F. No. A-12026/12/2013-Admn.I (LA)
Government of India
Ministry of Law and Justice
Department of Legal Affairs

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Shastri Bhawan, New Delhi
Dated the 04th April, 2019

VACANCY CIRCULAR

Subject: - Filling up 01 (one) post of Staff Car Driver (Ordinary Grade) in Department of Legal Affairs on absorption basis – regarding.

The post of Staff Car Driver (Ordinary Grade) is to be filled up in this Department by absorption basis. The details are as under:

1. Name of the post : Staff Car Driver (Ordinary Grade)
   General Central Service Group ‘C’ Non Gazetted in Level-2 of pay matrix [pre-revised PB-1(Rs. 5200-20200/-) with Grade Pay of Rs. 1900/-]

2. Number of vacancy : 01 (one)

3. Eligibility conditions : By absorption of regular Despatch Riders and regular Staff Car Drivers in the lower grade as well as other Group-C employees in the lower grade and Group-D employees of the Department of Legal Affairs possessing the following qualifications:
   Essential: - Possessing of a valid driving licence for motor cars. Knowledge of motor mechanism and experience of driving a motor car for at least five years.
   Desirable: - A pass in the 8th standard.

4. Place of posting : The place of posting is New Delhi. However, the post carries the liability to serve in any part of India.

2. The candidates who are willing and fulfill the eligibility conditions may submit their application in the prescribed proforma in Annexure-I through proper channel to the undersigned within 30 days from the date of issue of this circular. Officials who volunteer for the post will not be permitted to withdraw their names later. Applications received after the prescribed date will not be entertained.

(Sunil Kumar Sah)
Section Officer
Tel. 011-23387914

Copy to:
1. All the Sections in Legal Affairs and Legislative Department/Law Commission/ All Branch Secretariats with request to circulate in their unit.
2. Hindi Unit/SSA [NIC Cell].
## ANNEXURE-I

1. Name : 
2. Date of Birth : 
3. Educational Qualifications and special qualification if any* : 
4. Present Post held and place of posting : 
5. Present Pay and Pay Level : 
6. Date of regular appointment : 
7. Brief of service particulars : 
8. Whether SC/ST/OBC : 
9. Date of return from last Deputation : 
10. Remarks, if any : 

(*enclose the copy of License with the application)

Place: 
Date: 

Signature of the applicant