

No.1/08/2016/DCH/Enf
 Government of India/ भारत सरकार
 Ministry of Textiles/ वस्त्र मंत्रालय
 OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS
 विकास आयुक्त हथकरघा कार्यालय
 (Enforcement Wing)/(प्रवर्तन अनुभाग)

उद्योग भवन, नई दिल्ली /Udyog Bhawan, New Delhi
 Dated: the Nov, 2022

VACANCY CIRCULAR

1. Applications are invited for the post mentioned below from the eligible candidates in the prescribed proforma appended below by Registered/Speed Post. Applications sent by ordinary mail or any other form of mail will not be accepted.

Name of the Post	Scale of Pay	Distribution of Vacancies						Remarks
		UR	SC	ST	OBC	EWS	TOTAL	
Staff Car Driver	Pay Level - 2 Rs 19900-63200/-	01	--	--	--	--	01	

(a) Abbreviations Used. Gen-General, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, ESM - Ex-Servicemen, EWS - Economic Weaker Section, PWDs-Persons with Disabilities.

(b) Place of Work. Selected candidates will be liable to serve anywhere in India. However, initial place of posting is likely to be at Ahmedabad.

(c) Reservation. Reservation for SC/ST/OBC/ESM/EWS/PwDs categories is as per extant Government Orders.

2. Qualification & Age.

Name of Post	AGE LIMIT	ELIGIBILITY CONDITIONS/QUALIFICATION
Staff Car Driver	18-27 Years (relaxable for candidates from reserved categories and Govt. Servants according to applicable rules. (Relaxable for Government servants upto 40 years in the case of general conditions and upto 45 years in the case of candidates belonging to the Scheduled Casts or the Schedule Tribes in accordance with the instructions or orders issued by the Central Government time to time)	(i) Possession of valid driving license for Motor Car; (ii) knowledge of motor mechanism (candidate should be able to remove minor defect of vehicle); (iii) experience of driving a motor car for at least three years; and (iv) pass in 10th standard from a recognised Board. Desirable - three years' experience as Home Guard or Civil Volunteers. Note 1.- The qualification regarding experience is relaxable at the discretion of the competent authority. Note 2.- The qualification regarding experience is relaxable at the direction by the competent authority in case of candidates belonging to the Schedule Castes or Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.

3. **Age Relaxation.** Permissible relaxations of Upper age limit for different categories are as under:-

Category	Age Relaxation permissible beyond the Upper age limit
Ex-Servicemen	03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.
Departmental candidates with minimum 03 years continuous service	Upto 40 years of age

Note: - Central Government civilian employees claiming age relaxation should be in possession of Certificate in the prescribed format (**Annexure-I**) from their office in respect of the length of continuous service which should not be less than three years as on the closing date for receipt of application. They should continue to have the status of Central Government civilian employees from the date of application till the time of appointment, in the event of their selection.

4. **Age Determination/Crucial Date.**

(a) The crucial date of determining the age limit would be the closing date for receipt of applications from candidates i.e., **45 days** from the date of publication of advertisement in the Employment News in respect of all candidates, irrespective of their place of residence.

(b) The crucial date for determining age limit in case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

5. **Application Closing Date.** The closing date for receipt of Applications from candidates will be **45 days** from the date of publication of advertisement in Employment News while the last date of receipt of application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be **52 days** from the date of publication of advertisement in Employment News.

6. **Mode of Selection.**

(a) **Short - listing of Applications.** Where the number of applications received is too large in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the skill test/written test, department at their discretion, may restrict the number of candidates to a reasonable limit, based on the marks obtained in the qualifying examination.

(b) **Scheme of Written Examination.** The question papers of written test (objective type-Multiple choice question) will be of 10th standard and bilingual (except for General English) covering aspects as stated below: -

(i) **Skill Test at prescribed norms: Staff Car Driver -**
Driving Test, knowledge of motor mechanics

(ii) **Written Test.** Only those candidates qualifying in written test in following subjects will be called for skill test: -

S.No.	Subject	Question	Marks
(a)	General Intelligence and Reasoning	25	25
(b)	General Awareness	25	25
(c)	English Language and Comprehension	25	25
(d)	Numerical Aptitude	25	25

- (c) **Date of Examination.** Exact date, time and venue of examination will be communicated in the Call letter.
- (d) **Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India.
- (e) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- (f) The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled/services terminated, if already appointed.
- (g) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.
- (h) **Drawal of Merit list/Result.** Merit list will be drawn and result declared on the basis of marks obtained in the written test only.
- (j) **Resolution of Tie cases.** In case where more than one candidate secures equal marks, tie will be resolved by applying the following methods one after another: -
(1) Date of birth, with older candidates placed higher. (2) with higher marks in Numerical Aptitude then Reasoning & then General Awareness.

7. **How to Apply.** The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF STAFF CAR DRIVER** and **CATEGORY “ ”** (i.e., SC/ST/OBC/UR/EWS/ESM/PWDs) and sent by only Registered/Speed Post to below mentioned address along with the following documents: -

The Application should be addressed to:

**The Chief Enforcement Officer
Enforcement Wing, Room No. 55
O/o Development Commissioner for Handlooms
Ministry of Textiles
Udyog Bhawan, New Delhi-110011**

- (a) Duly completed application on the prescribed format as per **Appendix ‘I’** typed in English (in A4 size paper).
- (b) One self-addressed envelope (size approximately 25cm x 10cm) should be enclosed with the application form for sending call letter.
- (c) Three recent passport size, one self-signed photograph affixed in appropriate box on the application form and other two self-signed photographs.
- (d) The Government Servants are to produce No Objection Certificate from the Employer.
- (e) Self-attested certificates in respect of Ex-servicemen duly indicating the proof of ex-servicemen issued by competent authority, where applicable (**Annexure-II**).
- (f) EWS candidate should attach self-attested photocopy of income and asset certificate issued by a competent authority in the prescribed format.

8. **Nature of Duties in Brief.** Indicative duties and responsibilities of the post are as follows: -

- (a) Receiving and dropping of officers for meetings, presentations etc.
- (b) Maintenance of upkeep of the car engine.
- (c) Maintenance of km log book.
- (d) Knowledge of motor mechanics

Note. The above list of duties is only illustrative and not exhaustive. Section/ Department may add in the list, duties of similar nature, ordinarily performed by officials at this level.

9. **Instructions.**

- (a) Only Indian nationals can apply for the above posts
- (b) Application received after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained.

- (c) The following act/omissions will render a candidate/applicant disqualified/application rejected: -
- (i) Application not in the prescribed format or incomplete or unsigned or undated or improperly filled.
 - (ii) Furnishing of false, inaccurate, tampered or dubious information.
 - (iii) Application not accompanied by self-attested copies of certificates/prescribed certificates in support of age, qualification, caste, disability, discharge etc., as applicable.
 - (iv) If more than one application is submitted by the candidate for the same post.
 - (v) Any other deemed irregularity or reason as observed by the Board of Officers.
 - (vi) Canvassing in any form and/or bringing in any influence, political or otherwise, will entail disqualification.
 - (vii) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - (viii) If the candidate not found to possess the essential qualification.
 - (ix) If the Application of candidate who is working in Government Establishment is not received through proper channel with NOC.
 - (x) Duration of the test can be one day or more. No TA / DA is admissible for the test. Candidates will make their own arrangement for lodging/boarding during the test.
 - (xi) Though essential qualification for the post is matriculation for CMD(OG), higher qualification, if any, possessed by the candidate is to be disclosed in the application form.

10. The recruitment process can be cancelled/postponed/suspended/terminated without any notice/assigning any reasons, at any stage.



(B K Phur greingam)

मुख्य प्रवर्तन अधिकारी/Chief Enforcement Officer

Ph No. 011-23061976

Email - bkp.angam@nic.in

Email - dchlew.del-textiles@gov.in

APPLICATION (STAFF CAR DRIVER)
(To be filled in Block Letter only)

Recent passport size photo
self-attested

Reference advertisement No. _____ dated _____

Name of the Applicant (in Block Letters) :

Last Name _____ First Name _____

1. (a) Father's / Husband's Name : _____
(b) Mother's Name : _____
2. Permanent Address : _____

3. Address of correspondence : _____

5. (a) Date of Birth (in figure & word): _____
(b) Age as on closing date: _____ Years ___ months ___ days
(c) Age relaxation claimed, if any: Yes/No
(d) (if yes, specifically mention name of quota)
6. Name of Employment Exchange where Registered, if any _____
7. Employment Exchange Registration No., if registered: _____
8. Nationality: _____
9. Whether belongs to SC/ST/OBC/Ex-Serviceman/PWD: Yes/No
(if yes, mention the category)
10. Sex (Male / Female): _____
11. Educational Qualification:

Sl.No.	Educational Qualification	University /Board	Year of Passing	Subject	Marks (%) and Division

12. Experience, if any

Sl.No.	Post held	Emoluments	From	To	Name & address of employer	Nature of Work

13. Additional Qualifications, if any: _____
14. Details of Certificates Enclosed: _____
15. Any other details if any: _____
16. Email ID for correspondence (if any): _____
17. Telephone / Mobile No.: _____

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be incorrect at a later date, my candidature / appointment may be cancelled / terminated without any notice.

Left thumb impression of male candidate

Right thumb impression of female candidate

Place:

(Signature of Applicant)

Date:

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT
CIVILIAN EMPLOYEES SEEKING AGE - RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).

1. It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. __ with not less than 3 years regular service in the grade as on closing date.
2. There is no objection to his appearing for the _____ Examination and/or skill test of the Examination. The individual will be relieved on his selection for the post.

Signature _____

Name _____

Office

seal

Place:

Date :

(*Please delete the words which are not applicable.)

UNDERTAKING TO BE GIVEN BY THE CANDIDATE WHO IS AN EX-SERVICEMAN.

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-SM in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the benefits admissible to Ex-SM.

I further submit the following information:

- (a) Date of appointment in Armed Forces _____
- (b) Date of discharge _____
- (c) Length of service in Armed Forces _____
- (d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date: