

F.No. A-52011/31/2019-Estt-IX/I/131442/2023

Government of India  
Central Water Commission

Sewa Bhawan, R.K. Puram,  
New Delhi -110066.

Dated the 20<sup>th</sup> April 2023

**OFFICE MEMORANDUM**

Sub:- Filling up of two posts of Staff Car Driver (Ordinary Grade) in the Central Water Commission – regarding.

It is proposed to fill up two posts of Staff Car Driver (Ordinary Grade) in Central Water Commission in the level -2 of the Pay Matrix (19900-63200), on deputation/absorption basis. The eligibility conditions for recruitment to the post of Staff Car Driver (Ordinary Grade) are detailed in Annexure – I (enclosed).

2. Applications are invited from Group 'C' employees in Level -1 in the pay matrix (18000 - 56900) borne on regular establishment in Central Water Commission (HQ) and its Subordinate Offices, who possess valid Driving License for Motor Cars on the basis of Driving Test to assess the competence to drive motor cars and having rendered at least three years' regular service in the grade and possessing the educational qualifications and experience prescribed for direct recruits and subject to passing Departmental Trade Test, as under:-

- (i) matriculation from a recognized Board;
- (ii) possessing valid driving license for motor car;
- (iii) experience of driving a motor car for three years' from any government organization, PSU, Companies, autonomous bodies or any private company registered under the Companies Act, 1956; and
- (iv) knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle).

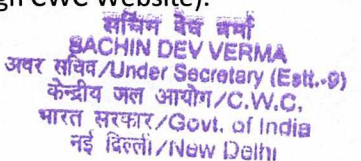
3. Applications may be sent in the enclosed proforma (Annexure – II) to Establishment – IX Section of this Commission. The application must be routed through proper channel and application in the prescribed format shall only be accepted. The sponsoring authorities are requested to forward the application only of eligible and interested candidates, who can be spared immediately in the event of their selection. While forwarding the applications, photocopies of ACRs for the last five (05) years and Vigilance Clearance Certificate of the candidate(s) concerned should also be forwarded.

4. The selected candidate(s) for the post of Staff Car Driver (Ordinary Grade) will be liable for posting anywhere in the Offices of Central Water Commission.

5. Last date for receipt of application in E-IX Section, CWC (HQ) is 60 days from the issue of this O.M. Applications received after the last date and without requisite documents will not be considered.

  
(SACHIN DEV VERMA)  
UNDER SECRETARY (E-IX)  
Tel # 29583637

To: All the Offices/Directorates of CWC(HQrs.)/Field Offices of CWC (through CWC Website).

  
सचिन देव वर्मा  
SACHIN DEV VERMA  
अवर सचिव/Under Secretary (Estt.-9)  
केन्द्रीय जल आयोग/C.W.C.  
भारत सरकार/Govt. of India  
नई दिल्ली/New Delhi

## Annexure – I

1	Name of the Post	STAFF CAR DRIVER (ORDINARY GRADE)
2	No. of posts	02 (Two)
3	Type of posts	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial
4	Level of Pay	Level – 2 of Pay Matrix ( Rs.19900-63200)
5	Qualification(s)	<ul style="list-style-type: none"> <li>(i) matriculation from a recognized Board;</li> <li>(ii) possessing valid driving license for motor car;</li> <li>(iii) experience of driving a motor car for three years' from any government organization, PSU, Companies, autonomous bodies or any private company registered under the Companies Act, 1956; and</li> <li>(iv) knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle).</li> </ul>

  
**सचिन देव वर्मा**  
**SACHIN DEV VERMA**  
 अवर सचिव/Under Secretary (Estt.-II)  
 केन्द्रीय जल आयोग/C.W.C.  
 भारत सरकार/Govt. of India  
 नई दिल्ली/New Delhi



PROFORMA TO BE FILLED UP FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN THE LEVEL 2 OF THE PAY MATRIX (7<sup>th</sup> CPC) IN CENTRAL WATER COMMISSION

1	Name	
2	Father's Name	
3	Date of Birth	
4	Present post held	
5	Present place of posting	
6	Present Pay / Level	
7	Educational qualification	
8	Residential Address	
9	Whether holding permanent driving license and date of validity (Attach photo copy)	
10	Experience, if any (Documentary proof to be attached)	
11	Whether belongs to SC/ST/OBC	
12	Phone / Mobile No.	

SIGNATURE OF THE APPLICANT.....

DATE.....

**(To be filled by the Administrative Section of CWC)**

Name of the Ministry.....

Department..... Date.....

Certified that the particulars given above are true and have been verified from the office records. The applicant, if selected will be relieved immediately. It is certified that no vigilance case is pending or being contemplated against Sh..... and his integrity is certified.

Signature of the Officer concerned.....

Full address, phone no. with official seal