

No. A. 12023/2/2025-प्रशासन

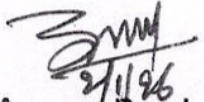
भारत सरकार  
नागर विमानन मंत्रालय

बी' ब्लॉक, राजीव गांधी भवन,  
सफदरजंग हवाई अड्डा, नई दिल्ली  
दिनांक 02.01.2026

**CIRCULAR**

**Sub: Extension of timeline for filling up the post of Staff Car Driver (Ordinary Grade) in the Ministry of Civil Aviation.**

In continuation of the earlier circulars of even number dated 17.10.2025 and 03.12.2025 (copies enclosed), the timeline for receiving applications for filling up the post of Staff Car Driver (Ordinary Grade) is hereby extended till 31st January, 2026, to ensure wider participation and an adequate response.

  
(Anurag Pandey)

Under Secretary to Government of India

To,

1. All Ministries/Departments of the Government of India (through e-HRMS portal) - with request to give wide publicity to the vacancy circular amongst staff working under their respective administrative control.
2. Controller General of Accounts, New Delhi.
3. All Sections in the Ministry (Main)
4. The Deputy Director (Admn), DGCA, New Delhi
5. The Deputy Director (Admn), BCAS, New Delhi
6. Hindi Section for Hindi version
7. US (SD & IT) for uploading on Ministry's Website
8. e-office Notice Board

*pl. take up immediately*  
SO(S&IT).  
IT



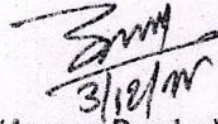
No. A. 12023/2/2025-प्रशासन  
भारत सरकार  
नागर विमानन मंत्रालय

बी ब्लॉक, राजीव गांधी भवन,  
सफदरजंग हवाई अड्डा, नई दिल्ली  
दिनांक 03.12.2025

**CIRCULAR**

**Sub: Extension of timeline for filling up the post of Staff Car Driver (Ordinary Grade) in the Ministry of Civil Aviation.**

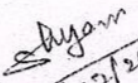
In continuation of the earlier circular of even number dated 17.10.2025 (copy enclosed), the timeline for receiving applications for filling up the post of Staff Car Driver (Ordinary Grade) is hereby extended till 31st December, 2025, to ensure wider participation and an adequate response.

  
(Anurag Pandey)

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1. All Ministries/Departments of the Government of India (through e-HRMS portal) - with request to give wide publicity to the vacancy circular amongst staff working under their respective administrative control.
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03/12/2025



0/c



No. A. 12023/2/2025-प्रशासन  
भारत सरकार  
नागर विमानन मंत्रालय

बी' ब्लॉक, राजीव गांधी भवन,  
सफदरजंग हवाई अड्डा, नई दिल्ली  
दिनांक 27.10.2025

CIRCULAR

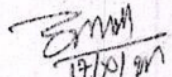
**Sub: Filling up the post of Staff Car Driver (Ordinary Grade) in Ministry of Civil Aviation.**

The undersigned is directed to say that the services of suitable officials are required for filling up of two posts of Staff Car Driver (Ordinary Grade) in Ministry of Civil Aviation. The details of the eligibility criteria and Pay Level for the said post is enclosed herewith at Annexure-I.

2. Applications for the said post are invited from the eligible officials from all the Ministries/Departments in the prescribed proforma at Annexure II, within 45 days from the issuance of this circular. Preference will be given to the eligible applicants from this Ministry. Only such applications, which are accompanied by the requisite personal data as in Annexure II and routed through the concerned Cadre Controlling Authority along with the requisite certificate(s) will be considered.

3. The pay of the selected official shall be regulated in accordance with the instructions issued by Department of Personnel & Training and other nodal departments issued on the subject matter.

4. The Annual Performance Appraisal Report, Dossier and vigilance clearance of the recommended officers may also be forwarded along with the application.

  
(Anurag Pandey)

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## Annexure-I

Name of the Post : Staff Car Driver (Ordinary Grade) in Ministry of Civil Aviation

Number of Posts : Two

Scale of Pay : Level 2 of Pay Matrix as per 7<sup>th</sup> CPC

Eligibility Conditions : Deputation/Absorption

From amongst the regular Dispatch Rider (Group C) and Group C employees in Pay Matrix 1 in the Ministry of Civil Aviation, 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 Matrix Level 1 in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned below:

- i. Possession of a valid driving license for motor cars.
- ii. Knowledge of motor mechanism (The candidate should be able to remove minor-defect in vehicle)
- iii. Experience of driving a motor car for at least 3 years;
- iv. Pass in 10th standard

Desirable: 3 years' service as Home Guards/Civil Volunteers.

Deputation/Re-employment for Armed Forces Personnel:

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 qualification prescribed shall also be considered. Such persons would be given deputation terms up to the date of which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

Period of Deputation: 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.

Maximum Age Limit: Shall not exceed 56 years as on the closing date of receipt of applications.



**PROFORMA TO BE FILLED UP FOR THE POST OF STAFF CAR DRIVER  
(ORDINARY GRADE) IN LEVEL 2 OF THE PAY MATRIX IN THE MINISTRY OF  
CIVIL AVIATION:**

FULL NAME	
FATHER'S NAME	
DATE OF BIRTH	
MINISTRY/DEPARTMENT/ OFFICE WHERE THE OFFICIAL IS EMPLOYED	
PERMANENT ADDRESS	
PRESENT ADDRESS/ADDRESS FOR COMMUNICATION	
PHONE NO./MOBILE NO.	
DATE OF REGULAR APPOINTMENT IN GOVT. SERVICE	
PRESENT POST HELD	
DATE OF REGULAR APPOINTMENT TO THE PRESENT POST	
LEVEL OF THE PAY MATRIX ATTACHED WITH THE POST HELD	
PRESENT BASIC PAY	
EDUCATIONAL AND OTHER QUALIFICATIONS	
PHOTOCOPY OF MOTOR CAR LICENCE AND/OR PROOF OF PASSING THE DRIVING TEST CONDUCTED BY THE ELECTRICAL & MECHANICAL WORKSHOP, AIRPORT AUTHORITY OF INDIA (DULY ATTESTED)	
EXPERIENCE (CERTIFICATE TO BE ATTACHED)	
ANY OTHER INFORMATION	

DATE:  
PLACE:

SIGNATURE OF THE APPLICANT



(To be filled by the Administrative Section)

Name of the Ministry: \_\_\_\_\_

Department: \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_

'Certified, that, the particulars given above are true and have been verified from the office records.'  
The applicant, if selected, will be relieved immediately.

It is certified that no vigilance case is pending or being contemplated against Shri \_\_\_\_\_ and his integrity is certified. Details of the major/minor penalties for the last 10 years are attached herewith.

SIGNATURE OF THE OFFICER CONCERNED  
Full Address and Phone No. with official seal