

No. AB-14017/10/2014-Estt (RR) (3104937)

Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training
New Delhi

Dated the 4th July, 2014

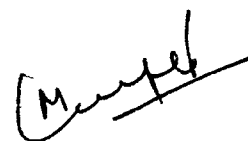
OFFICE MEMORANDUM

Subject: Model Recruitment Rules for the Staff Car Driver category of posts – review regarding.

The model RRs for the post of Staff Car Driver (Ordinary Grade) issued vide this Department OM No. AB-14017/73/07-Estt. (RR) dated 7.11.2007 which also included the brief provisions for higher grade of the Staff Car Driver category posts have been reviewed and for higher Grades framed in the light of promotion scheme for Staff Car Drivers issued vide OM No. 22036/1/92-Estt. (D) dated 30.11.1993 as subsequently modified vide OM dated 27.7.1995, OM dated 15/2/2001 and vide OM dated 13.2.2002 and the replacement scales as per CCS (RP) Rules. The UPSC has also been consulted while framing the model RRs of these posts. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/ statutory bodies for adoption. The Ministry of Home Affairs is also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow,


(Mukta Goel)
Director (E-I)
Ph. 23092479

To

1. All Ministries/ Departments of Government of India.
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

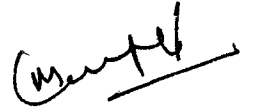
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Copy to:

1. The Rajya Sabha Secretariat, New Delhi.
2. The Lok Sabha Secretariat, New Delhi.
3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
4. Establishment Officer and Secretary, ACC (10 copies).
5. All Officers and Sections in the Department of Personnel & Training.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
7. All Staff Members of National Council (JCM).
8. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions.
9. Establishment (RR Branch) (20 copies)
10. NIC, DOPT (for uploading in DoP&T website at OM & Orders→ Establishment → Recruitment policies)



(Mukta Goel)
Director (E-I)

MODEL RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
1.	2.	3.	4.	5.	6.	7.	8.
Staff Car Driver (ordinary grade)	Number *(Year of framing) *subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	Pay Band 1 Rs. 5200-20200 Grade Pay Rs.1900	Not applicable	18 - 25 years* (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.) Note; The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Anadaman & Nicobar Islands of Lakshadweep). * If the 'direct recruitment' is to be made by 'direct open competitive Examination, the age limit would be 18-27 years.	Essential: (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 vehicle); (iii) Experience of driving a motor car for at least 3 years.; and (iv) Pass in 10 th standard. Desirable: 3 years' service as Home Guard/ Civil Volunteers. Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority. Note 2: In the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.	Not Applicable

Contd.../-

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
9.	10.	11.	12.	13.
Two years for direct recruits or re-employed	Deputation/absorption failing which by direct recruitment. For Armed Forces Personnel: Deputation/ re-employment.	Deputation/Absorption: From amongst the regular Dispatch Rider (Group C) and Group C employees in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 1800 in the ____ (mention the name of the organization) who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 1800 in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7. Deputation/ re-employment for Armed Forces Personnel: 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 experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. Note: 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 organization/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.	Group 'C' Departmental Confirmation Committee for considering confirmation cases.	Not applicable.

MODEL RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER GRADE - II

Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
1.	2.	3.	4.	5.	6.	7.	8.
Staff Car Driver Grade II	Number *(Year of framing) *subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	Pay Band 1 Rs. 5200-20200 Grade Pay Rs.2400	Non-Selection	Not applicable	Not applicable	Not Applicable

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
9.	10.	11.	12.	13.
Not applicable	Promotion	Promotion: Staff Car Driver (Ordinary Grade) in Pay Band 1 Rs. 5200-20200 Grade Pay Rs. 1900 with 9 years of regular service in the grade and have passed the trade test, specified by the Government.	Group 'C' Departmental Promotional Committee for considering promotion: 1..... - Chairman 2 - Member 3..... - Member	Not applicable.

MODEL RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER GRADE - I

Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
1.	2.	3.	4.	5.	6.	7.	8.
Staff Car Driver Grade I	Number *(Year of framing) *subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted, Non-Ministerial	Pay Band 1 Rs. 5200-20200 Grade Pay Rs.2800	Non-Selection	Not applicable	Not applicable	Not Applicable

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
9.	10.	11.	12.	13.
Not applicable	Promotion	Promotion Staff Car Driver Grade - II in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 2400 with 6 years of regular service in the grade or with a combined service of 15 years in Staff Car Driver Grade -II and Staff Car Driver(Ordinary Grade); and have passed the trade test, specified by the Government.	Group 'C' Departmental Promotional Committee for considering promotion: 1..... - Chairman 2 - Member 3..... - Member	Not applicable.

MODEL RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER (SPECIALGRADE)

Name of Post	Number of post	Classification	Pay Band and Grade Pay/ Scale	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
1.	2.	3.	4.	5.	6.	7.	8.
Staff Car Driver (Special Grade)	Number *(Year of framing) *subject to variation dependent on workload	General Central Service Group 'B' Non-Gazetted, Non-Ministerial	Pay Band 2 Rs. 9300-34800 Grade Pay Rs.4200	Non-Selection	Not applicable	Not applicable	Not Applicable

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment / deputation / absorption, grades from which promotion / deputation / absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
9.	10.	11.	12.	13.
2 years	Promotion	Promotion Staff Car Driver Grade - II in Pay Band 1 Rs.5200-20200 Grade Pay Rs. 2800 with 3 years of regular service in the grade.	Group 'B' Departmental Promotional Committee for considering promotion: 1..... - Chairman 2 - Member 3..... - Member Group 'B' Departmental Confirmation Committee for considering confirmation: 1..... - Chairman 2 - Member 3..... - Member	Not necessary.