

F. No. A.12026/12/2013-Admn.1(LA)-Part(1)

**Government of India
Ministry of Law & Justice
Department of Legal Affairs**

4th floor, Shastri Bhawan, New Delhi

Dated the 27th December, 2023

OFFICE MEMORANDUM

Subject:- Seeking comments/views/suggestions from Stakeholders on Amendment of Recruitment Rules for the post of Staff Car Driver in the Department of Legal Affairs-reg

The undersigned is directed to say that as per DoPT's O.M. No. AB-14017/61/2008-Estt(RR) dated 13.10.2015, the framing/Amendment of Recruitment Rules are to be uploaded on the website of respective Ministries/Departments for 30 Days inviting comments from the stakeholders. Accordingly, the draft Recruitment Rules for the post of Staff Car Driver in Department of Legal Affairs are uploaded on the official website of Department of Legal Affairs for information of stakeholders. The stakeholders may furnish their comments, if any, to Admn-I (LA) Section [email: admin1-la@nic.in] within a period of 30 Days from the date of its uploading on the website. In case, no comments are received till then, the Department will proceed further for taking necessary action for amendment of the aforementioned draft Recruitment Rules.

V. S. Chauhan
27/12/23

(V. S. Chauhan)

Under Secretary to the Govt. of India

Tel. 2338 3634

Encl :-As above

To

- (1) All stakeholders concerned.
- (2) NIC Cell with a request to upload the draft Recruitment Rules on the website of the Department of Legal Affairs.

(To be published in Part-II, Section-3, Sub-section (i) of the Gazette of India)

MINISTRY OF LAW AND JUSTICE

(Department of Legal Affairs)

New Delhi, the December, 2023

G. S. R. No. - In exercise of the powers conferred by the proviso to the article 309 of the Constitution and in supersession of the Ministry of Law & Justice, Department of Legal Affairs (Staff Car Drivers) Recruitment Rules, 2002, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Staff Car Drivers in the Ministry of Law & Justice, Department of Legal Affairs, namely:-

1. **Short title and commencement:-** (i) These rules may be called the Ministry of Law & Justice, Department of Legal Affairs, (Staff Car Drivers) Recruitment Rules, 2023;
(ii) They shall come into force on the date of their publication in the Official Gazette.
2. **Application:-** These rules shall apply to the post specified in column 1 of the schedule annexed to these rules.
3. **Number of posts, classification and scale of pay:-** The number of the said posts, their classification and the scales of pay attached thereto, shall be specified in Column 2 to 4 of the Schedule annexed to these rules.
4. **Method or recruitment, age limit and qualifications etc:-** The method of recruitment to the said posts, age limit, qualifications and other matters relating thereto, shall be as specified in columns 5 to 13 of the said Schedule.
5. **Disqualification:-** No person,-
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving:-** Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale [Pay Level in Pay Matrix]	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.
1	2	3	4	5	6	7	8
Staff Car Driver (Ordinary Grade)	4 * (2023) * Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Level-2 (Rs.19,900-63,200) in the Pay Matrix	Not Applicable	18-25 Years* (Relaxable for Government Servants up to 40 years in accordance with the instructions 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 from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of UT of Ladakh, Lahaul & Spiti District and Pangl Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep)	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 atleast 3 years; and (iv) Pass in 10 th Standard. Desirable; 3 years' service as Home Guard/ Civil Volunteers. Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority.	Not Applicable

					* If the 'Direct Recruitment' is to be made by 'Direct Open Competitive Examination', the age limit would be 18-27 years.		
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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.	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.
9	10	11	12	13
Two years for direct recruits or re-employed	Deputation/ absorption failing which by direct recruitment. For Armed Forces Personnel: Deputation/ re-employment	Deputation/ Absorption: From amongst the regular Dispatch Rider (Group C) and Group C employees in Pay Band-1 Rs.5200-20200 Grade Pay Rs.1800 [Level-1 (Rs.18000-56900) in the Pay Matrix] in the Department of Legal Affairs 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 the officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Pay Band-1 Rs.5200-20200 Grade Pay Rs.1800 [Level-1 (Rs.18000-56900) in the Pay Matrix] in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7. 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	Group Departmental Confirmation Committee for considering confirmation cases Group Departmental Confirmation Committee for considering confirmation: 1. Deputy Secretary/ Director in-charge (Administration) in the Department of Legal Affairs - Chairperson	Not Applicable

the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

Note: 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. The maximum age limit for appointment by deputation absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.

2. Under Secretary in-charge (Administration) in the Department of Legal Affairs - Member

3. Co-opted Member preferably belonging to Scheduled Caste or Scheduled tribe of the rank of Under Secretary/ Assistant Legal Adviser- Member

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale [Pay Level in Pay Matrix]	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.
1	2	3	4	5	6	7	8
Staff Car Driver Grade-II	4 * (2023) * Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Level-4 (Rs.25,500-81,100) in Pay Matrix	Non-Selection	Not Applicable	Not Applicable	Not Applicable

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.	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.
9	10	11	12	13
Not Applicable	Promotion	Promotion: Staff Car Driver (Ordinary Grade) in Pay Band-1 Rs.5200-20200 Grade Pay Rs.1900 [Level-2 (Rs.19900-63200) in the Pay Matrix] with 9 years of regular service in the grade and have passed the trade test, specified by the Government	Group 'C' Departmental Promotion Committee for considering promotion: 1. Deputy Secretary/ Director in-charge (Administration) in the Department of Legal Affairs - Chairperson 2. Under Secretary in-charge (Administration) in the Department of Legal Affairs - Member	Not Applicable

			3. Co-opted Member preferably belonging to Scheduled Caste or Scheduled tribe of the rank of Under Secretary/ Assistant Legal Adviser-Member	
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Name of post	Number of Post	Classification	Pay Band and Grade Pay/ Pay Scale [Pay Level in Pay Matrix]	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.
1	2	3	4	5	6	7	8
Staff Car Driver Grade-I	5 * (2023) * Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-1 Rs.5200-20200/- Grade Pay Rs.2800 [Level-5 (Rs.29200-92300) in the Pay Matrix]	Non-Selection	Not Applicable	Not Applicable	Not Applicable

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.	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.
9	10	11	12	13
Not Applicable	Promotion	Promotion: Staff Car Driver Grade-II in Pay Band-1 Rs.5200-20200 Grade Pay Rs.2400 [Level-4 (Rs.25500-81100) 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, specified by the Government	Group 'C' Departmental Promotion Committee for considering promotion: 1. Deputy Secretary/ Director in-charge (Administration) in the Department of Legal Affairs - Chairperson	Not Applicable

			<p>2. Under Secretary in-charge (Administration) in the Department of Legal Affairs - Member</p> <p>3. Co-opted Member preferably belonging to Scheduled Caste or Scheduled tribe of the rank of Under Secretary/ Assistant Legal Adviser-Member</p>	
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Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale [Pay Level in Pay Matrix]	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.
1	2	3	4	5	6	7	8
Staff Car Driver (Special Grade)	1* (2023) * Subject to variation dependent on workload	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-2 Rs.9300-34800/- Grade Pay Rs.4200 [Level-6 (Rs.35400-112400) in the Pay Matrix]	Non-Selection	Not Applicable	Not Applicable	Not Applicable

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.	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.
9	10	11	12	13
Not Applicable	Promotion	Promotion: Staff Car Driver Grade-I in Pay Band-1 Rs.5200-20200 Grade Pay Rs.2800 [Level-5 (Rs.29200-92300) in the Pay Matrix] with 3 years of regular service in the grade and have passed the trade test, specified by the Government	Group 'B' Departmental Promotion Committee for considering promotion: 1. Deputy Secretary/ Director in-charge (Administration) in the Department of Legal Affairs - Chairperson	Not Applicable

			<p>2. Under Secretary in-charge (Administration) in the Department of Legal Affairs - Member</p> <p>3. Co-opted Member preferably belonging to Scheduled Caste or Scheduled tribe of the rank of Under Secretary/ Assistant Legal Adviser-Member</p> <p>Group 'B' Departmental Confirmation Committee for considering confirmation:</p> <p>1. Deputy Secretary/ Director in-charge (Administration) in the Department of Legal Affairs - Chairperson</p> <p>2. Under Secretary in-charge (Administration) in the Department of Legal Affairs - Member</p> <p>3. Co-opted Member preferably belonging to Scheduled Caste or Scheduled tribe of the rank of Under Secretary/ Assistant Legal Adviser-Member</p>	
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[F. No.A- / / 2023-Admn-I (LA)]
RAJEEV KUMAR, Dy. Secretary

Footnote:- The earlier rule of the Ministry of Law & Justice, Department of Legal Affairs (Staff Car Driver) Recruitment Rules, 2002 were published vide GSR No.337 dated 12-08-2002.

ANNEXURE TO THE SCHEDULE
SCHEME OF THE TRADE TEST

I. Appointment to Grade-I of Staff Car Driver (SYLLABUS)

1. Must be able to read English Numerals and figures.
2. Must have a thorough knowledge of Traffic Regulation.
3. Must have good knowledge of Engine working and must be able to locate faults and rectify minor running defects.
4. Must be able to clear carburetor, plug etc.

TEST

Practical test based on the above.

II. Appointment to Grade-II of Staff Car Driver (SYLLABUS)

1. Must be able to read English Numerals and figures.
2. Must have a good knowledge of Traffic Regulation.
3. Must be able to locate faults and carry out minor running defects.
4. Must be able to change wheels and correctly inflate tyres.

TEST

Practical test based on the above.