

No.A.12026/12/2013-Admn.1 (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs

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Shastri Bhawan, New Delhi  
Dated the 22<sup>nd</sup> February, 2023


**VACANCY CIRCULAR**

**Subject:- Filling up of three (03) posts 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 three (03) vacancies 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 these posts.

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 within **30 days** from the date of publishing of this circular on the website of this Department.

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. Ministry of Home Affairs, North Block, New Delhi - 110001; It is requested to circulate the vacancies in Paramilitary Forces and other offices which are under administrative control of MHA. The applications received may be forwarded to this Department through proper channel.

**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**