## No. A-42012/25/2024-Ad.II भारत सरकार / Government of India गृह मंत्रालय / Ministry of Home Affairs \*\*\*

North Block, New Delhi Dated phyNovember, 2024

## OFFICE MEMORANDUM

Subject: Amendment in Recruitment Rules (RRs) for the posts of Staff Car Driver (Grade-I) and Staff Car Driver (Grade-II) in the Ministry of Home Affairs (Proper) –reg.

The undersigned is directed to state that it has been proposed to amend the Ministry of Home Affairs Staff Car Drivers Grade I, Staff Car Driver Grade II and Staff Car Driver (Ordinary Grade), Group 'C' posts Recruitment Rules, 2020, as per the provisions given in para 3.

2. It is requested that comments of all the stakeholders, if any, on the proposed amendments may be forwarded to Under Secretary (Ad.II), Ministry of Home Affairs, Room No. 81D, North Block, New Delhi-110001 latest by 20<sup>th</sup> December, 2024. The amendment in RRs for the posts of Staff Car Driver (Grade-I) and Staff Car Driver (Grade-II) would be finalized taking into account comments so received.

3. Following amendments are proposed in the RRs for the post of:

Sl. No.	Existing Provisions	Revised provisions proposed	Reasons for the revision proposed
1.	Name of the post:- Staff Car Driver Grade I	Name of the post:- Staff Car Driver Grade I	No Change
2.	Number of posts:- 13* (2020) *subject to variation dependent on workload	Number of posts:- 13* (2024) *subject to variation dependent on workload	No Change
3.	<u>Classification</u> :- General Central Service, Group 'C, Non-Gazetted, Non- Ministerial	-	No Change
4.	Level in the Pay Matrix:- Level-5 in the Pay Matrix (Rs.29200-92300/-)	Level in the Pay Matrix:- Level-5 in the Pay Matrix (Rs.29200-92300/-)	No Change
5.	Whether selection post or non- selection post:- Non-Selection	Whether selection post or non- selection post:- Non-Selection	No Change
6.	Age limit for Direct recruits:- Not Applicable	Age limit for Direct recruits:- Not applicable	No Change
7.	Educational and other qualifications required for direct recruits:- Not Applicable	Educational and other qualifications required for direct recruits:- Not Applicable	No Change

## (i) Staff Car Driver (Grade-I) :

8.	Whether age and educational	Whether age and educational	No Change
	qualifications prescribed for direct	qualifications prescribed for	
	recruits will apply in the case of	direct recruits will apply in the	
	promotees:-	case of promotees:-	
	Not Applicable	Not Applicable	
9.	Period of Probation, if any:-	Period of Probation, if any:-	No Change
10	Not applicable	Not applicable	Nea availability o
10.	Method of recruitment:-	Method of recruitment:-	Non availability of candidate in the feede
	By Promotion	By promotion failing which by	grade for promotion i
	By I follotion	deputation basis.	next 3 to 4 years.
		dep manon canon	
11.	In case of recruitment by	In case of recruitment by	Non availability o
	promotion or deputation/	promotion/ deputation/	candidate in the feede
	absorption, grades from which	absorption, grades from which	grade for promotion i
	promotion/ deputation/ absorption	promotion/ deputation/	next 3 to 4 years.
	to be made:- Promotion:	absorption to be made:- <b>Promotion:</b>	
	riomotion.	Tromotion.	
	Staff Car Driver Grade - II in	Staff Car Driver Grade – II in	
	Level – 4 in the pay matrix (Rs.	Level – 4 in the pay matrix (Rs.	
	25500 - 81100/-) with six years	25500 – 81100/-) with six years	
	of regular service in the grade or	of regular service in the grade	
	with a combined service of	or with a combined service of	
	fifteen years in Staff Car Driver Grade-II and Staff Car Driver	fifteen years in Staff Car Driver Grade-II and Staff Car Driver	
	(Ordinary Grade); and have	(Ordinary Grade); and have	
	passed the trade test, specified by	passed the trade test, specified	
	the Government.	by the Government.	
	Note: where juniors who have	Note: where juniors who have	
	completed their qualifying or	completed their qualifying or	
	eligibility service are being	eligibility service are being	
	considered for promotion, their	considered for promotion, their	
	seniors would also be considered, provided they are not short of the	seniors would also be considered, provided they are	
	requisite qualifying or eligibility	not short of the requisite	
	service by more than half of such	qualifying or eligibility service	
	qualifying or eligibility service or	by more than half of such	
	two years, whichever is less, and	qualifying or eligibility service	-
	have successfully completed their	or two years, whichever is less,	
	probation period for promotion to	and have successfully	
	the next higher grade along with	completed their probation	
	their juniors who have already completed such qualifying or	period for promotion to the next higher grade along with their	
	eligibility service.	juniors who have already	
		completed such qualifying or	
		eligibility service.	
		Deputation:	
		Officers of the central	
		government or state government	
		or union territories:	

 (a) (i) Holding analogous post on regular basis in the parent cadre/department;

Or

- (ii) With six years of regular service in the grade of Staff Car Driver at Level 4 in the pay matrix.
- Or

(iii) With a combined service of fifteen years in the grade of Staff Car Driver at Level 4 in the pay matrix and Staff Car Driver at Level 2 in the pay matrix; and have passed the trade test, specified by the Government.

And

- (b) Possessing the following educational and other qualifications;
  - (i) <u>Possession of a valid</u> <u>driving license for motor</u> <u>cars;</u>
  - (ii) <u>Knowledge of motor</u> <u>mechanism (The candidate</u> <u>should be able to remove</u> <u>minor-defects in vehicle);</u>
  - (iii)Experience of driving a motor car for at least three years; and
  - (iv) Pass in 10<sup>th</sup> standard from <u>a recognized Board.</u>

		Note: Period of deputation including period of deputation in another ex-cadre post held immediately in the same or some other Organisation/ department of the Central government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.	
12.	If a Departmental Promotion Committee exists, what is the composition:-	If a Departmental Promotion Committee exists, what is the composition:-	No Change

	Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:	Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:	
	1. Under Secretary (Administration), Ministry of Home Affairs : Chairman	1. Under Secretary (Administration), Ministry of Home Affairs : Chairman	
	2. Under Secretary (Secretariat Security Organisation) Ministry of Home Affairs : Member		
	3. Under Secretary Department of Personnel and Training, North Block, New Delhi : Member		
13.	Circumstances in which Union Public service Commission is to be consulted in making recruitment:-	Public service Commission is to	No Change

## (ii) Staff Car Driver (Grade-II) :

Sl. No.	Existing Provisions	Revised provisions proposed	Reasons for the revision proposed
1.	Name of the post:- Staff Car Driver Grade II	Name of the post:- Staff Car Driver Grade II	No Change
2.	Number of posts:- 11* (2020) *subject to variation dependent on workload	Number of posts:- 11* (2024) *subject to variation dependent on workload	No Change
3.	<u>Classification</u> :- General Central Service, Group 'C, Non-Gazetted, Non- Ministerial	Classification:- General Central Service, Group 'C, Non-Gazetted, Non- Ministerial	No Change
4.	Level in the Pay Matrix:- Level-4 in the Pay Matrix (Rs.25500-81100/-)	Level in the Pay Matrix:- Level-4 in the Pay Matrix (Rs.25500-81100/-)	No Change
5.	Whether selection post or non- selection post:- Non-Selection	Whether selection post or non- selection post:- Non-Selection	No Change
6.	Age limit for Direct recruits:- Not Applicable	Age limit for Direct recruits:- Not applicable	No Change
7.	Educational and other qualifications required for direct recruits:- Not Applicable	Educational and other qualifications required for direct recruits:- Not Applicable	No Change

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8.	Whether age and educational	Whether age and educational	No Change
	qualifications prescribed for	qualifications prescribed for	
	direct recruits will apply in the	direct recruits will apply in the	
	case of promotees:-	case of promotees:-	
	Not Applicable	Not Applicable	
9.	Period of Probation, if any:-	Period of Probation, if any:-	No Change
	Not applicable	Not applicable	
10.	Method of recruitment:-	Method of recruitment:-	Non availability o
			candidate in the feede
	By Promotion	By promotion failing which by deputation basis.	grade for promotion in next 3 to 4 years.
11.	In case of recruitment by	In case of recruitment by	Non availability o
	promotion or deputation/	promotion/ deputation/	candidate in the feede
	absorption, grades from which	absorption, grades from which	grade for promotion in
	promotion/ deputation/	promotion/ deputation/	next 3 to 4 years.
	absorption to be made:-	absorption to be made:-	
	Promotion:	Promotion:	
	Staff Car Driver (Ordinary	Staff Car Driver (Ordinary	
	Grade) in level $-2$ in the pay	Grade) in level – 2 in the pay	
	matrix (Rs. 19900 – 63200/-)	matrix (Rs. 19900 – 63200/-)	
	with nine years of regular	with nine years of regular	
	service in the grade and have	service in the grade and have	
	passed the trade test specified	passed the trade test specified	
	by the Government. Note: where juniors who have	by the Government. Note: where juniors who have	
	completed their qualifying or	completed their qualifying or	
	eligibility service are being	eligibility service are being	
	considered for promotion,	considered for promotion, their	
	their seniors would also be	seniors would also be	
	considered, provided they are	considered, provided they are	
	not short of the requisite		
	qualifying or eligibility	qualifying or eligibility service	
	service by more than half of	by more than half of such	
	such qualifying or eligibility	qualifying or eligibility service	
	service or two years,	or two years, whichever is less,	
	whichever is less, and have	and have successfully	
	successfully completed their	completed their probation	
	probation period for	period for promotion to the next	
	promotion to the next higher	higher grade along with their	
	grade along with their juniors	juniors who have already	
	who have already completed such qualifying or eligibility	completed such qualifying or eligibility service.	
	service.	engionity service.	
		Deputation:	
		Officers of the central	111
		government or state government	
		or union territories:	
		(a) (i) Holding analogous post	
		on regular basis in the parent	
		cadre/department;	

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		<ul> <li>Or</li> <li>(ii) With nine years of regular service in the grade of Staff Car Driver at Level 4 in the pay matrix; and have passed the trade test, specified by the Government.</li> <li>And</li> <li>(b) Possessing the following educational and other qualifications;</li> <li>(i) Possession of a valid driving license for motor cars;</li> <li>(ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);</li> <li>(iii) Experience of driving a motor car for at least three years; and</li> <li>(iv) Pass in 10<sup>th</sup> standard from a recognized Board.</li> </ul>	
10		Note: Period of deputation including period of deputation in another ex-cadre post held immediately in the same or some other Organisation/ department of the Central government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.	
12.	If a Departmental Promotion Committee exists, what is the composition:- Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:1.Under Secretary (Administration), Ministry of Home Affairs : Chairman	If a Departmental Promotion Committee exists, what is the composition:- Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:1.Under 	No Change

		2. Under Secretary (Secretariat	
		Security Organisation) Ministry	
1.18	Ministry of Home Affairs :	of Home Affairs : Member	
	Member		
		3. Under Secretary Department	
	3. Under Secretary Department	of Personnel and Training, North	
	of Personnel and Training,	Block, New Delhi : Member	
	North Block, New Delhi :		
	Member		
13.	Circumstances in which Union	Circumstances in which Union	No Change
	Public service Commission is	Public service Commission is to	
	to be consulted in making	be consulted in making	
	recruitment:-	recruitment:-	
	Not Applicable	Not Applicable	

(Vishvajeet Kumar Gupta) Under Secretary to the Government of India Tel. No. 2309 3666

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- 1. All the stakeholders for sending their comments to this Ministry.
- 2. SO (IT) for uploading on the website of the Ministry.