


Email**pr.ccgeneral**

Fwd: Reminder-Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis.

From : CCU Customs Mumbai Zone I <ccu-cusmum1@nic.in> Mon, Apr 29, 2024 01:13 PM
Subject : Fwd: Reminder-Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis.  3 attachments
To : pr.ccgeneral <pr.cc-general@gov.in>

Please see the PCC sir's remarks in the attachment.

Respected Sir/Madam,

Please find enclosed herewith an attachment(s) on the above mentioned subject. This is for information and necessary action at your end.


Regards,

**Principal Chief Commissioner of Customs' Office
Mumbai Customs Zone-I**

From: "noreply cbic1" <noreply.cbic1@gov.in>
To: ccu-cusmum1@nic.in
Sent: Monday, April 29, 2024 10:01:07 AM
Subject: Reminder-Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis.

Reminder-Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis.

 **cco_0006.pdf**
170 KB

 **IOCBIC10002305362_1714128871764.pdf**
144 KB

 **Vacacny Circular dated 04.04.2024 _merged.pdf**
1 MB

Reminder-Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis.

From : noreply cbic1 <noreply.cbic1@gov.in>

Mon, Apr 29, 2024 10:00 AM

Subject : Reminder-Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis.

2 attachments

To : ccu-cusmum1@nic.in

Reply To : noreply cbic1 <noreply.cbic1@gov.in>

Reminder-Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis.

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O/o PCCC MUMBAI ZONE-I	
29 APR 2024	
Pr. Commr. (General)	<input checked="" type="checkbox"/>
Commr. (Import I)	<input type="checkbox"/>
Commr. (Import II)	<input type="checkbox"/>
Commr. (Export)	<input type="checkbox"/>
Commr. (Audit)	<input type="checkbox"/>
Commr. (Appeals)	<input type="checkbox"/>
Commr. (CAAR)	<input type="checkbox"/>
Commr. (Adj)	<input type="checkbox"/>
ADC/JC (PCCO)	<input type="checkbox"/>

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निष्पादन प्रबंधन महानिदेशालय
Directorate General of Performance Management
अप्रत्यक्ष कर एवं सीमा शुल्क
Indirect Taxes & Customs
5 वीं मंजिल, ड्रम शेप बिल्डिंग, आई. पी. भवन, आई. पी. इस्टेट,
5th Floor, Drum Shape Building, I.P. Bhawan, I.P. Estate,
नई दिल्ली/ New Delhi-110002
E-mail : dgpm-cbic@gov.in



To,

The Principal Chief Commissioner/Chief Commissioner (GST) (All CCAs)
The Principal Chief Commissioner/Chief Commissioner (Customs) (All CCAs)

Madam/ Sir,

Subject: Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis. - reg.

Please refer to this office even number letter dated 04.04.2024 (**copy enclosed**) on the subject cited above.

In this regard, it is to inform that vide said letter, applications have been invited for the post of 'Staff Car Driver Ordinary Grade' in various Directorates under Cadre Controlling Authority (CCA), DGPM, CBIC, on deputation basis in terms of provisions laid down in Recruitment Rules of Staff Car Driver Ordinary Grade dated 15.02.2024. However, no application has been received in this office till date.

Therefore, you are requested to circulate the said vacancy letter dated 04.04.2024 and give a wide coverage among all Offices under your charge and the same may also be hosted on the respective official websites.

Encls: Vacancy circular dated 04.04.2024.

Yours faithfully,

Signed by Mukesh Kumar
Pal
Date: 26-04-2024 16:24:10

(Mukesh Kumar Pal)
Additional Director



निष्पादन प्रबंधन महानिदेशालय
Directorate General of Performance Management
 अप्रत्यक्ष कर एवं सीमा शुल्क
Indirect Taxes & Customs
 5 वीं मंजिल, ड्रम शेप बिल्डिंग, आई. पी. भवन, आई. पी. इस्टेट,
5th Floor, Drum Shape Building, I.P. Bhawan, I.P. Estate,
 नई दिल्ली/ New Delhi-110002



DGPM/CCA/REC/89/2024-CCA-O/o DG-DGPM-HQ-DELHI

Dated - April 2024

To,

The Principal Chief Commissioner/Chief Commissioner (GST) (All CCAs)
 The Principal Chief Commissioner/Chief Commissioner (Customs) (All CCAs)

Ma'am/ Sir,

Subject: Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis. - reg.

Applications are invited for the posts of Staff Car Driver Ordinary Grade, in various Directorates under Cadre Controlling Authority (CCA), DGPM, CBIC, on deputation basis in terms of provisions laid down in Recruitment Rules of Staff Car Driver Ordinary Grade dated 15.02.2024 of DGPM. Details of post and vacancies are as under: -

Post	Pay scale	Vacancy	Proposed place of posting depending on vacancies
Staff Car Driver Ordinary Grade	Level – 2 in the pay Matrix (Rs.19,900-63,200)	Tentative vacancies: 41 (Forty one) for filling on deputation basis.	Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmedabad, Bhopal, Pune, Ludhiana, and other stations of the Directorates (under CCA, DGPM) as mentioned in Annexure B of the circular .

2. The Directorate General of Performance Management is the Cadre Control Authority for the above referred post of Staff Car Driver Ordinary Grade in the Directorates where the vacancies are available **as listed in Annexure-A**, (as uploaded on CBIC website www.cbic.gov.in and <https://dgpm.gov.in>) under the Central Board of Indirect Taxes and Customs. The applicant may give the option of 05 Directorates as in **Annexure-A** and 03 Stations as in **Annexure-B** in order of their preference (as uploaded on CBIC's website- www.cbic.gov.in and <https://dgpm.gov.in>). The options exercised do not guarantee that an applicant will be posted at the said Directorate/ Station.

3. The eligibility criteria (educational qualification, experience, etc.) are listed in **Annexure-C** (as uploaded on CBIC website - www.cbic.gov.in and <https://dgpm.gov.in>).

The candidates whose applications for the post have been forwarded by the concerned Cadre Controlling Authority (CCA) of GST and Customs, once received in DGPM, then will not be allowed to withdraw their candidature subsequently.

4. It is requested that this circular may kindly be circulated among all Departments/Offices under your charge and also be hosted on your websites.

The nominations of eligible officers along with following documents in hard copy should reach the **Additional Director (CCA), DGPM Hqrs., 5th floor, Drum Shaped Building, I.P. Estate, New Delhi-110002**, through proper channel on or before **20.05.2024 by 1700 Hrs.**

5. **List of Documents: -**

i) Bio-data in prescribed proforma (**Annexure-D**) (Available on www.cbic.gov.in and <https://dgpm.gov.in>) duly countersigned by the competent authority/HoD/HoO.

ii) Supporting certificate/ documents in respect of claimed educational qualification including **essential qualification as per column 7 of RRs dated 15.02.2024 for Drivers:**

(a) Possessing a valid driving licence for motor cars;

(b) knowledge of motor mechanism to remove minor-defects in vehicle;

(c) Three years' experience of driving a motor car; and

(d) 10th class pass from a recognised Board or Institute;

Note 1: The qualifications are relaxable at the discretion of competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified.

Note 2: The qualifications regarding experience are relaxable at the discretion of competent authority for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates belonging to this community possessing to requisite experience are not likely to be available to fill up the vacancy reserved for them.

iii) Cadre clearance certificate in the prescribed format issued by the concerned Cadre Controlling Authority.

iv) Photo copies of APAR dossiers from the year 2016-17 to 2021-2022 duly attested (it may be ensured that the same are attested on each page with

rubber stamp by an officer not below the rank of an Under Secretary to the Government of India or Equivalent).

- v) Vigilance Clearance Certificate (**Annexure 'E'**) and Integrity Certificate (**Annexure 'F'**) in the prescribed format issued by the concerned Cadre Controlling Authority.
- vi) The details of major/minor penalties imposed on the officer during the last 10 years, if any.

6. Applications received after the last date, or applications incomplete in any respect or those not accompanied by the documents/ information as per Para-5 above will not be considered. **The respective Cadre Controlling Authorities shall certify that the particulars sent by the applicant are correct as per the records.**

7. The eligibility criteria and application form are available on www.cbic.gov.in and <https://dgpm.gov.in>. The Recruitment Rules for the post of Staff Car Driver Ordinary Grade are also available on https://dgpm.gov.in/DGPMwebSiteData/CCA/RRs%20-car-driver_directorates-03jan2023.pdf.

8. This issues with the approval of Competent Authority.

Encl: Annexure A, B, C, D, E & F.

Signed by

Amita Singh

Date: 04-04-2024 10:38:48

(Amita Singh)

Additional Director General (Cadre)

Copy forwarded for information and necessary action to: -

- (i) All CCAs under CBIC, with a request to give wide publicity of the above.
- (ii) The webmaster, CBIC and DGPM with a request to upload the same vacancy circular on its website/portal.

OPTIONS - DIRECTORATES

Applicants may tick any 05 Directorates & mention their in the boxes

Name of the Directorate	Option
1. Directorate General of Performance Management	
2. Directorate General of Revenue Intelligence	
3. Directorate General of GST Intelligence	
4. Directorate General of Tax Payer Services	
5. Directorate General of Systems & Data Management	
6. Directorate General of Vigilance	
7. Central Revenue Control Laboratory (CRCL)	
8. Directorate General of Anti Profiteering	
9. Directorate General of Goods & Service Tax	
10. Customs Excise and Service Tax Appellate Tribunal (CESTAT)	
11. Directorate of Logistics	
12. Directorate of Legal Affairs	

Note:- The applicant should indicate choice of Directorate by writing 1 as first choice, 2 as second choice and so on. However, the options exercised does not guarantee that an applicant will be posted at the preferred Directorates.

OPTIONS - STATIONS

Applicants may tick any 03 Stations & mention their in the boxes

Sr. No.	Name of Major Station	Option
1.	Delhi	
2.	Mumbai	
3.	Kolkata	
4.	Chennai	
5.	Bengaluru	
6.	Ahmedabad	
7.	Hyderabad	
8.	Lucknow	
9.	Ludhiana	
10.	Gurugram	
11.	Bhubaneshwar	
12.	Belagavi	
13.	Coimbatore	
14.	Chandigarh	

Note:- The applicant should indicate choice of station by writing 1 as first choice, 2 as second choice and so on. However, the options exercised does not guarantee that an applicant will be posted at the preferred Stations.

ELIGIBILITY CRITERIA FOR THE POST OF STAFF CAR DRIVER ORDINARY GRADE ON DEPUTATION

Name of Post	Staff Car Driver Ordinary Grade
Nos. of Posts	41 Posts (Tentative) NOTE: No. of vacancies may vary as per latest requirements of Directorates.
Classification of the post	General Central Service, Non-ministerial, Non-Gazetted, Group C
Scale of pay	Level – 2 in the pay matrix (Rs. 19,900- 63,200)
DA, HRA, TPT & Other allowances	As admissible under the Central Government orders from time to time.
Eligibility Criteria	<p>Essential:</p> <p>(i) Possessing a valid driving licence for motor cars;</p> <p>(ii) knowledge of motor mechanism to remove minor-defects in vehicle);</p> <p>(iii) Three years' experience of driving a motor car; and</p> <p>(iv) 10th class pass from a recognised Board or Institute;</p> <p>Desirable: Three years' service as Home Guard or Civil Volunteers.</p> <p>Note 1: The qualifications are relaxable at the discretion of competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of competent authority for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates belonging to this community possessing to requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
Deputation	The other terms and conditions of deputation will be governed as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estd. (PAY-II) dated 17.06.2010 as amended from time to time.

BIO-DATA / CURRICULUM VITAE PROFORMA

Post Applied for.....

1. Name and Address (in Block Letters)	
2. Date of birth (in Christian Era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the Staff Car Drivers (Group 'C', Non-Gazetted, Non- Ministerial Posts) Recruitment Rules dated 15.02.2024	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A)
B) Experience	B)
Desirable	Desirable
A) Qualification	A)
B) Experience	B)
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below;

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad- hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on **deputation/Loan** basis, please state-

a) The date of initial appointment and mode of recruitment either Deputation or Loan	b) Period of appointment on deputation/ Loan	c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Present CCA	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale	
14. Total emoluments per month now drawn	
Basic Pay in the PB	Grade Pay
	Total Emoluments
<p>15. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to i) Additional academic qualifications (ii) Professional training & Work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
16. Whether belongs to SC/ST -	

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Name (In Capital Letter)-

Present Place of Posting-

Date –

Place –

Name of Cadre Control Authority –

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested on each page with rubber stamp by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Sign by the Employer/ Cadre Controlling Authority with Seal

{ VIGILANCE CERTIFICATE SHOULD BE ISSUED BY THE CCA (CADRE CONTROL AUTHORITY) IN LETTER HEAD OF CCA. }

F. No.

Dated ...

TO WHOM SO EVER IT MAY CONCERN

VIGILANCE CERTIFICATE

As per the available records of this office, it is certified that No Vigilance/Non-Vigilance case is pending or being contemplated against Name of applicant....., Designation of applicant It is also certified that no major/minor penalty has been imposed on Name of applicant....., Designation of applicantduring the last 10 years.

(Name & Signature of Signatory authority)
Designation of Signatory authority (Vigilance)

{INTEGRITY CERTIFICATE SHOULD BE ISSUED BY THE CCA (CADRE CONTROL AUTHORITY) IN LETTER HEAD OF CCA. }

F. No.

Dated ...

TO WHOM SO EVER IT MAY CONCERN

INTEGRITY CERTIFICATE

As per the available records of this office, it is certified that integrity of Name of applicant....., Designation of applicant is beyond doubt.

(Name & Signature of Signatory authority)
Designation of Signatory authority (Vigilance)