



F.No. NCST-11053/2/2023-Estt.  
Government of India  
National Commission of Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
The 30<sup>th</sup> November, 2023

CIRCULAR

Subject: Filling up of five (05) posts of Staff Car Driver [Group 'C', non-Gazetted, non-Ministerial, Pay Level-2] in the National Commission for Scheduled Tribes (NCST) on deputation/absorption basis.

It is proposed to fill up five (05) posts of Staff Car Driver [Group 'C', non-Gazetted, non-Ministerial] in the NCST in Level-2 (Rs 19900- 63200) of 7<sup>th</sup> CPC Pay Matrix on deputation/absorption basis. The eligibility conditions for appointment to the post are given in **Annexure-I**.

2. The appointment of officials on deputation will be governed by the terms and conditions laid down in DoP&T O.M. No. 6/8/2009-Estt(Pay-II) dated 17.6.2020, as amended from time to time.

3. It is requested that applications of eligible and willing officials who can be relieved, if selected, may be forwarded in the prescribed proforma as in **Annexure-II** along with the following documents, to the Under Secretary(Admin), 2<sup>nd</sup> Floor, A-Wing, Lok Nayak Bhavan, Khan Market, New Delhi-110003 (email: us@ncst.nic.in), within a period of two months from the date of issue of this circular:

- i. Vigilance Clearance Certificate
- ii. Integrity Certificate
- iii. List of major/minor penalties imposed, if any, during the last ten years. If no penalty has been imposed, a NIL certificate should be enclosed.
- iv. Attested photocopies of APARs for the last five years (2017-18 to 2021-22)
- v. Documents in support of educational qualification and experience ( by the candidate with the application form) :
  - a. Educational Qualification Certificates

- b. Driving License
- c. Driving experience certificate

4. Applications received otherwise than through proper channel and/or without the above mentioned documents and/or after the due date shall not be entertained. The applications not accompanied by supporting certificates/documents in support of educational qualification/experience claimed by the candidates will not be processed. Further, the candidates who apply for the post shall not be allowed to withdraw their candidature subsequently.



(Rajesh Kumar Verma)  
Under Secretary to the Government of India  
Tel: 011-24657271/email: us@ncst.nic.in

To

1. All Regular MTS, Group C, in NCST
2. NIC Cell, NCST with the request to post the circular on the website of NCST.
3. Hindi Section - for Hindi Version.

Annexure-I

Eligibility for appointment to the post of Staff Car Driver



Eligibility for appointment to the post of Staff Car Driver

1.	Name of the post	:	Staff Car Driver
2.	Number of posts	:	05 (Five)
3.	Classification	:	General Central Services, Group 'C', non-Gazetted, non-Ministerial
4.	Pay Scale of the post	:	Level-2 of 7 <sup>th</sup> CPC Pay Matrix
5.	Method of recruitment	:	Deputation/Absorption
6.	Period of deputation	:	Three Years  <b>Note:</b> 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 organisation or Department of the Central Government shall ordinarily not exceed three years.
7.	Educational and other qualifications required	:	(i) Possession of a valid driving licence for motor cars;  (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in the vehicles).  (iii) Experience of driving a motor car for at least three years; and  (iv) A pass in 10th standard.
8.	Upper Age Limit	:	Not exceeding 56 years as on the closing date of receipt of applications
9	<b>Note1:</b>  In case of deputation/absorption, recruitment is to be made from amongst the officials holding the post of Despatch Rider (Group C) on regular basis or regular Group C employees in Level-1 of the 7 <sup>th</sup> CPC Pay Matrix in the Ministries or Departments of the Central Government who fulfil the necessary qualifications as mentioned in Para 7 above.		
10	<b>Note 2:</b>  For Armed Forces personnel, the method of recruitment shall be deputation		

/re-employment. 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 qualifications and experience prescribed in para 7 above shall also be considered. Such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.



BIO-DATA/ CURRICULUM VITAE PROFORMA FOR THE POST OF  
STAFF CAR DRIVER

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<u>Essential</u>	<u>Essential</u>
A) Qualification /experience  (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 the vehicles). (iii) Experience of driving a motor car for at least three years; and (iv) A pass in 10th standard.	A) Qualification/experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay	Nature of Duties (in detail)

				level of the post held on regular basis	highlighting experience required for the post applied for

\*Important: Pay band and grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state)			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still



maintaining a lien in his parent cadre/ organisation.

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances (with break-up details)	Total Emoluments
16. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy		

Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address

Date

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

**Countersigned**  
**(Employer/ Cadre Controlling Authority with Seal)**



Documents Attached (Self-Attested Photocopies)

Sl. No.	Name	Yes	No
1.	Educational Qualification Certificates		
2.	Driving License		
3.	Driving experience certificate		