

SCHEDULE

Name of post	Number of post	Classification	LEVEL in the PAY MATRIX	Whether selection post or non- selection post	Age limit for Direct Recruits
1.	2.	3.	4.	5.	6.
Staff Car Driver (Ordinary Grade)	429* (2016) *Subject to variation dependent on workload	General Central Service, Group "C", Non Gazetted, Non-Ministerial	LEVEL – 2 in the PAY MATRIX	Not Applicable	<p>Between 18 to 25 Years* (Relaxable for Government Servants up to 40 years in accordance with the instruction or orders issued by the Central Government .)</p> <p>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 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>

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the 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 the vacancies to be filled by various methods
7.	8.	9.	10.
<p>Essential:</p> <p>(i) Possession of a valid driving license for motor cars;</p> <p>(ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);</p> <p>(iii) Experience of driving a motor car for at least three years; and</p> <p>(iv) Pass in 10th standard.</p> <p>Desirable:</p> <p>Three years service as Home Guard/Civil Volunteers.</p> <p>Note 1: The qualification regarding experience is relaxable at the discretion of competent authority.</p> <p>Note 2: 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 with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p>	<p>Not applicable</p>	<p>Two years for direct recruits or re-employed</p>	<p>Deputation/absorption failing which by direct recruitment.</p> <p>For Armed Forces Personnel: Deputation/re-employment.</p>

In case of recruitment /deputation / absorption, grades from which promotion / deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be Consulted in making recruitment
11.	12.	13.
<p>Deputation/Absorption: From amongst the regular Dispatch Rider (Group C) and Group C employees in LEVEL – 1 in the PAY MATRIX in the Central Board of Excise & 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 in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7.</p> <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 organisation/ Department of the Central Government shall ordinarily not exceed three years.</p> <p>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>	<p>Group 'C' Departmental Confirmation Committee for considering confirmation cases:</p> <ol style="list-style-type: none"> 1. Additional Commissioner/Joint Commissioner (CCA's of Commissionerate) - Chairman 2. Deputy Commissioner/Assistant Commissioner (Head-quarters)*- Member 3. Deputy Commissioner/Assistant Commissioner (P&V) – Member <p>Note: Where none of the members at S. No. 1 to 3 above belongs to Scheduled Caste or the Scheduled Tribe, a Gr. "A" Officer from outside the Department belonging to the Scheduled Caste or the Scheduled Tribes category shall also associate as a member of Departmental Promotion Committee/Departmental Confirmation Committee.</p> <p>*Deputy Commissioner/Assistant Commissioner looking after the charge of Motor Vehicle.</p>	<p>Not necessary</p>

1.	2.	3.	4.	5.	6.
Staff Car Driver Grade-II	385* (2016) *Subject to variation on dependent on workload	General Central Service, Group "C", Non- Gazetted, Non - Ministerial	LEVEL – 4 in the PAY MATRIX	Non-selection	Not applicable

7.	8.	9.	10.
Not applicable	Not applicable	Not applicable	Promotion

11.	12.	13.
<p>Promotion: Staff Car Driver (Ordinary Grade) in LEVEL – 2 in the PAY MATRIX with 9 years of regular service in the grade and have passed the trade test of appropriate standard specified below:</p> <ul style="list-style-type: none"> (i) must be able to read english numerals and figures; (ii) must be able to locate faults and carry out minor running repairs. (iii) must have good knowledge of traffic regulations; (iv) must be able to change wheels and correctly inflate tyres. 	<p>Group 'C' Departmental Confirmation Committee for considering confirmation cases:</p> <ol style="list-style-type: none"> 1. Additional Commissioner/Joint Commissioner (CCA's of Commissionerate) - Chairman 2. Deputy Commissioner/Assistant Commissioner (Head-quarters)*- Member 3. Deputy Commissioner/Assistant Commissioner (P&V) – Member <p>Note: Where none of the members at S. No. 1 to 3 above belongs to Scheduled Caste or the Scheduled Tribe, a Gr. "A" Officer from outside the Department belonging to the Scheduled Caste or the Scheduled Tribes category shall also associate as a member of Departmental Promotion Committee/Departmental Confirmation Committee.</p> <p>*Deputy Commissioner/Assistant Commissioner looking</p>	Not necessary

<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>	<p>after the charge of Motor Vehicle.</p>	
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1.	2.	3.	4.	5.	6.
Staff Car Driver Grade-I	353* (2016) *Subject to variation on dependent on workload	General Central Service, Group "C", Non Gazetted, Non- Ministerial	LEVEL – 5 in the PAY MATRIX	Non-selection	Not applicable

7.	8.	9.	10.
Not applicable	Not applicable	Not applicable	promotion

11.	12.	13.
<p>Promotion: Staff Car Driver Grade - II in LEVEL – 4 in the PAY MATRIX with 6 years of regular service in the grade or with a combined service of 15 years in Staff Car Driver (Grade-II) and Staff Car Driver(Ordinary Grade); and have passed the trade test of appropriate standard specified below:</p> <p>(i) must be able to read english numerals and figures; (ii) must be able to locate faults and carry out minor running repairs; (iii) must have good knowledge of traffic regulations; (iv) must be able to change wheels and correctly inflate tyres.</p>	<p>Group 'C' Departmental Confirmation Committee for considering confirmation cases:</p> <ol style="list-style-type: none"> 1. Additional Commissioner/Joint Commissioner (CCA's of Commissionerate) - Chairman 2. Deputy Commissioner/Assistant Commissioner (Head-quarters)*- Member 3. Deputy Commissioner/Assistant Commissioner (P&V) – Member <p>Note: Where none of the members at S. No. 1 to 3 above belongs to Scheduled Caste or the Scheduled Tribe, a Gr. "A" Officer from outside the Department belonging to the Scheduled Caste or the Scheduled Tribes category shall also associate as a member of Departmental Promotion Committee/Departmental Confirmation Committee.</p> <p>*Deputy Commissioner/Assistant Commissioner looking after the charge of Motor Vehicle.</p>	<p>Not Necessary</p>

F.No.A-12018/12/2015-Ad.III.B

(Rajpal Singh)
Under Secretary to the Govt. of India