GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2018-Sec (E)/DP-2/26

New Delhi, dated 2.01.2019

Principal CSCs/RPF
All Indian Railways
Principal CSC/RPSF
Force Headquarters
No.6BN/RPSF/DBSI
Delhi-35

Sub: Filling up the post of Staff Car Driver (Ordinary Grade) in Enforcement Directorate on deputation basis.

Enforcement Directorate has invited nominations of willing and eligible staff for the posts of Staff Car Driver (Ordinary Grade) PB-1 (Rs. 5200-20200+GP-1900) on deputation basis as per the terms and conditions mentioned in the enclosed letter 20.11.2018. Application/Bio-data as per proforma along with Vigilance Clearance & Integrity Certificate issued by the Cadre Controlling Authority, statement of major/minor penalty during last ten years, APAR/ACR for the last five years (attested on each page) of the willing candidates are required. It may be circulated widely amongst staff to get nomination of willing candidates.

Willingness of eligible officers may be forwarded to this office latest by 25.01.2019. While forwarding the applications, it may be ensured that the officers fulfill the conditions of cooling-off period of 03 years in case he/she was on deputation recently. Applications received after due date or incomplete in any respect will not be considered.

No direct/advance application will be entertained.

DA:- As above

(Prakash Kumar Panda)
AIG/HQ
Railway Board

Copy to:- DIG/MAC/RB with request to upload in RPF website please.

Get uploaded 4/3/1
Sec./SPL.
OFFICE MEMORANDUM

Subject: Filling up of the post of Staff Car Driver (Ordinary Grade) in Enforcement Directorate on deputation basis — regarding.

It has been decided to fill up the posts of Staff Car Driver (Ordinary Grade) in Enforcement Directorate PB-1 (Rs. 5200 – 20200+GP-1900) (pre-revised 7th CFC) on deputation basis in the Directorate of Enforcement at Delhi, Chandigarh, Chennai, Kolkata, Mumbai Jaipur, Lucknow, Patna, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Ahmedabad, Goa, Madurai, Calicut, Bhubaneswar, Raipur, Surat, Indore, Nagpur, Bhopal, Dehradun, Jammu, Shimla, Allahabad, Ranchi, Mangalore, Vishakhapatnam, and Shillong.

2. In terms of the Recruitment Rules, the following categories of Staff Car Drivers are eligible:—

Drivers of Central Government or State Government Departments, or Public Sector Undertaking or Autonomous Organizations of Corporations;

i. Holding analogous posts on regular basis;

(a) Matriculation or Secondary School Certificate or equivalent from a recognized Board;

(b) Shall possess a valid driving license issued by Road Transport Authority of any State and authorized to drive Light Motor Vehicles and three wheeler, and

(c) Shall have knowledge of motor mechanic (the candidate should be able to remove minor defects in vehicles)

(Period of deputation (including short term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three year.)

The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on receipt of the applications.

3. The pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training’s O.M/No.6/8/2009-Estt(Pay-II) dated 17th June, 2010 as amended from time to time. Besides the official working in Directorate of Enforcement at the level of Staff Car Drivers (Ordinary Grade) are currently entitled for Special Incentive Allowance @ 20 % of Basic Pay.
4. The Cadre Controlling Authorities are requested that applications of eligible and willing Staff Car Driver Grade (Ordinary Grade) may be forwarded in the proforma annexed so as to reach the Joint Director (Admin.), Directorate of Enforcement, 6th Floor, Lok Nayak Bhawan, Khan Market New Delhi – 110003. The advertisement can also be seen on the website of Directorate of Enforcement www.enforcementdirectorate.gov.in.

5. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

   (i) Bio data
   (ii) Complete and up-to-date C.R. dossier for the last five years or attested photocopy thereof.
   (iii) Vigilance Certificate/Clearance
   (iv) Integrity Certificate/Clearance
   (v) Cadre Clearance
   (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

6. Incomplete applications or applications not received through proper channel or applications received after due date will not be considered. This is an open vacancy circular. The complete applications received by 30th of every month shall be considered for selection in the subsequent month for available vacancies.

7. A check list of documents to be attached with the application may also be sent (proforma enclosed).

Rahul Rajput  
(Joint Director)

To

1. All Ministries/ Departments of Government of India.
2. All the Secretaries of States/ UTs.
3. The Special Director, Directorate of Enforcement, CR, NR, WR, SR, ER.
4. All the Zonal/ Sub Zonal Office of the Directorate of Enforcement.
5. Member (P&V) CBIC, North Block, New Delhi.
6. Member (P&V) CBDT, North Block, New Delhi.
7. Director, IB, MHA, North Block, New Delhi.
8. Director, CBI, North Block, New Delhi.
10. DG, BSF, CGO Complex, New Delhi.
11. DG, CISF, CGO, Complex, New Delhi.
12. DG, Railway Protection Force, Rail Bhawan, New Delhi – 1
14. Cabinet Secretariat
15. DG, DRI, IP Estate, New Delhi.
16. All Commissioner, Customs & Central Excise.
18. Narcotics Commissioner, Central Bureau of Narcotics, 19, the Mall, Morar, Gwalior.

19. Computer Section, Directorate of Enforcement, Hqrs. Office, New Delhi with a request to upload the vacancy circular on the website of the Directorate of Enforcement.

20. Guard file.
PROFORMA

APPLICATION FOR THE POST OF STAFF CAR DRIVER GRADE II IN THE ENFORCEMENT DIRECTORATE

1. Name (Block Letter)
2. Date of Birth
3. Date of Retirement
4. Age as on the closing date of receipt of application
5. Educational Qualification
6. Present post held and the date from which held
7. Present pay level and present basic pay
8. Details of Service

<table>
<thead>
<tr>
<th>Name of the office</th>
<th>Post held</th>
<th>Scale of pay</th>
<th>Period</th>
<th>Nature of duties in details</th>
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<td>From To</td>
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10. Choice of postings (Minimum 03)
11. Name, address and telephone number of concerned officer in the office of the Cadre Controlling Authority

Declaration :-
I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed at the time of selection for the post.

Date:______________________ Address______________________
Signature of the candidate

Certificate to be furnished by the Head of Department/Office
Certified that the information furnished by the candidate has been verified from the office/service records and found correct.

Date:______________________
Place:
Signature
### Part - B
FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

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<tbody>
<tr>
<td>12</td>
<td>Whether the official meets eligibility requirement as on the closing date of application</td>
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<td>13.(a) (i)</td>
<td>Whether any vigilance case is pending or contemplated against the officer</td>
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<td>(ii)</td>
<td>If yes, please give details</td>
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<td>(b) (i)</td>
<td>Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years</td>
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<tr>
<td>(ii)</td>
<td>If yes, please give details</td>
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<td>(iii)</td>
<td>Indicate whether any penalty is in operation as on date</td>
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<td>(c)</td>
<td>Whether cadre clearance for the officer by the Competent Authority has been granted</td>
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<td>(d)</td>
<td>Whether Integrity Certificates issued</td>
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</tbody>
</table>

Date: Signature ___________________________ Name: ___________________________

Designation: ___________________________ (With stamp)
Check list of documents to be attached

(Please tick)

1. Application prescribed format forwarded by the sponsoring authority

2. Complete and up-to-date C.R. dossier for the last five years up to 2017-18 or attested photocopy thereof

3. If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No. report certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s)

4. Vigilance Clearance Certificate

5. Integrity Certificate

6. Major/Minor penalty Statement during last 10 years

7. Cadre clearance from cadre Controlling/appointing Authority (if applicable)

Date:  
Signature of the forwarding authority  
(With stamp)