

Q/CAD/798/01/2013  
Ministry of External Affairs  
Cadre Cell

23-D, Janpath, 4<sup>th</sup> Floor,  
Jawaharlal Nehru Bhawan,  
New Delhi - 110 011  
Dated: November 08, 2018

**Circular**

Subject: Comments on the Draft Recruitment Rules of Staff Car Drivers.

The Ministry of External Affairs proposes to amend the Recruitment Rules for the posts of Ordinary Grade, Grade-II, Grade-I and Special Grade in the Ministry of External Affairs.

2. Accordingly, all stakeholders may submit their comments on the draft rules latest by 10<sup>th</sup> December 2018. The comments may also be furnished via email at [uscadre@mea.gov.in](mailto:uscadre@mea.gov.in)

*Manusmriti*

(Manusmriti)

Under Secretary to the Government of India

Tele: 49015368

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Government of India  
Ministry of External Affairs

New Delhi, the November, 2018

### **DRAFT NOTIFICATION**

G.S.R .- In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules, regulating the method of recruitment to the posts of various grades of Staff Car Drivers in the Ministry of External Affairs, namely:-

**1. Short title and commencement.-** (1) These rules may be called the Ministry of External Affairs, Staff Car Driver Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Application.-** These rules shall apply to the posts mentioned in column (1) of the Schedule annexed to these rules.

**3. Number of posts, classification, and level in the pay matrix.-** The number of the said posts, their classification and the level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the above said Schedule.

**4. Method of recruitment, age limit, qualifications, etc.-** The method of recruitment to the said posts, age limit, qualifications and other matters relating thereto shall be as specified in columns (6) to (13) of the said Schedule.

**5. Disqualifications.-** 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 Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Power to relax.**- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**7. Saving.**- Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other categories of persons, in accordance with the orders issued by the Central Government from time to time, in this regard.

**SCHEDULE**

| Name of post                         | Number of post  | Classification  | Pay Level in the Pay Matrix | Whether selection post or non-selection post | Age limit for direct recruitment   | Educational and other qualifications required for direct recruits   |
|--------------------------------------|---|---|-----------------------------|--|--|---|
| (1)                                  | (2)   | (3)   | (4)                         | (5)  | (6)  | (7)   |
| 1. Staff Car Driver (Ordinary Grade) | Thirty (30)* (2018)<br><br>*Subject to variation depending on workload. | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial | Level-2 (Rs.19900-63200)    | Not applicable                               | Between 18 and 25 years of age. (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government from time to time).<br><br>Note: The crucial date for determining the age limit shall be the closing date for receipt of application 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, Lahual and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).<br>*If the direct recruitment is to be made by direct open competitive Examination, the age would be 18-27 years. | Essential:<br>(i) Possession of a valid driving license for motor cars;<br>(ii) Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);<br>(iii) Experience of driving a motor car for at least three years; and<br>(iv) Pass in 10 <sup>th</sup> standard from a recognised Board.<br><br>Desirable:<br>Three years' service as Home Guard Civil Volunteers.<br><br>Note: The qualification 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 with requisite experience is not likely to be available to fill up the vacancy reserved for them. |

| Whether age and educational qualifications prescribed for direct recruitment 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 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 DPC exists, what is its composition   | Circumstances in which UPSC is to be consulted in making recruitment |
|---|--|---|---|--|--|
| (8)   | (9)  | (10)  | (11)  | (12)   | (13)   |
| Not applicable  | Two years for direct recruits or re-employed | Deputation or absorption failing which by direct recruitment.<br>For Ex-Servicemen/ Armed Forces Personnel:<br>Deputation or re-employment.                     | <p><b>Deputation or Absorption:</b><br/>From amongst the regular Dispatch Rider and Group C employees in pay level-1 in the pay matrix in the Ministry of External Affairs who possess 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 pay level-1 of pay matrix in other Ministries of the Central Government who possess the qualifications and experience provided for direct recruitment in column (7).</p> <p><b>Deputation or re-employment for Ex-Servicemen/Armed Forces Personnel:</b><br/>The Armed Forces Personnel due to retire or retired or who are to be transferred to reserve within a period of one year and having the requisite experience and qualification prescribed for direct recruits shall also be considered. In case of retiring service personnels they would be given deputation terms upto the date on which they are due for release from the Armed Forces' thereafter they may be continued on re-employment.</p> <p><i>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</i></p> | <p>Departmental Promotion Committee (for considering confirmation) consisting of:-</p> <p>Chairperson: Director or Deputy Secretary in charge of Administration</p> <p>Members : Two officers of level of Under Secretary to be nominated by the Joint Secretary (in charge of administration)</p> | Not applicable   |

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|  |  |  | <i>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.</i> |  |  |
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| (1)                            | (2)   | (3)   | (4)                       | (5)           | (6)            | (7)            | (8)            |
|--------------------------------|---|---|---------------------------|---------------|----------------|----------------|----------------|
| 2. Staff Car Driver (Grade-II) | Twenty nine (29)*(2018)<br><br>*Subject to variation depending on workload. | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial | Level 4 (Rs. 25500-81100) | Non-selection | Not applicable | Not applicable | Not applicable |

| (9)            | (10)                                  | (11)   | (12)  | (13)           |
|----------------|---------------------------------------|--|---|----------------|
| Not applicable | Promotion failing which by deputation | <p><b>Promotion:</b><br/>Staff Car Driver (Ordinary Grade) in pay level-2 of pay matrix with nine years of regular service in the grade and have passed the requisite trade test, specified by the Central Government.</p> <p><b>Note :</b> Where juniors have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher pay level along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation :</b><br/><i>Officials under the Central Government:</i><br/>(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or<br/>(ii) with eight years service rendered after appointment thereto on a regular basis in the grade of Staff Car Driver (Ordinary Grade) in the Pay Level 2 of the Pay Matrix (Grade Pay- Rs1900) or equivalent in the parent cadre or Department, and<br/>(b) Possessing the following qualifications, namely:<br/>(i) valid driving license of motor cars;<br/>(ii) knowledge of motor mechanism(The candidates should be able to remove minor defects in vehicle); and<br/>(iii) 10<sup>th</sup> standard pass or equivalent from a recognised Board or Institution.</p> <p><i>Note: The Departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</i></p> | <p>Departmental Promotion Committee (for considering promotion) consisting of:</p> <p>Chairperson: Director in charge of Administration</p> <p>Members : Two officers of level of Under Secretary to be nominated by the Joint Secretary (in charge of administration).</p> | Not applicable |

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|  |  | (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications). |  |  |
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| (1)                           | (2)   | (3)   | (4)                       | (5)           | (6)            | (7)            | (8)            |
|-------------------------------|---|---|---------------------------|---------------|----------------|----------------|----------------|
| 3. Staff Car Driver (Grade-I) | Thirty Five (35)*(2018)<br><br>*Subject to variation depending on workload. | General Central Service, Group 'C', Non-Gazetted, Non-Ministerial | Level 5 (Rs. 29200-92300) | Non-selection | Not applicable | Not applicable | Not applicable |

| (9)            | (10)                                  | (11)   | (12)   | (13)           |
|----------------|---------------------------------------|--|--|----------------|
| Not applicable | Promotion failing which by deputation | <p><b>Promotion:</b><br/>Staff Car Driver (Grade-II) in pay level 4 of pay matrix with six years of regular service in the grade or with a combined service of fifteen years in Staff Car Driver Grade-II and Staff Car Driver (Ordinary Grade); and have passed the requisite trade test, specified by the Central Government.</p> <p><b>Note:</b> Where juniors have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher pay level along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation :</b></p> | <p>Departmental Promotion Committee (for considering promotion) consisting of:</p> <p>Chairperson: Director in charge of Administration</p> <p>Members : Two officers of level of Under Secretary to be nominated by the Joint Secretary (in charge of administration)</p> | Not applicable |



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|  | <p><i>Officials under the Central Government:</i><br/> <i>(i) holding analogous posts on regular basis in the parent Cadre or Department; or</i><br/> <i>(ii) with six years service in the grade of Staff Car Driver (Grade-II) in the Pay Level 4 of the Pay Matrix (Grade Pay- Rs2400) or equivalent in the parent cadre or Department.</i></p> <p><i>Note: The Departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</i></p> <p><i>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</i></p> |  |  |
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| (1)                                 | (2)   | (3)   | (4)                        | (5)           | (6)            | (7)            | (8)            |
|-------------------------------------|---|---|----------------------------|---------------|----------------|----------------|----------------|
| 4. Staff Car Driver (Special Grade) | Five (05)* (2018)<br><br>*Subject to variation depending on workload. | General Central Service, Group 'B', Non-Gazetted, Non-Ministerial | Level 6 (Rs. 35400-112400) | Non-selection | Not applicable | Not applicable | Not applicable |

| (9)       | (10)                                  | (11)  | (12)   | (13)          |
|-----------|---------------------------------------|---|--|---------------|
| Two years | Promotion failing which by deputation | <p><b>Promotion:</b><br/> Staff Car Driver Grade-I in pay level 5 of pay matrix with three years of regular service in the grade.<br/> <b>Note :</b> Where juniors have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher pay level along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation :</b><br/> <i>Officials under the Central Government:</i><br/> <i>(i) holding analogous posts on regular basis in the parent Cadre or Department;</i><br/> or</p> | <p>Departmental Promotion Committee (for considering promotion) consisting of:</p> <p>Chairperson: Director in charge of Administration</p> <p>Members : Two officers of level of Under Secretary to be nominated by the Joint Secretary (in charge of administration)</p> | Not necessary |

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|  | <p><i>(ii) with three years service in the grade of Staff Car Driver (Grade-I) in the Pay Level 5 of the Pay Matrix (Grade Pay- Rs2800) or equivalent in the parent cadre or Department.</i></p> <p><i>Note: The Departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</i></p> <p><i>(Period of deputation including period of deputation in another ex-cadre post held immediately preceeding this appointment in the same or other organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application).</i></p> |  |  |
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[No. Q/CAD/798/01/13]

**(Amit Kumar)**  
**Joint Secretary to the Government of India**

The Manager  
Government of India Press  
Mayapuri, Ring Road, New Delhi