

**GOVERNMENT OF NCT OF DELHI**  
**OFFICE OF THE COMMISSIONER OF INDUSTRIES,**  
**419, F.I.E., UDYOG SADAN, PATPARGANJ INDUSTRIAL AREA,**  
**DELHI-110092.**

No.F.CI/Admn./4(89)/RRs/2023/ 73

Dated:- 15/04/2024

**Subject:-** Regarding framing of Recruitment Rules for the posts of "Staff Car Driver (Ordinary Grade), Staff Car Driver (Grade-II) and Staff Car Driver (Grade-I)" in Industries Department, GNCT of Delhi.

Please find enclosed herewith draft Recruitment Rules for the post of Staff Car Driver (Ordinary Grade), Staff Car Driver (Grade-II) and Staff Car Driver (Grade-I)". In this regard, you are directed to upload the said draft Recruitment Rules of Staff Car Driver (Ordinary Grade), Staff Car Driver (Grade-II) and Staff Car Driver (Grade-I)" on the website of the Department for 30 days requesting all the stakeholders to file objections/comments/suggestion, if any, in the matter within a period of thirty days from the date of this notification on the website of the Industries Department. The comments/objections/suggestions received from the stakeholders within the specified period shall be considered by the Department as per rule/requirement before finalizing the Recruitment Rules.

The comments may be furnished to the undersigned in HR Branch, O/o the Commissioner of Industries, 4<sup>th</sup> Floor , Udyog Sadan, F.I.E., Patparganj, Delhi-92 and soft copy may be sent to *E-mail:-* hoo-ind@delhi.gov.in.

Encl:- As above.

  
**Deputy Commissioner (Industries)**

No.F.CI/Admn./4(89)/RRs/2023/ 73

Dated:- 15/04/2024

**Copy to:-**

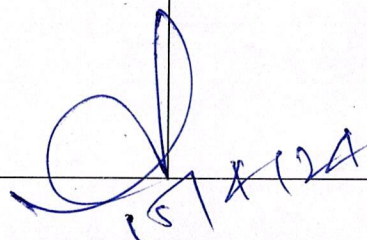
1. DPA, Computer Cell, Industries Department with the request to upload the data on the portal/website of Industries Department, GNCT of Delhi.



**ANNEXURE-I**

**Draft Recruitment Rules for the post of Staff Car Driver Ordinary Grade under the Industries Department, Govt. of  
National Capital Territory of Delhi**

Name of the post	Number of Post	Classification	Pay Level in the Pay Matrix	Whether Selection or Non-Selection Post	Age limit for Direct Recruits	Educational & other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Staff Car Driver (ordinary grade)	1*(2023)  *Subject to variation dependent on work-load	General Central Service, Non-Ministerial, Non Gazetted, Group 'C'	Level 2 (Rs.19900-63200/-) of the Pay Matrix	Not Applicable	18-25 years*  (Relaxable for government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.)  <b>Note:</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, the age limit would be between 18 year and 27 years.	<b>Essential:-</b>  1. Pass in 10 <sup>th</sup> 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 3 years.  <b>Desirable:</b>  Three Years' service as Home Guard/Civil Volunteers.  <b>Note 1:</b> Qualification 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 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 the requisite experience are not likely to be available to fill up the vacancy reserved for them.

  
15/12/24




Whether age and Educational Qualification prescribed for direct recruits will apply in the case of promotees	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 DPC exists what is its composition	Circumstances in which U.P.S.C. to be consulted in making Recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not Applicable	Two Years for Direct Recruits	By Deputation/ Absorption failing which by Direct Recruitment.	<p><b>Deputation/Absorption:</b> Officers of the Central Government/State Government or Union Territories: (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 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><b>Note 1:</b> 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/State Government/UT 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>Group 'C' Departmental Confirmation Committee (for considering confirmation)</p> <p>1.Principal Secretary/Secretary (PWD)- <b>Chairperson</b></p> <p>2.Secretary-cum-Commissioner (Industries)- <b>Member</b></p> <p>3. Deputy Secretary (UD)- <b>Member.</b></p> <p><b>Note:</b> Senior most member of the Departmental Confirmation Committee shall act as Chairperson in case the notified Chairperson of the Departmental Confirmation Committee happens to be junior to another member of the Departmental Confirmation Committee</p>	Consultation with Union Public Service Commission is not necessary

15/4/24



**ANNEXURE-I****Draft Recruitment Rules for the post of Staff Car Driver, Grade-II under the Industries Department, Govt. of National Capital Territory of Delhi**

<b>Name of the post</b>	<b>Number of Post</b>	<b>Classification</b>	<b>Pay Level in the Pay Matrix</b>	<b>Whether Selection or Non-Selection Post</b>	<b>Age limit for direct Recruits</b>	<b>Educational and other qualifications required for direct recruits</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Staff Car Driver (Grade-II)	1*(2023) *Subject to variation dependent on work-load	General Central Service, Non Ministerial, Non Gazetted Group 'C'	Level 4 (Rs. 25500-81100/-) of the Pay Matrix	Non-Selection	Not Applicable	Not Applicable

  
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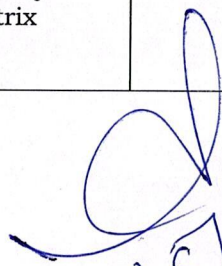
Whether age & Educational Qualification prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment Whether by direct recruitment or by promotion or by Deputation/ absorption and percentage of the posts to be filled by various methods	In case of recruitment by Promotion/ Deputation/ absorption grades from which promotion/ deputation/ absorption to be made.	If a DPC exists, what is its Composition	Circumstances in which U.P.S.C. to be consulted in making Recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not Applicable	Not Applicable	By Promotion	<p><b>Promotion:-</b></p> <p>Staff Car Driver (Ordinary Grade) in Pay Level-2, Rs. 19900-63200 of the Pay Matrix with 9 years of regular service in the grade and have passed the trade test, specified by the government.</p> <p><b>Note:</b> 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 their 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' Departmental Promotional Committee (for considering promotion)</p> <p>1. Principal Secretary/Secretary (PWD)-<b>Chairperson</b></p> <p>2. Secretary-cum-Commissioner (Industries)- <b>Member</b></p> <p>3. Deputy Secretary (UD)-<b>Member.</b></p> <p><b>Note:</b> Senior most member of the Departmental Promotional Committee shall act as Chairperson in case the notified Chairperson of the Departmental Promotional Committee happens to be junior to another member of the Departmental Promotional Committee</p>	Consultation with Union Public Service Commission is not necessary

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**ANNEXURE-I****Recruitment Rules for the post of Staff Car Driver, Grade-I under the Industries Department, Govt. of National Capital Territory of Delhi**

<b>Name of the Post</b>	<b>Number of Post</b>	<b>Classification</b>	<b>Pay Level in Pay Matrix</b>	<b>Whether Selection or Non-Selection Post</b>	<b>Age limit for Direct Recruits</b>	<b>Educational &amp; other qualifications required for direct recruits</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Staff Car Driver (Grade-I)	2*(2023)  *Subject to variation dependent on work-load	General Central Service, Non Ministerial, Non Gazetted Group 'C'	Level 5 (Rs.29200-92300/-) of the Pay Matrix	Non-Selection	Not Applicable	Not Applicable

  
15/12/24



Whether Age and Educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment Whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts 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 DPC exists, what is its composition	Circumstances in which U.P.S.C.s to be consulted in making Recruitment
(8)	(9)	(10)	(11)	(12)	(13)
Not Applicable	Not Applicable	By Promotion	<p><b>Promotion:</b></p> <p>Staff Car Driver (Grade-II) of Level-4 (Rs. 25500-81100) of pay matrix with <b>06</b> years of regular service in the grade or with a combined service of <b>15</b> years in Staff Car Driver (Grade-II) and Staff Car Driver (Ordinary Grade) and have passed the trade test, specified by the Government.</p> <p><b>Note:</b> 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 their 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' Departmental Promotional Committee (for considering promotion)</p> <p>1.Principal Secretary/Secretary (PWD)- <b>Chairperson</b></p> <p>2.Secretary-cum-Commissioner (Industries)- <b>Member</b></p> <p>3. Deputy Secretary (UD)- <b>Member.</b></p> <p><b>Note:</b> Senior most member of the Departmental Promotional Committee shall act as Chairperson in case the notified Chairperson of the Departmental Promotional Committee happens to be junior to another member of the Departmental Promotional Committee</p>	Consultation with Union Public Service Commission is not necessary

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**(ANKUR MESHAM, DANICS)**  
**Dy. Commissioner of Industries (HR/HOO)**