

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 1<sup>st</sup> November, 2022


**VACANCY CIRCULAR**

**Subject:-** Filling up of one (01) post in the grade of Staff Car Driver (Ordinary Grade) on absorption basis in the Main Secretariat, Department of Legal Affairs, Ministry of Law and Justice, New Delhi.

It is proposed to fill up one (01) vacancy in the grade of Staff Car Driver (Ordinary Grade) in Level-2 of the pay matrix in the Scale of Pay@Rs.19900-63200 corresponding to the pre-revised PB-1, Rs.5200-20200/- with Grade pay of Rs. 1900/-, on absorption basis, in the Main Secretariat, Department of Legal Affairs, New Delhi. The appointment will be based on the results of a driving test designed to adjudge the suitability for the post with reference to the standard of competence considered essential for Staff Car Drivers. Regular Staff Car Drivers working in any Ministry/Department are eligible to apply for the post.

2. It is requested that the eligible and willing officials may please forward their application (as per Annexure-I) through proper channel to the undersigned latest by 30<sup>th</sup> November, 2022.

Encl.: - As above.

  
(Varun Singh Chauhan)  
Under Secretary to the Govt. of India  
Tel. 011-23383634

**Copy to:-**

1. All the Ministries/Departments of Government of India.
2. Hindi Unit/NIC Cell.
3. Department of Personnel & Training, CS-I Division, North Block, Central Secretariat, New Delhi - 110001; It is requested to publish this vacancy circular on its website.

**ANNEXURE-I**

1. Name of the Applicant :
2. Date of Birth :
3. Educational Qualifications  
and special qualification if any\* :
4. Present Post held & Department :
5. Place of posting :
6. Present Pay and Pay Level :
7. 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 valid driving License with the application)

Place:

Date:

**Signature of the Applicant**