

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF HIGHER EDUCATION
BTE BLOCK, TTE COMPLEX, MUNI MAYA RAM MARG,
PITAMPURA, DELHI-110034**

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F.No. DHE.1(230)/Estt./RRs/2022/ 6551

Dated: 09/10/23

NOTICE

This Department is examining a proposal for framing of recruitment rule for the post of Staff Car Driver (Ordinary Grade and Grade-II). In this regard, draft Recruitment Rules have been prepared, a copy of which is attached.

Before taking up the proposal for amendment of Recruitment Rules with the Services Department for finalizing the same, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of this notification on the website of the Directorate of Higher Education. The comments/objections/suggestions received from the stakeholders within the specified period shall be considered by the Department as per rule/requirement before finalizing the Recruitment Rules.

The comments may be furnished to the undersigned in Room no. 3, Muni Maya Ram Marg, Pitampura, Delhi-110034 and soft copy may kindly be sent to *E-mail: dtehedu@gmail.com*.

Encl: As above


09.10.23
Dy. Director (HE)

Column No.		Provisions agreed by Services Department
1	Name of the Post	Staff Car Driver (Ordinary Grade)
2	Number of Posts	01* (2023) *Subject to variation dependent on work- load
3	Classification	General Central Services, Non Ministerial, Non-Gazetted, Group-‘C’
4	Pay Level in the Pay Matrix	Level 2 (Rs. 19900-63200/-) in the pay matrix.
5	Whether Selection or Non-Selection Post	Not Applicable
6	Age limit for Direct Recruits	Between 18-25 years*. (The upper age-limit is relaxable for departmental candidate 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 as advertised by DSSSB/Competent Authority. *In case of post being filled up by all-India Open Competition, the age limit would be between 18 year and 27 year.
7	Educational & other qualification required for direct recruits	Essential:- <ol style="list-style-type: none"> 1. Pass in 10th Standard. 2. Possession of a Valid Driving License for Motor Cars, 3. Knowledge of Motor Mechanism (the Candidate should be able to remove minor defects in vehicle), 4. Experience of Driving a Motor Car for at least three years. Desirable: Three years' service as Home Guard/Civil Volunteers. Note 1: Qualifications are relaxable at the discretion of the Competent Authority in case of candidates otherwise well qualified. Note 2: The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8	Whether Age & Educational Qualification prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, If any	Two Years

10	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	By Direct Recruitment
11	In case of recruitment By Promotion/ Deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	If a DPC exists, what is its Composition	<p>Group 'C' Departmental Confirmation Committee (for considering confirmation):</p> <p>1.Principal Secretary/Secretary (Power) - Chairperson</p> <p>2. Director (Higher Education) - Member</p> <p>3. Dy. Secretary (Finance)- Member</p> <p>Note: Senior most member of the Departmental Confirmation Committee shall act as Chairperson in case the notified Chairperson of the Departmental Confirmation Committee happens to be junior to another member of the Departmental Confirmation Committee</p>
13	Circumstances in which U.P.S.C. to be consulted in making Recruitment	Consultation with Union Public Service Commission is not necessary

Column No.		Provisions agreed by Services Department
1	Name of the Post	Staff Car Driver (Grade-II)
2	Number of Posts	01* (2023) *Subject to variation dependent on work-load
3	Classification	General Central Services, Non Ministerial, Non-Gazetted, Group-'C'
4	Pay Level in the Pay Matrix	Level 4 (Rs. 25500-81100/-) in the Pay Matrix
5	Whether Selection or Non-Selection Post	Non-Selection
6	Age Limit for Direct Recruits	Not Applicable
7	Educational & other qualification required for direct recruits	Not Applicable
8	Whether Age & Educational Qualifications prescribed for	Not Applicable

	direct recruits will apply in case of promotees	
9	Period of Probation, if any	Not Applicable
10	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	By Promotion
11	In case of recruitment By Promotion/ Deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	<p><u>Promotion:</u></p> <p>Staff Car Driver (Ordinary Grade) in Pay Level-2 Rs. 19900-63200 of the Pay Matrix with 09 years of regular service in the grade and have passed the trade test, specified by the government.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>
12	If a DPC exists, what is its Composition	<p>Group 'C' Departmental Promotion Committee (for considering promotion):</p> <ol style="list-style-type: none"> 1. Principal Secretary/Secretary (Power) - Chairperson 2. Director (Higher Education) - Member 3. Dy. Secretary (Finance)- Member <p>Note: Senior most member of the Departmental Promotion Committee shall act as Chairperson in case the notified Chairperson of the Departmental Promotion Committee happens to be junior to another member of the Departmental Promotion Committee</p>
13	Circumstances in which U.P.S.C. to be consulted in making Recruitment	Consultation with Union Public Service Commission is not necessary