

MOST-IMMEDIATE

**GOVT. OF NCT OF DELHI
DEPARTMENT OF TRADE AND TAXES
HUMAN RESOURCE BRANCH: ROOM NO. 315
3RD FLOOR, VYAPAR BHAWAN: NEW DELHI-110002**

Please find enclosed herewith draft copies of amendments of recruitment rules for the post of "Staff Car Driver (Ordinary Grade), (Grade-II), (Grade-I) & (Special Grade)" in the Department of Trade & Taxes for uploading the same on official website of the Department, on or before 08/06/2023, for inviting comments/views/suggestions of stakeholders under intimation to HR Branch.

Encls: As above.

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6.6.23
ASSTT. COMMISSIONER (HR)

F.VI/H-I/DT&T/Estt/2018/RR 4491

Dated: 6/6/23

✓ In-Charge, EDP Cell, Department Of Trade & Taxes, Level-12, Vyapar Bhawan, New Delhi-02

2) All stakeholders, Deptt of T&T, Vyapar Bhawan (through HR Branch)

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Draft of RRs for the post of Staff Car Driver (Ordinary Grade)

Column No.	Provisions agreed by Services Department
1.(Name of the post)	Staff Car Driver (Ordinary Grade)
2.(Number of Posts)	07*(2023) *Subject to variation dependent on work load
3.(Classification)	General Central Service, Group "C", Non-Gazetted, Non Ministerial
4.(Level in the Pay Matrix)	Level-2 (Rs. 19900-63200/-) of the Pay Matrix
5.(Whether selection or Non-Selection post)	Not Applicable
6.(Age limit for Direct Recruits)	18-25* years (Relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government) Note: 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, the age limit would be between 18 year and 27 years
7.(Educational & other qualification required for Direct Recruits.)	Essential:- 1. Pass in 10 th Standard. 2. Possession of a Valid Driving License for Motor Cars. 3. Knowledge of Motor mechanism (the Candidate should be able to remove minor defects in Vehicle). 4. Experience of Driving a Motor Car for at least three years. Desirable: Three Years' service as Home Guard/ Civil Volunteers. Note 1 : Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. Note: 2 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
8.(Whether age & educational qualification prescribed for direct recruits will apply in the case of Promotees).	Not Applicable
9.(Period of probation, if any)	02 years for Direct Recruits
10.(Method of Recruitment whether by Direct Recruitment or by Promotion ...)	Deputation/absorption failing which by direct recruitment

11.(In case of recruitment by Promotion / Deputation / Absorption, ...)	<p>Deputation/Absorption:</p> <p>(a)(i) Holding analogous post on a regular basis in the parent cadre or department</p> <p>or</p> <p>(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 Government/UT territories and on the basis of a driving test to assess the competence to drive motor cars.</p> <p>and</p> <p>(b) possessing the following qualification and experience as prescribed in Column No. 7</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government/State Government/UT territories shall ordinarily not exceed three years.</p> <p>Note 2: 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>
12.(If a DPC exists, what is its composition)	<p>Group-'C' DPC for considering promotion:</p> <ol style="list-style-type: none"> 1. Principal Secretary/ Secretary (PWD)- Chairperson 2. Head of the Department Concerned - Member 3. Dy. Secretary (UD)- Member <p>Note: Senior most member of the Departmental Promotion Committee shall act as Chairperson in case the notified Chairperson of the Departmental Promotion Committee happens to be junior to another member of the Departmental Promotion Committee</p>
13.(Circumstances in which UPSC is to be consulted in making recruitment)	Not applicable

Draft of RRs for the post of Staff Car Driver (Grade-I)

Column No.	Provisions agreed by Services Department
1.(Name of the post)	Staff Car Driver (Grade -I)
2.(Number of Posts)	09*(2023) *Subject to variation dependent on work load
3.(Classification)	General Central Service Group 'C' Non-Gazetted, Non Ministerial
4.(Level in the Pay Matrix)	Level-5 (Rs. 29200-92300/-) of the Pay Matrix
5.(Whether selection or Non-Selection post)	Non- Selection
6.(Age limit for Direct Recruits)	Not Applicable
7.(Educational & other qualification required for Direct Recruits.)	Not Applicable
8.(Whether age & educational qualification prescribed for direct recruits will apply in the case of Promotees).	Not Applicable
9.(Period of probation, if any)	Not applicable
10.(Method of Recruitment whether by Direct Recruitment or by Promotion ...)	By Promotion
11.(In case of recruitment by Promotion / Deputation / Absorption, ...)	<p>Promotion:</p> <p>Staff Car Driver (Grade- II) in the Pay Level 4 (Rs. 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 Government, GNCTD.</p> <p>Note: Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short 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>
12.(If a DPC exists, what is its composition)	<p>Group-'C' DPC for considering promotion:</p> <ol style="list-style-type: none"> 1. Principal Secretary/ Secretary (PWD)- Chairperson 2. Head of the Department Concerned – Member 3. Dy. Secretary (UD)- Member <p>Note: Senior most member of the Departmental Promotion Committee shall act as Chairperson in case the notified Chairperson of the Departmental Promotion Committee happens to be junior to another member of the Departmental Promotion Committee</p>
13.(Circumstances in which UPSC is to be consulted in making recruitment)	Not applicable

Draft of RRs for the post of Staff Car Driver (Grade-II)

Column No.	Provisions agreed by Services Department
1.(Name of the post)	Staff Car Driver (Grade -II)
2.(Number of Posts)	07*(2023) *Subject to variation dependent on work load
3.(Classification)	General Central Service Group 'C' Non-Gazetted, Non Ministerial
4.(Level in the Pay Matrix)	Level -4 (Rs. 25500-81100) of the Pay Matrix
5.(Whether selection or Non-Selection post)	Non- Selection
6.(Age limit for Direct Recruits)	Not Applicable
7.(Educational & other qualification required for Direct Recruits.)	Not Applicable
8.(Whether age & educational qualification prescribed for direct recruits will apply in the case of Promotees).	Not Applicable
9.(Period of probation, if any)	Not applicable
10.(Method of Recruitment whether by Direct Recruitment or by Promotion ...)	By Promotion
11.(In case of recruitment by Promotion / Deputation / Absorption, ...)	<p>Promotion:</p> <p>Staff Car Driver (Ordinary Grade) in the Pay Level 2 (Rs. 19900-63200/-) of the Pay Matrix with 08 years of regular service in the grade and have passed the trade test, specified by the Government, GNCDT.</p> <p>Note: Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short 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>
12.(If a DPC exists, what is its composition)	<p>Group-'C' DPC for considering promotion:</p> <ol style="list-style-type: none"> 1. Principal Secretary/ Secretary (PWD)- Chairperson 2. Head of the Department Concerned - Member 3. Dy. Secretary (UD)- Member <p>Note: Senior most member of the Departmental Promotion Committee shall act as Chairperson in case the notified Chairperson of the Departmental Promotion Committee happens to be junior to another member of the Departmental Promotion Committee</p>
13.(Circumstances in which UPSC is to be consulted in making recruitment)	Not applicable

Draft of RRs for the post of Staff Car Driver (Special Grade)

Column No.	Provisions agreed by Services Department
1.(Name of the post)	Staff Car Driver (Special Grade)
2.(Number of Posts)	01*(2023) *Subject to variation dependent on work load
3.(Classification)	General Central Service Group 'B' Non-Gazetted, Non Ministerial
4.(Level in the Pay Matrix)	Level-6 (Rs. 35400-112400/-) of the Pay Matrix
5.(Whether selection or Non-Selection post)	Non- Selection
6.(Age limit for Direct Recruits)	Not Applicable
7.(Educational & other qualification required for Direct Recruits.)	Not Applicable
8.(Whether age & educational qualification prescribed for direct recruits will apply in the case of Promotees).	Not Applicable
9.(Period of probation, if any)	Not applicable
10.(Method of Recruitment whether by Direct Recruitment or by Promotion ...)	By Promotion
11.(In case of recruitment by Promotion / Deputation / Absorption, ...)	<p>Promotion:</p> <p>Staff Car Driver (Grade- I) in the Pay Level 5 (Rs. 29200-92300 /-) of the Pay Matrix with 06 years of regular service in the Grade.</p> <p>Note: Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short 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>
12.(If a DPC exists, what is its composition)	<p>Group 'B' DPC for considering promotion:</p> <ol style="list-style-type: none"> 1. Principal Secretary/ Secretary (UD)- Chairperson 2. Administrative Secretary of the Department Concerned – Member 3. Special/ Additional Secretary (PWD)- Member <p>Note: Senior most member of the Departmental Promotion Committee shall act as Chairperson in case the notified Chairperson of the Departmental Promotion Committee happens to be junior to another member of the Departmental Promotion Committee</p>
13.(Circumstances in which UPSC is to be consulted in making recruitment)	Not applicable