

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF LAW JUSTICE AND LEGISLATIVE AFFAIRS  
8<sup>TH</sup> LEVEL, C-WING, I.P. ESTATE, DELHI SECRETARIAT, NEW DELHI

F. No .11(35)/Admn/LJ&LA/18/ 4209

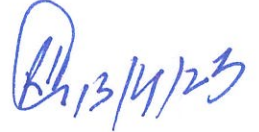
Dated: 13/4/2023

CIRCULAR

**Sub: Proposed Recruitment Rules for the post of Staff Car Driver (Ordinary Grade, Grade-II & Grade-I) (Group 'C' Non-Gazetted Non Ministerial in Department of Law Justice and Legislative Affairs GNCT Delhi)**

In pursuance of Office Memorandum No AB-14017/61/2008-Estt(RR) dated 13.10.2015 of the Government of India, Ministry of Personnel P.G & Pensions, Department of Personnel and Training, comments of stake holders on the proposed Recruitment Rules (RR,s) for the post of Staff Car Driver (Ordinary Grade, Grade-II, Grade-I) are hereby invited. Comments thereon should reach the undersigned by 15.05.2023.

Proposed Recruitment Rules are attached.



(Ramesh Kumar)  
Deputy Secretary (Admn)

F. No .11(35)/Admn/LJ&LA/18/ 4209

Dated: 13/4/2023

-Dealing Assistant/Incharge, Department of Law Justice and Legislative Affairs GNCT of Delhi with the request to upload this Circular along with the proposed Draft Recruitment Rules (RR,s) for the post of Staff Car Driver (Ordinary Grade, Grade-II, Grade-I) on the Website of this Department.

**ANNEXURE-1 ( FORMAT OF 13 COLUMN SCHEDULE)**

**DRAFT RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)**

Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non Selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1 Staff Car Driver (ordinary grade)	2 01* (2023) *Subject to variation dependent on workload	3 General Central Service Group 'C' Non-Gazetted, Non-Ministerial	4 Pay level-2 (Rs. 19900-63200) in the Pay Matrix	5 Not applicable	6 18-25 years* (Relaxable for Government servant's upto 40 years in accordance with the instructions or orders issued by the Central Government)  <b>Note:</b> The crucial date for determining the age limit shall be as advertised by DSSSB / Competent Authority.  *In case of post being filled up by All-India open competition, the age limit would be 18-27 years.	7  <b>Essential:</b> (i) Pass in 10 <sup>th</sup> standard (ii) Possession of a valid driving license for motor cars; (iii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle); (iv) Experience of driving a motor car for at least 3 years  <b>Desirable:</b> Three years' service as Home Guard/Civil Volunteers. <b>Note 1:</b> The qualification are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified. <b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the 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.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage or vacancies to be filled by various methods	In case of recruitment by promotion or deputation /transfer, grades from which promotion or deputation /transfer to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	Two years for direct recruitment	Deputation / Absorption failing which by Direct Recruitment	<p>Deputation/absorption</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or department</p> <p>Or</p> <p>(ii) From amongst Group 'C' employees in level-1 (18000-56900) in pay matrix with three years of regular service in the office where vacancy arises failing which from Group C employees in Level-1 (18000-56900) in pay matrix with three years of regular service in Central Government / State Government / UT territories and on the basis of a driving test to assess the competence to drive motor cars.</p> <p>And</p> <p>Possessing the following qualification and experience as prescribed in Column No.7.</p> <p><b>Note-1:</b> 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/Department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note-2 :</b> 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:</p> <ol style="list-style-type: none"> <li>1. Principal Secretary / Secretary (Labour), Govt. of NCT of Delhi – <b>Chairman</b></li> <li>2. Head of Department, Concerned, Govt. of NCT of Delhi-<b>Member</b></li> <li>3. Deputy Secretary (Services) – <b>Member</b></li> </ol> <p><b>Note:</b> Senior most member of the Departmental Promotion Committee shall act as Chairperson in case the notified Chairman of the Departmental Promotion Committee happens to be junior to another member of the Departmental Promotion Committee.</p>	Not applicable

**ANNEXURE-1 (FORMAT OF 13 COLUMN SCHEDULE)**

**DRAFT RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER GRADE-II**

Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	Whether Selection Post or Non Selection Post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1 Staff Car Driver Grade II	2 01(2023)* *subject to variation dependent on workload	3 General Central Service Group 'C' Non-Gazetted, Non-Ministerial	4 Level-4 (Rs. 25500-81100) in the Pay Matrix	5 Non-Selection	6 Not applicable	7 Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage or vacancies to be filled by various methods	In case of recruitment by promotion or deputation /transfer, grades from which promotion or deputation /transfer to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	Not applicable	By Promotion failing which by Deputation	<p><b>Promotion:</b> Staff Car Driver (Ordinary Grade) in the Pay Level-2, Rs. 19900-63200 with 08 (Eight) years of regular service in the grade and have passed the trade test, specified by the Government.</p> <p><b>Note:</b> Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service, or two 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 / eligibility service.</p> <p><b>Deputation:</b> Officers of the Central Government/ State Government or Union Territories:</p>	<p><b>Group 'C' Departmental Promotional Committee for considering promotion</b></p> <ol style="list-style-type: none"> <li>1. Principal Secretary / Secretary (Labour), Govt. of NCT of Delhi – Chairman</li> <li>2. Head of Department, Concerned, Govt. of NCT of Delhi-Member</li> <li>3. Deputy Secretary (Services) – Member</li> </ol> <p><b>Note:</b> Senior most member of the Departmental Promotion Committee shall act as Chairperson in case the notified Chairman of the Departmental Promotion Committee happens to be junior to another member of the Departmental Promotion Committee.</p>	Not applicable

			<p>(a) (i) Holding analogous post on a regular basis in the parent cadre or department Or (ii)with 08 years service rendered after appointment to the post on regular basis in the pay level-2 (19900-63200) or equivalent in the parent cadre or department And (b) (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 3 years; and (iv)Pass in 10<sup>th</sup> Standard; and Have Passed the trade test, specified by the Government.</p>		
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**ANNEXURE-1 ( FORMAT OF 13 COLUMN SCHEDULE)**

**DRAFT RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER GRADE-I**

Name of Post	Number of Posts	Classification	Pay Band and Grade Pay or Pay Scale	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
Staff Car Driver (Grade I)	02 (2023)* *subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	Level-5 (Rs. 29200-92300) in the Pay Matrix	Non-Selection	Not applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage or vacancies to be filled by various methods	In case of recruitment by promotion or deputation /transfer, grades from which promotion or deputation /transfer to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
8	9	10	11	12	13
Not Applicable	Not Applicable	By Promotion failing which by Deputation	<p><b>Promotion:</b> Staff Car Driver (Grade-II) in the Pay Level-4 (Rs. 25500-81100) of the pay matrix with 05 (Five) years of regular service in the grade Or with a combined service of 13 (Thirteen) years in the Staff Car Driver Grade-II and Staff Car Driver (Ordinary Grade) and have passed the trade test, specified by the Government.</p> <p><b>Note:</b> Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying/eligibility service, or two 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 / eligibility service.</p>	<p><b>Group 'C' Departmental Promotional Committee for considering promotion</b></p> <ol style="list-style-type: none"> <li>1. Principal Secretary / Secretary (Labour), Govt. of NCT of Delhi – Chairman</li> <li>2. Head of Department, Concerned, Govt. of NCT of Delhi-Member</li> <li>3. Deputy Secretary (Services) – Member</li> </ol> <p><b>Note:</b> Senior most member of the Departmental Promotion Committee shall act as Chairperson in case the notified Chairman of the Departmental Promotion Committee happens to be junior to another member of the Departmental Promotion Committee.</p>	Not applicable

			<p><b>Deputation:</b> Officers of the Central Government/ State Government or Union Territories:</p> <p>(a) (i) Holding analogous post on a regular basis in the parent cadre or department Or (ii) with 05 years service rendered after appointment to the post on regular basis in the pay level-4 (25500-81100) or equivalent in the parent cadre or department And (b) (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 3 years; and (iv) Pass in 10<sup>th</sup> Standard; and Have Passed the trade test, specified by the Government.</p>		
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