

Ministry of Agriculture & Farmers Welfare

(Department of Agriculture, Cooperation & Farmers Welfare)
Telhan Bhavan, Himayatnagar, Hyderabad

VACANCY CIRCULAR

Subject : Filling up one vacant post for Unreserved Category in the Grade of Staff Car Driver (Ordinary Grade) (General Central Service; Group C; Non-gazetted; Non-ministerial) (Level- 2 : Rs. 19900-63200/- in Pay Matrix) in Directorate of Oilseeds Development, Government of India, Ministry of Agriculture (Department of Agri., Coopn. & Farmers Welfare), Telhan Bhavan, Himayatnagar, Hyderabad- 500029 on Direct Recruitment basis.

Applications in the given format are invited from the eligible candidates to fill up a vacant post for Unreserved of Staff Car Driver (Ordinary Grade) (General Central Service; Group C; Non-gazetted; Non-ministerial); (Pay : Level- 2 : Rs. 19900-63200/- in Pay Matrix) in Directorate of Oilseeds Development, Government of India, Ministry of Agriculture (Department of Agri., Coopn. & Farmers Welfare), Telhan Bhavan, Himayatnagar, Hyderabad - 500029 on Direct Recruitment basis.

2. Eligibility Conditions & Qualifications :

i) Possession of valid driving licence for Motor Car and experience of driving for atleast for five years.

(ii) Knowledge of Motor Mechanism (the candidates should be able to remove minor defects in vehicle).

(iii) 10th Standard pass from a recognized Board or Institution.

3. List of duties/responsibilities attached to the post of Staff Car Driver :

(i) Drive the Staff Car for all Official purposes for local trips as well as on tour outside the Head Quarters whenever called upon to do by the Director.

(ii) Proper cleanliness and maintenance of staff car, maintenance of Log Book, records of petrol consumption and other prescribed records are also part of his duties.

(iii) Staff car driver is responsible for service/repair of the staff car, whenever required.

(iv) Staff car driver may be required to perform such other duties and responsibilities as may be assigned from time to time.

3. Age limit : 25 Years; Relaxation for Government Servants upto 30 years.(as on closing date for receipt of application).

4. Period of probation : Period of probation will be 2 years for candidates selected on DR basis.

Note : Incomplete applications and applications without attested photocopies of certificates and applications received after the last date shall not be considered. This Directorate reserves the right to restrict the number of candidates for recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the qualifications will not entitle an applicant to be called for consideration for recruitment. The vacancy may be withdrawn at any stage of recruitment process without giving notice.

5. Last date for receipt of applications: The last date for receipt of application in this Directorate is **45 days** from the date of advertisement in **Employment News**.

The envelope should be super-scribed as "Application for the post of Staff Car Driver".

(B. K. Srivastava)

Director I/c

Directorate of Oilseeds Development

Tel No. 040-23224381, 23225257

PROFORMA FOR APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

To

The Director

Directorate of Oilseeds Development
Telhan Bhavan, Himayatnagar
Hyderabad - 500029

Recent pass-
port size photo
self-attested

- Name (in BLOCK CAPITAL LETTERS) : _____
- Date of Birth (in Words & Figures) : _____
Age as on closing date of application : _____
- Father's/Husband's Name : _____
- Whether belonging to General/SC/ST/OBC/
Ex-serviceman (ESM) : _____
(please enclose necessary certificates where necessary)
- Educational Qualification : _____; Year of passing : _____
- Do you possess a valid driving licence : Yes _____ No _____
If yes, enclose copy and provide the following information :
(a) Date of issue of driving licence : _____
(DD/MM/YYYY)
(b) Do you possess knowledge of Motor
Mechanism? If yes, enclose Certificate. : Yes _____ No _____
(c) How many years of experience do you
possess for driving a motor car? : Years _____ Months _____
(enclose experience certificate)
- Details of experience, if any : _____

Sl. No.	Name of Employer	Post held	Period of Employment		Whether permanent/ officiating/ temporary/ casual labourer	Reasons for leaving
			From	To		

8. Address for correspondence : _____

9. Permanent address : _____

10. Contact No. : _____

11. E-mail ID : _____

12. Whether registered with Employment

Exchange or not. Yes _____ No _____

If yes,

(i) Name of Employment Exchange

through which registered. _____

(ii) Registration No. _____

(iii) Date of registration _____

(iv) Date upto which registration is valid _____

13. List of attested copies of certificates enclosed _____

Certified that the above information furnished are true to the best of my knowledge and belief. In case any information is found to be false/doubtful/before or after selection, my candidature is liable to be cancelled.

Date : _____

Place : _____

Signature of the applicant

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