

F.No.A-12026/12/2013-Admn.I (LA)  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 15<sup>th</sup> September, 2022

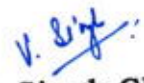
VACANCY CIRCULAR

**Subject:- Filling up 01 (one) post of Staff Car Driver (Ordinary Grade) in Department of Legal Affairs on absorption basis – regarding.**

The post of Staff Car Driver (Ordinary Grade) is to be filled up in this Department by absorption basis. The details are as under: -

1. Name of the post : Staff Car Driver (Ordinary Grade)  
General Central Service Group 'C' Non  
Gazetted in Level-2 of pay matrix [pre-revised  
PB-1(Rs. 5200-20200/-) with Grade Pay of  
Rs. 1900/-]
2. Number of vacancy : 01 (one)
3. Eligibility conditions : By absorption of regular Despatch Riders  
and regular Staff Car Drivers in the lower  
grade as well as other Group-C employees in  
the lower grade and Group-D employees of  
the Department of Legal Affairs possessing  
the following qualifications:-  
**Essential:** - Possession of a valid driving  
licence for motor cars. Knowledge of motor  
mechanism and experience of driving a  
motor car for at least five years.  
**Desirable:** - A pass in the 8<sup>th</sup> standard.
4. Place of posting : The place of posting is New Delhi.  
However, the post carries the liability  
to serve in any part of India.

2. The candidates who are willing and fulfill the eligibility conditions may submit their application in the prescribed proforma in **Annexure-I** through proper channel to the undersigned within **30 days** from the date of issue of this circular. Officials who volunteer for the post will not be permitted to withdraw their names later. Applications received after the prescribed date shall not be entertained.

  
(Varun Singh Chauhan)  
Under Secretary to the Govt. of India  
Tel. 011-23383634

Copy to:-

1. All the Sections in Department of Legal Affairs/All Branch Secretariats with request to circulate in their unit.
2. Hindi Unit/NIC Cell

**ANNEXURE-I**

1. Name of the Applicant :
2. Date of Birth :
3. Educational Qualifications  
and special qualification if any\* :
4. Present Post held & Department :
5. Place of posting :
6. Present Pay and Pay Level :
7. Date of regular appointment :
8. Brief of service particulars :
9. Whether SC/ST/OBC :
10. Date of return from last Deputation :
11. Remarks, if any :

(\*enclose the copy of valid driving License with the application)

Place:

Date:

**Signature of the applicant**