

Commission for Agricultural Costs and Prices

(Department of Agriculture, Coop. and Farmers Welfare)

Shastri Bhawan, New Delhi- 110001

F-wing, 2nd Floor, Shastri Bhawan, New Delhi

Website : <http://cacp.dacnet.nic.in>

Subject : Filling up one vacant post for Unreserved Category in the Grade of **Staff Car Driver (Ordinary Grade)** (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) (level-2 : Rs.19900-63200/- in pay matrix) in Commission for Agricultural Costs and Prices, Department of Agriculture, Cooperation & Farmers Welfare, 217, F-wing, Shastri Bhawan, New Delhi on Direct Recruitment basis.

Application in the given format are invited from the eligible candidates to fill up a vacant post (Unreserved) of **Staff Car Driver (Ordinary Grade)** (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) (Pay : level-2 : Rs.19900-63200/- in pay matrix) in Commission for Agricultural Costs and Prices, Department of Agriculture, Cooperation & Farmers Welfare, 217, F-wing, Shastri Bhawan, New Delhi on Direct Recruitment basis.

2. Eligibility Conditions & Qualifications :

- Possession of a valid driving license for motor cars and experience of driving for atleast three years.
- Knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicle.)
- 10th standard pass from a recognized Board or institution.

3. List of duties/responsibilities attached to the post of Staff Car Driver;

- Drive the staff Car for all Official purposes for local trips as well as on tour outside the Head Quarters whenever called upon to do by the Officer.
- Proper cleanliness and maintenance of staff car, maintenance of Log Book, record of petrol consumption and other prescribed records are also part of his duties.
- Staff Car Driver is responsible for service/repair of the staff car, whenever required.
- Staff Car driver may be required to perform such other duties and responsibilities as may be assigned from time to time.

4. Age limit : Not exceeding **25 years**. (Relaxation for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government).

Note : The crucial date for determining age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi-Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep). In case of recruitment made through Employment Exchange, the crucial date for determining age limit shall be last date up to which the Employment Exchange are asked to submit the names.

5. Period of Probation : Period of probation will be 2 years for candidates selected on DR basis.

Note : Incomplete applications and applications without attested photocopies of certificates and applications received after the last date shall not be considered. This Commission reserves the right to restrict the number of candidates for recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the qualifications will not entitle an applicant to be called for consideration for recruitment. The vacancy may be withdrawn at any stage of recruitment process without giving notice.

6. Last date for receipt of applications : The last date for receipt of application in this Commission is **60 days from the date of advertisement in Employment News**.

The envelope should be superscribed as " **Application for the post of Staff Car Driver**".

(Sube Singh)

Assistant Director (Admn.)

Commission for Agricultural Costs and Prices

Telephone No : 011-23388325

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

To

The Assistant Director (Admn),
Commission for Agricultural Costs and Prices,
(Department of Agriculture, Cooperation & Farmers Welfare),
217, 2nd Floor, F-wing, Shastri Bhawan, New Delhi.

Recent
passport size
photo self
attested.

- Name (in BLOCK CAPITAL LETTERS) :
- Date of Birth (in Words & Figures) :-.....
Age as on closing date of application :-.....
- Father's/Husband's Name :-.....
- Whether belonging to General/SC/ST/OBC/ :-.....
Ex-serviceman(ESM)
- Educational Qualifications :.....; Years of passing.....
- Do you possess a valid driving licence : Yes.....No.....
If yes, enclose copy and provide the following information :

- Date of Issue of driving licence (DD/MM/YYYY):
- Do you possess knowledge of Motor Mechanism? If yes, enclose Certificate : Yes No.....
- How many years of experience do you Possess for driving a motor car ? : Years.....Months.....
(enclose experience certificate)

7. Details of experience, if any :

Sl. No.	Name of Employer	Post held	Period of Employment		Whether permanent/ Officiating/ temporary/ casual labourer	Reasons for leaving
			From	To		

- Address for correspondence :
- Permanent address :
- Contact No. :
- E-mail ID :
- Whether registered with Employment Exchange or not. YesNo.....
If yes,
(i) Name of Employment Exchange through which registered.
(ii) Registration No. :

- Date of registration :
- Date upto which registration is valid :

13. List of attested copies of certificates enclosed :

Certified that the above information furnished are true to the best of my knowledge and belief, in case any information is found to be false/doubtful/before or after selection, my candidature is liable to be cancelled.

Date:.....

Place :

Signature of the Applicant

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- Addresses for Correspondence :
- Permanent address :
- Phone No. or Mobile No. (if available):
- E-mail ID (if available):
- Details of Certificate enclosed:

(Please mention the names of certificates)

- Any other details:

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. Nothing has been concealed by me. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice.

Date: _____
Place: _____ (Signature of applicant)
Encls. _____

APPENDIX - B

ADMIT CARD

(Two copies)

(TO BE FILLED IN BLOCK LETTERS ONLY)

(To be typed/written in double space & fonts 14 on A-4 size paper)

- Roll No. _____
- Name of the Post applied for : _____
(in Bold letters)
 - Ref. Advertisement/Letter No. _____ published in the Employment News/Rozgar Samachar/Local News Paper dated _____

- Name of the applicant (in full): _____
- Father's/Husband's Name : _____
- Complete postal address with PIN Code : _____
- Date & Time of Physical Test/Endurance Test: _____
(not to be filled by the candidate)

Affix self signed
Passport size
Photograph