

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

LABOUR DEPARTMENT

ADMINISTRATION BRANCH

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F.1/31/1183/LC/Estt./Rectt.Rules/Driver/2024/1982-1983

Date: 05/7/2024

OFFICE MEMORANDUM

The undersigned is directed to say that in terms of Circular No. F.2(1)/RRs/2021/S-IV/676-680 dated 06.04.2021 issued by the Services Department, Govt. of NCT of Delhi, the draft Recruitment Rules for the posts of '**Staff Car Drivers ( Ordinary grade, Grade II and Grade I)**' in Labour Department are uploaded on the website of this Department for information of the stakeholders.

All stakeholders are requested to go through the aforementioned draft Recruitment Rules and furnish there comments, if any, to the undersigned within a period of 30 days from the date of uploading of these on website.

In case, no comments are received in the stipulated time, the Department will proceed further for taking necessary action in the matter.



(BABITA)

DY. LABOUR COMMISSIONER (ADMN.)

To,

All concerned Stakeholders

**Copy to:**

- ✓ The System Analyst, EDP Cell, Labour Department with a request to upload this OM along with the draft Recruitment Rules of the aforementioned posts (enclosed) on the website of Department.



RECRUITMENT RULES FOR THE POST OF Staff Car Driver IN LABOUR DEPARTMENT, GNCTD

**SCHEDULE I**

1	2	3	4	5	6
Name of the Post	Number of Posts	Classification	Level in the Pay Matrix	Whether selection post or non selection post	Age limits for Direct Recruits
Staff Car Driver (Ordinary Grade)	02* (2023) *Subject to variation dependent on Work load	General Central Service, Group C, Non-Gazetted, Non-Ministerial	Level-2 (Rs.19900-63200/-) of the pay matrix	Not applicable	Between 18 - 25 years*  (Relaxable for departmental candidates upto 40 years in accordance with the instructions or orders issued by the Central Government) <b>Note-1:</b> The crucial date for determining the age limit shall be as advertised by DSSSB/ Competent Authority.  * In case of post being filled up by all-India Open Competition, it would be between 18 years and 27years.





7	8	9	10
Educational and other qualification for direct recruits	Whether Age & Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment/ promotion/deputation/ absorption and percentage of the vacancies to be filled by various methods
<b>Essential</b> (i) Pass in 10 <sup>th</sup> Standard. (ii) Possession of a Valid Driving License for Motor Cars. (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle). (iv) Experience of Driving a Motor Car for at least three years.  <b>Desirable:</b> Three Years Service as Home Guard/Civil Volunteers. <b>Note 1:</b> Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. <b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.	Not applicable	Two years for direct recruits.	Deputation/absorption failing which by Direct Recruitment.

11	12	13
In case of recruitment By promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If DPC exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making Recruitment
Deputation/absorption: (i) holding analogous post on a regular basis in the parent cadre or departments.  Or  (ii) From amongst Group-C employees in Level- 1 (18000-56900/-) in pay matrix with three years of regular service in the office where vacancy arises failing which from Group-C employees in Level-1 (18000-56900/-) in pay matrix with three years of regular service in Central Government/ State	Group 'C' DCC (for considering confirmation): 1. Principal Secretary/ Secretary (PWD) GNCT Delhi – <b>Chairman</b> 2. Head of the Department concerned – <b>Member</b> 3. Dy. Secretary (UD) GNCT of	Not Applicable



<p>Government/ Union Territories and on the basis of a driving test to assess the competence to drive Motor Cars and Possessing the following qualifications and experience as prescribed in Column No. 7</p> <p><b>Note 1:</b> The period of deputation including the period of deputation in another Ex-Cadre posts held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation /absorption shall be not exceeding 56 years as on the closing date of receipt of applications.</p>	<p><b>Delhi- Member.</b></p> <p><b>Note:</b> Senior most member of the Departmental Confirmation Committee for considering confirmation shall act as Chairperson in case the notified Chairperson of the Committee happens to be junior to another member of the Departmental Confirmation Committee.</p>	
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Schedule II

1	2	3	4	5	6
Name of the Post	Number of Posts	Classification	Level in the Pay Matrix	Whether selection post or non selection post	Age limits for Direct Recruits
Staff Car Driver (Grade-II)	02* (2023) *Subject to variation dependent on Work load	General Central Service, Group C, Non-Gazetted, Non-Ministerial	Level-4 (Rs. 25500-81100/-) of the pay matrix	Non-Selection	Not Applicable

7	8	9	10
Educational and other qualification for direct recruits	Whether Age & Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whetherby direct recruitment/promotion/deputation/absorption and percentage of the vacancies to be filled by various methods
Not Applicable.	Not applicable	Not applicable	By Promotion.



11	12	13
In case of recruitment By promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If DPC exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making Recruitment
<p><b>Promotion:</b></p> <p>Staff Car Driver (Ordinary Grade ) in the Pay level-2 (19900-63200/-) of the Pay Matrix with 08 years of regular service in the grade and have passed the trade test, specified by the Transport Department, GNCTD.</p> <p><b>Note:</b> Where Junior who have completed their qualifying/eligibility service are being considered for promotion, there seniors would also be considered provided they are not sought of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for Promotion to the next higher grade along with their Juniors who have already completed such qualifying/eligibility service.</p>	<p>Group 'C' DPC (for considering confirmation):</p> <ol style="list-style-type: none"> <li>1. Principal Secretary/ Secretary (PWD) GNCT Delhi – <b>Chairman</b></li> <li>2. Head of the Department concerned – <b>Member</b></li> <li>3. Dy. Secretary (UD) GNCT of Delhi– <b>Member.</b></li> </ol> <p><b>Note:</b> Senior most member of the Departmental Confirmation Committee for considering confirmation shall act as Chairperson in case the notified Chairperson of the Committee happens to be junior to another member of the Departmental Confirmation Committee.</p>	<p>Not Applicable</p>



**SCHEDULE III**

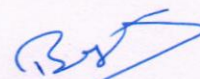
1	2	3	4	5	6
Name of the Post	Number of Posts	Classification	Level in the Pay Matrix	Whether selection post or non selection post	Age limits for DirectRecruits
Staff Car Driver (Grade-I)	01* (2023) *Subject to variation dependent on Work load	General Central Service, Group C, Non-Gazetted, Non-Ministerial	Level-5 (Rs. 29200-92300/-) of the pay matrix	Non-Selection	Not Applicable

7	8	9	10
Educational and other qualification for direct recruits	Whether Age & Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, if any	Method of recruitment whether by direct recruitment/promotion/deputation/absorption and percentage of the vacancies to be filled by various methods
Not Applicable.	Not applicable	Not applicable	By Promotion.

11	12	13
In case of recruitment By promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If DPC exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making Recruitment
<b>Promotion:</b>  Staff Car Driver (Grade-II ) in the Pay level-4 (25500-81100/-) of the Pay Matrix with 05 years of regular service in the grade or with a combined service of 13 years in Staff Car Driver, Grade-II and Ordinary Grade and have passed the trade test, specified by the Transport Department, GNCTD.  <b>Note:</b> Where Junior who have completed	Group DPC (for consideration/confirmation): 1. Principal Secretary/ Secretary (PWD) GNCT Delhi – <b>Chairman</b> 2. Head of the Department concerned – <b>Member</b> 3. Dy. Secretary (UD) GNCT of Delhi – <b>Member.</b>	Not Applicable



<p>their qualifying/eligibility service are being considered for promotion, there seniors would also be considered provided they are not sought of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for Promotion to the next higher grade along with their Juniors who have already completed such qualifying/eligibility service.</p>	<p><b>Note:</b> Senior most member of the Departmental Confirmation Committee for considering confirmation shall act as Chairperson in case the notified Chairperson of the Committee happens to be junior to another member of the Departmental Confirmation Committee.</p>	
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DY. LABOUR COMMISSIONER (ADMN.)