

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 10<sup>th</sup> July, 2019

VACANCY CIRCULAR

**Subject: - Filling up of 02 (two) posts of Staff Car Driver (Ordinary Grade) on absorption basis in the Main Secretariat, Department of Legal Affairs, Ministry of Law and Justice at New Delhi.**

It is proposed to fill up 02 vacancies (anticipated) in the grade of Staff Car Driver (Ordinary Grade) in the Level-2 of 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 20<sup>th</sup> August 2019.

**Encl.: - As above.**

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

Copy to: -

1. All the Ministries/Departments of Government of India.
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