

No. A - 12026/1/2007- E.III(E - 54186)
Government of India
Ministry of Statistics and Programme Implementation
National Sample Survey Office
(Field Operations Division)
Sankhiyiki Bhawan, CBD Shahdara,
Delhi - 110032
Dated : 07.08.2023

OFFICE MEMORANDUM

Subject:- Filling up of Three vacancies of Driver(Ordinary Grade) in the NSSO(FOD), by deputation/absorption/re-employment - regarding.

It is informed that three post of Driver(Ordinary Grade) is required to be filled up which are located at (i) FOD, Hqrs.Office, Delhi (ii) Regional Office, Port Blair(Andeman and Nicobar Island) and (iii) Regional Office, Gangtok(Sikkim) on deputation/absorption basis, from among the regular Dispatch Rider(Group 'C') and Group 'C' employees (Multi - Tasking Staff and Others) in Pay Level-1(i.e. Rs.18000-56900/-) in the Pay Matrix in FOD Offices. Applications, are therefore, invited through proper channel from amongst the regular Group 'C' employees in Pay Level - 1(i.e. Rs.18000-56900/-) in FOD, NSSO to fill up these vacancies.

The details of the post are given below :-

1. Name of the post	Driver (Ordinary Grade)
2. Pay Scale of the post	Pay Level - 2(i.e. Rs.19900 - 63200/-) in the Pay Matrix on 7th Central Pay Commission)
3. No.of vacancies	3 (Three)
4. Category Recruitment (SC/ST/OBC/General)	-
5. Method of Recruitment	One of the eligible Multi - Tasking Staff and others posted in FOD Offices on absorption basis
6. Eligibility Conditions	(i) From amongst the regular Group 'C' (MTS) and others employees in Pay Level - 1(i.e. Rs.18000 - 56900/-) in the Pay Matrix on 7th Central Pay Commission in FOD, NSSO, who possess valid Driving Licence for Light Motor Vehicles (Car/Jeep/Three Wheeler). (ii) Knowledge of Light Motor Vehicle mechanism (The candidate should be able to remove minor defects in vehicle) (iii) Experience of Driving LMV for at least 3 years.
7. Place of Posting	Hqrs.Office, Delhi; Regional Office, Port Blair and Regional Office, Gangtok.

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2. The willing and eligible candidates shall require to submit their applications in the prescribed proforma as per **Annexure - I** enclosed herewith through their Regional Heads **by 31.08.2023**. The official, who is recruited as Driver(Ordinary Grade) is liable to the transferred anywhere in India as per rules.

3. The Regional Heads may forward the applications(alongwith Certificate as per **Annexure - II**), which are complete in all respects alongwith attested copies APARs for the last 5 years and Vigilance Clearance Certificate as per **Annexure - II** and the certificate as per **Annexure - III**. If any particular year/period of APAR(out of the required last 5(five) years) is not available, then previous year ACR/APAR may be enclosed to complete requisite number of ACR/APAR of 5(five) years.

4. The application may be forwarded to **Deputy Director(Admn.), NSSO(FOD), Sankhiyiki Bhawan, CBD Shahdara, Delhi - 110032** in a separate envelope superscribing it "**APPLICATION FOR THE POST OF DRIVER**" by the due date.

5. This OM should be circulated among all the eligible employees posted in Zonal, Regional and Sub Regional Offices for their information and necessary action.

Encl: As Above



(AJAY KUMAR)

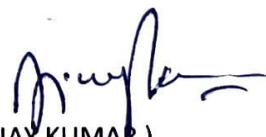
DEPUTY DIRECTOR (ADMN.)

To

All Regional Heads/Heads of Offices
Regional Office,
N.S.S.O.(F.O.D.)

Copy to :-

1. All Deputy Director Generals, NSSO(FOD), Zonal Office for information and similar action.
2. Deputy Director and Head of Office, NSSO(FOD), Hqrs. Office, Delhi for information and similar action.
3. All Sub Regional Office, N.S.S.O.(F.O.D.).
4. Office Order Register(E.III Section).



(AJAY KUMAR)

DEPUTY DIRECTOR (ADMN.)

ANNEXURE - I**APPLICATIONS FOR THE POST OF DRIVER(ORDINARY GRADE) IN NSSO(FOD), HQRS. OFFICE, DELHI; REGIONAL OFFICE, PORT BLAIR AND REGIONAL OFFICE, GANGTOK**

1.	Name of the candidate	
2.	Father's Name	
3.	Date of Birth (In Charistian Era)	
4.	Post held at present in FOD	
5.	Office of NSSO(FOD) where posted at present	
6.	Date of entry into Government Service	
7.	Date of entry into NSSO(FOD)	
8.	Date of retirement on superannuation	
9.	Whether SC/ST/OBC/General	
10.	Educational Qualification	
11.	Particulars of Driver's Licence and its validity	
12.	Knowledge of Light Motor Vehicle(Car/Jeep/Three Wheeler) mechanism(The candidate should be able to remove minor defect in Vehicle)	
13.	Experience in Driving the Light Motor Vehicle (Car/Jeep/Three Wheeler)	_____ Years and _____ Months
14.	Any other relevant information which the candidate would like to mention in support his suitability to the post	

DECLARATION

I have carefully gone through the notification of vacancy and I certify that I have not concealed or misrepresented any information. The documents and information submitted furnished by me alongwith the application are true and correct of the best of my knowledge.

Place :**Dated :****Signature of the Candidate** _____

ANNEXURE-II

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE BEING SOUGHT

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer (in full) :
2. Father's name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs including batch / year cadre-etc wherever applicable :
7. Positions held (During the ten preceding years) :

S.No.	Organization (Name in full)	Designation & Place of posting	Administrative / nodal Ministry / Deptt. Concerned (in case of officers of PSUs etc.)	From	To

DATE:

(NAME AND SIGNATURE)

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE COMMENTS /
CLEARANCE BEING SOUGHT

(To be furnished and signed by the CVO or HOD)

Name of the Officer :

8. Whether the officer has been placed :
on the "Agreed List" or "List of
Officers of Doubtful Integrity".
(If yes, details to be given)

9. Whether any allegation of misconduct :
involving vigilance angle was
examined against the officer during
the last 10 years and if so with
what result (*)

10. Whether any punishment was awarded to :
the officer during the last 10 years and
if so, the date of imposition and details
of the penalty (*)

11. Is any disciplinary / criminal proceedings :
or charge sheet pending against the officers,
as on date. [If so, details to be furnished –
including reference no., if any,
of the Commission]

12. Is any action contemplated against the :
officer as on date [If so, details to be
furnished (*)

13. Whether any complaint **with** :
vigilance angle is pending against
the officer [If so, details
to be furnished].

DATE:

(NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.

CERTIFICATE

(To be filled in by the authority forwarding the application)

1. Certified that the particulars furnished by the candidate have been checked from the available records and found to be correct.
2. Certified that there is no vigilance/disciplinary case is pending/ contemplated against him/her and has not been awarded any major/minor penalty during the last 10 years and the certificate in the format prescribed is enclosed.
3. Attested copies of the ACR/APARs of the candidate for the last five years are enclosed.
4. Certified that the integrity of the official is beyond doubt.
5. Certified that in the event of selection, the candidate will be released immediately to join the new post.

Dated :

**Signature and Name and Designation
of the Regional Head**