

**GOVERNMENT OF INDIA**  
**MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT & GANGA**  
**REJUVENATION**  
**CENTRAL GROUND WATER BOARD,**  
**WEST CENTRAL REGION**  
**Swaminarayan College Building, Gita Mandir Road, Shah Alam Tolnaka,**  
**Ahmedabad 380022.**

Applications are invited for recruitment of following temporary but likely to continue Group 'C' posts of Staff Car Driver (Ordinary Grade). The eligibility criteria and other details are mentioned below.

Si. No.	Details of Post	Description of post
1	Name of Post	Staff Car Driver (Ordinary Grade)
2	Number of Vacancies	31 (UR-17, SC-04 & OBC-10 (EX. Service man -03, to be adjusted against indicated vacancies as per their category)
3	Pay band/ Scale of Pay	Level -2 in the pay matrix (as per 7 <sup>th</sup> Central Pay Commission)
4	Classification	General Central Service, Group-C (Non-Gazetted), Ministerial
5	Period of Probation, if any	Two years
6	Essential Qualifications	(i) Matriculation from a recognized Board or equivalent. (ii) Possess driving license for Heavy Vehicles. (iii) Three years experience of driving heavy vehicle. (iv) Knowledge of motor mechanism and (v) Ability to read and write Hindi or English language and numbers.
7	Age Limit	18 to 27 years (Relaxation admissible for 5 years for SC/ST candidates and 3 years for OBC candidates). (Relaxable for the Government servants upto 40 years in case of General Candidates and upto 45 years in case of candidate belonging to Scheduled Cast or Scheduled Tribe in accordance with instructions or orders issued by the Central Government from time to time.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not for those in Assam, Meghalaya, Manipur, Nagaland, Arunachal Pradesh, Sikkim, Ladakh Division of Jammu and Kashmir state, Lahaul and spiti division and pangi Sub-division of chamba District of Himachal Pradesh, Andaman and Nicobar Islands or

		Lakshadweep.))
8	Place of Posting	Anywhere in India
9	Description of Duties	Driving Heavy and light Vehicles.
10	Last date for receipt of applications	Within 60 days after publication of advertisement.

Interested candidates who fulfill the above criteria and are willing to serve anywhere in India may apply to **the Regional Director, Central Ground Water Board, West Central Region, Swamy Narayan College Building, Shahalam Tolnaka, Ahmedabad, 380022, Gujarat** furnishing their bio-data in the format given below along with copies of all certificates/ testimonials so as to reach this office within 60 days after publication of advertisement. The envelope containing the application should be marked as **“Application for the post of Staff Car Driver (Ordinary Grade)”**.

Applications which are incomplete/illegible/unsigned/ not supported with required documents, received after the due date or otherwise deficient in any manner will be out rightly rejected. Mere fulfilling the minimum prescribed qualifications and experience will not bestow any right with a candidate for being called for the skill test / trade test (A Screening Committee will scrutinize all the applications received for the posts and only candidates found eligible will be called for skill test / trade test. The decision of the Screening Committee will be final and no correspondence on the decision of the committee will be entertained). The exact date and time for skill test / trade test will be communicated to the eligible candidates separately. No TA/DA will be paid for attending skill test / trade test. However, SC/ST candidates called for skill test / trade test shall be paid second class Railway/ Bus fare for the shortest route as per rules on submission of proof of journey undertaken by him. The department will not be responsible for the postal delay in receipt of application. Candidates already employed in Central/ State/ Public Sector undertaking should submit their applications through proper channel with no objection certificate from the employer.

Duties and responsibilities of Staff Car Driver (OG) in brief are as under:-

He is required to drive all kinds of the vehicles viz-Heavy/ Medium / light, available in the Board. He is required to shift the rigs / heavy machinery / camp equipment when posted in the division / rig-unit and to maintain the vehicle. He is responsible for maintaining the log-book of the vehicle in his charge. He is responsible for getting the monthly abstract of mileage done, POL drawn/ used, prepared and signed by the officer-in-charge. He will ensure timely servicing of the vehicle. While driving he will ensure safety of the vehicle, material & person (s). He will be responsible for lodging a FIR with the nearest police Station in the event of any accident/ theft, enroute and also inform the H.O.O/ Officer-in-Charge. He will ensure keeping papers of the vehicle (registration book etc.) intact and updated.

The Regional Director, CGWB reserves the right to cancel the recruitment at any stage without assigning any reason.

Regional Director

## APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

1. Name in Full (in BLOCK LETTERS):
2. Father's Name:
3. Date of Birth:
4. Sex:
5. Nationality:
6. Category (General/OBC/SC/ST):
7. Permanent Address:
8. Correspondence Address:
9. Educational Qualification:
10. Details of Driving License:

Affix recent  
passport size  
self attested  
photograph

License number and date of issue	Name and address of issuing authority	Type of license	Valid up to

### 11. Details of Experience

S. No.	Name and Address of Organization	Period		
		From	To	Total / Months

12. Knowledge in Hindi/ English (Yes /No)
13. Employment Exchange Regd. No. and Date and place of Registration
14. Whether ready to serve anywhere in India (YES/NO)
15. List of enclosures (copies of all certificates should be enclosed)

- a. Educational Qualification
- b. Experience Certificate
- c. Proof of Date of Birth
- d. Cast/ Cast Validity Certificate (if applicable)
- e. Employment Registration card (if applicable)
- f. Any other details

### DECLARATION

I hereby declare that all the statement made in the application is true, compete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility being detected at any stage, my candidature/ appointment may be cancelled/ terminated without issuing any notice.

Date:  
Place:

(Signature of Applicant)