locate faults and carry out minor running repairs;</p> <p>(iii) must have good knowledge of traffic regulations; and</p> <p>(iv) must be able to change wheels and correctly inflate tyres.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of requisite qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> |
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| If Departmental Promotion Committee exist, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
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| (12) | (13) |
| <p>Group 'C' Departmental Promotion Committee:</p> <p>(i) The senior most Additional Director at Headquarters Office – Chairman</p> <p>(ii) The Additional/ Joint Director, Headquarters– Member*</p> <p>(iii) Deputy/ Assistant Director of Income-Tax – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p> <p>*Deputy Director/Assistant Director looking after the charge of Motor Vehicle.</p> | <p>Not Necessary</p> |

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| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 2. Staff Car Driver Grade-II | 39* (2018) *Subject variation depend on workload | General Central Service, Group "C", Non Gazetted / non-Ministerial | Level 4 in the Pay Matrix (Rs.25,500-Rs.81,100) | Non Selection | Not Applicable | Not Applicable |

| Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees | Period of probation if any. | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion/deputation/ absorption, level in the pay matrix from which promotion/ deputation/ absorption to be made. |
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| (8) | (9) | (10) | (11) |
| Not Applicable | Not Applicable | Promotion | Promotion: Staff Car Driver (Ordinary Grade) in level – 2 in the pay matrix (Rs. 19,900-63,200) with nine years of regular service in the grade and have passed the trade test of appropriate standard specified below:- (i) must be able to read English numerals and figures; (ii) must be able to locate faults and carry out minor running repairs. |

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| | | | <p>(iii) must have good knowledge of traffic regulations; and (iv) must be able to change wheels and correctly inflate tyres.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of requisite qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> |
|--|--|--|---|

| If Departmental Promotion Committee exist, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
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| (12) | (13) |
| <p>Group 'C' Departmental Promotion Committee:</p> <p>(i) The senior most Additional Director at Headquarters Office – Chairman (ii) The Additional/ Joint Director, Headquarters– Member* (iii) Deputy/ Assistant Director of Income-Tax – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p> <p>*Deputy Director/Assistant Director looking after the charge of Motor Vehicle.</p> | <p>Not necessary</p> |

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| 3. Staff Car Driver (Ordinary Grade) | 47* (2018) *Subject to variation depending on workload. | General Central Service, Group "C", non Gazetted, non Ministerial | Level – 2 in the Pay Matrix (Rs. 19,900-63,200) | Not applicable | Between 18 to 25 Years* (Relaxable for Government Servants up to 40 years of age in accordance with the instruction 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 (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti | Essential: (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 vehicle); (iii) experience of driving a motor car for at least three years; and (iv) 10th class pass from a recognised Board or equivalent; Desirable: Three years service as Home Guard/Civil Volunteers. Note : The qualification regarding experience is relaxable at the discretion of 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 the sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill-up the vacancy reserved for them. |

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| | | | | | <p>District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshdweep).</p> <p>*If the direct recruitment is to be made by Direct Open Competitive Examination, the age limit would be 18-27 years.</p> | |
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| Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees | Period of probation if any. | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion/deputation/ absorption, level in the pay matrix from which promotion/ deputation/ absorption to be made. |
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| (8) | (9) | (10) | (11) |
| Not Applicable | Two years for direct recruits or re-employed. | Deputation/absorption failing which by direct recruitment. For Armed Forces Personnel: Deputation/ Reemployment. | <p>Deputation/Absorption:</p> <p>From amongst the regular Dispatch Rider (Group C) and Group C employees in level-1 in the pay matrix (Rs.18,000-56,900) in the Central Board of Excise and Customs, who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in level – 1 in the pay matrix (Rs.18,000-56,900) in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7.</p> |

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| | | | <p>Deputation/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 shall also be considered. Such persons would 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.</p> <p>Note 1: The period of deputation including the 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. Note 2: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> |
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| (12) | (13) |
| <p>Group 'C' Departmental Promotion Committee:</p> <p>(i) The senior most Additional Director at Headquarters Office – Chairman (ii) The Additional/ Joint Director, Headquarters– Member* (iii) Deputy/ Assistant Director of Income-Tax – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p> <p>*Deputy Director/Assistant Director looking after the charge of Motor Vehicle.</p> | <p>Not Necessary</p> |

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| 1. Staff Car Driver (Special Grade) | 8* (2018) *Subject to variation depending on workload. | General Central Service, Group "B", Non Gazetted /Non Ministerial | Level – 6 in the Pay Matrix (Rs. 35,400-1,12,400) | Non selection | Not applicable | Not Applicable |

| Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees | Period of probation if any. | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion/deputation/ absorption, level in the pay matrix from which promotion/ deputation/ absorption to be made. |
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| (8) | (9) | (10) | (11) |
| Not Applicable | Two years | 100% by Promotion | Promotion: Staff Car Driver Grade - I in Level – 5 in the Pay Matrix (Rs.29,200-92,300) with three years of regular service in the grade. |

| If Departmental Promotion Committee exist, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
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| (12) | (13) |
| <p>Group 'C' Departmental Promotion Committee:</p> <p>(i) The senior most Additional Director at Headquarters Office – Chairman (ii) The Additional/ Joint Director, Headquarters– Member* (iii) Deputy/ Assistant Director of Income-Tax – Member</p> <p>Note: Where none of the member at serial No. (i) to (iii) above belongs to the Schedule Castes or the Schedule Tribes, a Group 'A' officer from outside the Department belonging to the Schedule Castes or the Schedule Tribes, shall also associate as a member of the Departmental Promotion Committee.</p> <p>*Deputy Director/Assistant Director looking after the charge of Motor Vehicle.</p> | <p>Not Necessary</p> |

