

F.No.2-17/2010-Estt
Government of India
National Commission for Minorities

5th floor, Lok Nayak Bhavan,
Khan Market, New Delhi
Dated:27.01.2012

OFFICE MEMORANDUM

Subject: Filling up the post of Staff Car Driver in the National Commission for Minorities on deputation basis.

National Commission for Minorities invites applications for filling up a post of Staff Car Driver purely on **deputation** basis in the PB-1 pay band Rs.5200-20200 with Grade Pay of Rs.1900/-. Application of the candidates who are willing and who possess the qualifications as mentioned in the Annexure-I may be forwarded to the Commission along with vigilance clearance certificate through proper channel for **deputation** by 29.02.2012.

2. The details of the post alongwith eligibility criteria required for the above said post are given in Annexure-1. The appointment will be made on deputation basis initially for a period of one year which may be extended further and will be governed by the terms and conditions of deputation prescribed by the DOP&T, Govt. of India, in this regard as amended from time to time.

3. The maximum age limit for appointment on deputation basis shall be 56 years on the closing date of application.

4. The application in prescribed Proforma, (Annexure-II) complete in all respects may be sent to the undersigned at the aforesaid address through proper channel latest by 29.02.2012. However, the candidate may forward advance copy of the application to the Under Secretary of this Commission.

4. The candidates who apply against this O.M. will not be allowed to withdraw their candidature subsequently.

5. Further details and application form can be downloaded from the NCM website www.ncm.nic.in

(A.K.Nigam)
Under Secretary to Government of India

Staff Car Driver (1)

Eligibility conditions: Officials holding the post of Dispatch Riders on regular basis or regular Group 'D' in Ministries / Departments / Offices of the Central Government who fulfill the necessary qualifications as mentioned below :-

Qualification:-

(a) Essential:

- (i) Possession of a valid driving license for Motorcars.
- (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.

(b) Desirable:

- (i) 8th standard pass.
- (ii) 3 years service as Home Guard / Civil Volunteers.

**Application Form for the post of Staff Car Driver in
National Commission for Minorities**

1. Name of applicant (In Block letters):
2. Father/Husband's Name:
3. Date of Birth
4. Qualification Required: Qualification Possessed

(a) Essential:

(i) Possession of a valid driving license for Motorcars (i)

(ii) Knowledge of Motor mechanism.(The candidate should be able to remove minor defects in the vehicles). (ii)

(iii) Experience of driving a motor car for at least three years. (iii)

b)Desirable:

(i) 8th standard pass. (i)

(ii) 3 years service as Home Guard / Civil Volunteers. (ii)
5. Category: (please tick whichever is applicable):

SC	ST	OBC	GENERAL
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6. In case of OBC state whether belong to creamy layer- Yes /No
7. Postal Address:
8. Permanent Address:
9. Whether copy of the valid Driving License duly attested by a Gazetted officer is enclosed Yes/No

Declaration

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect before or after test/interview or selection to the said post my candidature will be liable to be cancelled/terminated and if appointed, my services will be liable to be terminated

Place:

(Signature of Applicant)

Date:

Certificate by Forwarding office

It is certified that the above particular in respect of Sh._____ have been checked from office records and are correct. It is also certified that no vigilance case or disciplinary proceeding are either pending or contemplated against Shri_____

(_____)
Name & Designation of Head of office

Dated: