

No. DGM-HQ-13012(11)/1/2022-E-II DGM (E-13547)

Government of India
India Meteorological Department
Office of the Director General of Meteorology
Lodi Road, New Delhi-110003

Dated: 24.03.2025

VACANCY CIRCULAR

Subject: Filling up of thirteen (13) vacancy in the grade of Staff Car Driver (Ordinary Grade) in Level- 2 of Pay Matrix (₹19900/- - ₹63200/-) in the India Meteorological Department- reg.

It has been decided to fill up the vacant posts of Staff Car Driver (Ordinary Grade) on deputation basis in various offices of the India Meteorological Department (IMD) wherever vacancy exists/ manpower required in exigency of office work.

1. Details of Post:

- | | | |
|------|-------------------------|--|
| I. | Name of the post: | Staff Car Driver (Ordinary Grade) |
| II. | Number of Posts: | 13 (Thirteen) |
| III. | Classification of Post: | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial |
| IV. | Pay Scale: | Level 2 of Pay Matrix (₹19900/- - ₹63200/-) |
| V. | Age Limit: | Not exceeding 56 Years on the closing date of receipt of Applications. |

2. Eligibility Conditions for appointment:

From amongst the regular Motor Cycle Driver (Group C) and Group C employees in Level-1 in the pay matrix ₹18,000/- - ₹56,900/- in the India Meteorological Department who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Motor Cycle Driver on regular basis or regular Group 'C' employees in Level-1 in the pay matrix ₹18,000/- - ₹56,900/- in other Ministries of the Central Government who fulfil the necessary qualifications as mentioned below:

Essential:

- i. Class 10th pass from a recognised Board.
- ii. Possession of valid driving license for motor cars or heavy vehicle;
- iii. Knowledge of motor mechanism (The candidate should be able to remove minor-defects in the vehicle);
- iv. Experience of driving a motor car for at least three years;

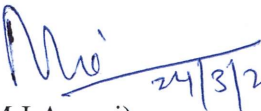
Desirable

- i. Three years, service as Home Guard/ Civil Volunteers.

(ii) Deputation or Re-employment- For Armed Forces Personal;

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re employment.

3. **Place of Posting:** Delhi/ Srinagar/ Chennai/ Thiruvananthapuram/ Bangaluru/ Amravati/ Karaikal/ Coimbatore/ Kochi/ Mumbai/ Ahmedabad/ Goa/ Nagpur/ Bhopal/ Raipur/ Guwahati/ Agartala/ Mohanbari (Assam).
4. **Regulations of Pay and other terms of Deputation:** The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training's OM no. 6/8/2009-Estt. (Pay-II)17.06.2010 and O.M.No. 2/10/2018-Estt. (Pay-II) dated 2nd March, 2021 as amended from time to time. Period of deputation including period of deputation 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 years.
5. **Duties and responsibilities attached to the post:** Attending the duties as assigned by the Administration Division; Maintenance of logbook; Maintenance of vehicles etc.
6. The Cadre Controlling Authorities are requested that applications of eligible and willing officials may be forwarded in the proforma annexed so as to reach the Administrative Officer-II (Recruitment Cell), O/o the Director General of Meteorology, Mausam Bhawan, Lodi Road, New Delhi – 110003, positively by **02nd May, 2025**.
7. 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.
8. Incomplete applications or applications not received through proper channel will not be considered. This is an open vacancy circular. The complete applications received by closing date i.e. **02nd May, 2025** will be considered for selection.
9. A check list of documents to be attached with the application may also be sent (proforma enclosed).


24/3/2025

(M I Ansari)

Scientist-F (Establishment)

Phone: 011-24344332

Email ID: - imd.dgmrc@gmail.com

Copy to: -

With a request to upload this Vacancy Circular on the official website of the Ministry/ Department/ Attached Offices/ Sub ordinate Offices for circulation to all the offices under their jurisdiction and forward the applications of eligible & willing officials for filling up the post of Staff Car Driver (Ordinary Grade) in the India Meteorological Department on deputation basis: -

1. All Ministries/ Departments of Government of India.
2. **Directorate General Resettlement**, West Block-IV, Rama Krishna Puram,
New Delhi – 110066
3. All the Sub-Offices of India Meteorological Department.
4. Director, NCPOR, Goa.
5. Director, IITM, Pune
6. Director, NIOT, Chennai
7. Director, NCESS, Thiruvananthapuram
8. Director, INCOIS, Hyderabad
9. Director, NCCR, Chennai
10. Head, NCMRWF, Noida
11. Director, NCS, Mausam Bhawan, New Delhi.
12. Director, CMLRE, Kochi
13. DoP&T with the request to upload it on its website.

PROFORMA

1. Name (Block Letter) :
2. Post applied for :
3. Date of Birth :
4. Date of Retirement :
5. Age as on the closing date of receipt of application :
6. Educational Qualification :
7. Present post held and the date from which held :

Name of the Office	Post held	Scale of pay	Period		Nature of duties in details
			From	To	

8. Present pay level and present basic pay :
9. Details of Service :
10. Choice of postings (Minimum 03)
11. Name,
Address,
telephone number and email Id :
of the 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.

Signature of the candidate

Date:-----

Address:-----

Certificate by the employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the fact available on records. He/ She possess educational qualification and experience mentioned in the vacancy Circular. If selected, He/ She will be relieved immediately.

1. Also certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./ Ms.
- (ii) His/ Her integrity is certified.
- (iii) Photocopies of His/ Her ACRs for the last 5 Years, duly attested by an Officer of the rank of Under Secretary of the Govt. of India or above, are enclosed.
- (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years is enclosed (as the case may be)

Date:

**Signature of sponsoring Authority
(With office seal)**

Part - B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2. (a) (i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
(d)	Whether Integrity Certified	Yes/No

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 2023-24 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)