

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7TH LEVEL, 'C' – WING, DELHI SECRETARIAT,  
I.P.ESTATE, NEW DELHI-110002  
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F.19/78/AR/Admn/2022/767.

Dated: 08/03/2024.

**Public Notice on draft Recruitment Rules for the post of 'Staff Car Driver (Ordinary Grade)' in Administrative Reforms Department, GNCTD.**

In compliance with Services Department's Circular No. F.2(1)/RRs/2021/S-IV/676- 680 dated: 06.04.2021, draft Recruitment Rules for the post of '**Staff Car Driver (Ordinary Grade)**' in Administrative Reforms Department, GNCTD is annexed.

The stakeholders, if interested in making any objections/comments or suggestions on the draft Recruitment Rules may do so in writing, within a period of 30 days from the date of publication of draft Recruitment Rules to Section Officer (Admn.), Administrative Reforms Department 7th Level, 'C' – Wing, Delhi Secretariat, I.P.Estate, New Delhi-110002 or at email address: [arupdate@nic.in](mailto:arupdate@nic.in).



Dy. Secretary (AR)

DEPUTY SECRETARY/HOO  
Administrative Reforms Department  
Govt. of N.C.T. Delhi  
7th Level, C-Wing, Delhi Secretariat,  
New Delhi-110002

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**NOTIFICATION**

Dated the \_\_\_\_

**F.19/78/AR/Admn/2022** :- In exercise of the powers conferred by proviso to article 309 of the Constitution read with Government of India, Ministry of Home Affairs, notification No. 27/59-Him (i) dated 13th July 1959 the Lt. Governor of the National capital Territory of Delhi, after prior consultation with the Services Department, Government of National Capital Territory of Delhi for Group C Posts, is pleased to make recruitment rules for the post of 'Staff Car Driver, Ordinary grade' in the Administrative Reforms Department, Government of National Capital Territory of Delhi, namely:-

1. **Short title and commencement:-** (i) These rules may be called 'The Administrative Reforms Department Driver, Ordinary Grade Recruitment Rules 2024'.  
(ii) They shall come into force from the post of their publication in the Delhi Gazette.
2. **Number of Posts, classification and Level in the pay matrix:-** The number of the said post, its classification and Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, Age limit and Qualification , etc:-** The method of recruitment of the said post, age limit, qualifications and other matter concerned therewith ,shall be as specified in the columns (5) to (13) of the said Schedule.
4. **Disqualification:-** No person,
  - a) Who has entered into or contracted a marriage with a person having a spouse living; or
  - b) Who having a spouse living, has entered into or contracted a marriage with any person;
 shall be eligible for appointment to the said post:  
 Provided that the Government may, if satisfied that such marriage is permissible under the personnel law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.
5. **Power to relax:-** Where the Government of National Territory of Delhi is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect of any class or category of persons.
6. **Saving:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Schedules Castes, Schedules Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Government of National Capital Territory of Delhi from time to time in this regard.

## SCHEDULE

### For the post of Staff Car Driver (Ordinary Grade)

| Name of Post                      | Number of Post                                              | Classification                                                    | Pay Level in the pay matrix                    | Whether Selection post or non-selection post | Age limit for direct recruits                                                                                                                                                                                                                                                                                                                                                                                     | Educational and other qualifications required for direct recruits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. |
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| 1                                 | 2                                                           | 3                                                                 | 4                                              | 5                                            | 6                                                                                                                                                                                                                                                                                                                                                                                                                 | 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 8                                                                                                              |
| Staff Car Driver (Ordinary Grade) | 01* (2023)<br>*(Subject to variation dependent on workload) | General Central Service, Non-Ministerial, Non-Gazetted, Group-'C' | Level-2 (Rs. 19900-63200/-) of the Pay Matrix, | Not Applicable                               | Between 18-25* years<br><br>(Relaxable for government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.)<br><br><b>Note:</b> The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.<br><br>*In case of post being filled up by all-India Open competition, the age limit would be between 18 year and 27 years. | Essential:<br>(i) Pass in 10 <sup>th</sup> standard<br>(ii) Possession of a valid driving licence for motor cars;<br>(iii) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle);<br>(iv) Experience of driving a motor car for at least three years;<br><b>Desirable:</b><br>Three years' service as Home Guard/Civil Volunteers.<br><b>Note 1:</b><br>The qualifications are relaxable at the discretion of the competent authority in case of candidates otherwise well qualified.<br><b>Note 2:</b><br>The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates from these communities possessing requisite experience are not likely to be available to fill up the vacancies reserved for them. | Not Applicable                                                                                                 |



| Period of probation, if any                  | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods | In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | If a Departmental Promotion Committee exists what is its composition                                                                                                                                                                                                                                                                                                                                                                                                                        | Circumstances in which Union Public Service Commission to be consulted in making recruitment |
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| 9                                            | 10                                                                                                                                                               | 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 13                                                                                           |
| Two years for direct recruits or re-employed | Deputation/absorption failing which by direct recruitment.<br><br>For Armed Forces Personnel: Deputation/re-employment                                           | <p>Deputation/absorption:-<br/>From amongst the regular Dispatch Rider (Group C) and Group C employees in Level-I of Pay Matrix Rs.18000-56900/- in the State Government/UT who possesses 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 Dispatch Rider on regular basis or regular Group C employees in Level I of Pay Matrix Rs.18000-56900/- in other Ministries who fulfil the necessary qualifications as mentioned in Column 7.</p> <p>Deputation/re-employment for Armed Forces Personnel:-<br/><br/>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 upto the date on which they are due for release from the Armed Forces; thereafter may be continued on re-employment.</p> <p>Note: 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 organization/ Department of the Central Government shall ordinarily not exceed three years. 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>Group 'C' Departmental Promotion Committee for considering promotion consisting of:</p> <p>(i) Principal Secretary/ Secretary (Labour) Chairperson<br/>(ii) Head of Department - Member<br/>(iii) Dy. Secretary (Services)- Member</p> <p>-</p> <p><u>Note:</u> Senior most member of the Departmental Promotion Committee/ Departmental Confirmation Committee shall act as Chairperson in case the notified Chairman of the DPC/DCC happens to be junior to another member of DPC.</p> | Not Applicable                                                                               |

By Order and in the Name of  
Lt. Governor of the National Capital Territory of Delhi

Dy. Secretary (Admn)  
Administrative Reforms Department