

F. No. A-12026/12/2013-Admn.I (LA)

Government of India
Ministry of Law and Justice
Department of Legal Affairs

Shastri Bhawan, New Delhi
Dated the 02nd 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 :
8. Brief of service particulars :
9. Whether SC/ST/OBC :
10. Date of return from last Deputation :
11. Remarks, if any :

(*enclose the copy of License with the application)

Place:
Date:

Signature of the applicant