



भारतीय लेखा परीक्षा और लेखा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
कार्यालय प्रधान महालेखाकार (लेखा परीक्षा)  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),  
जम्मू - कश्मीर, श्रीनगर-190001  
JAMMU & KASHMIR, SRINAGAR-190001



### **Circular**

Applications are invited from eligible candidates for the post of Staff Car Driver (Ordinary Grade) by way of Deputation / Absorption amongst the regular Dispatch Riders / Group C staff posted in this office, placed in the pay Level-I in pay matrix as per 7th CPC, failing which from Dispatch Riders / Group C staff in pay Level-I in other offices of IA&AD or Offices / Departments / other Ministries of the Central Government, who fulfill the necessary qualifications, as per Recruitment Rules -2014 for the post; or By way of Deputation / re-employment of Armed Forces Personnel who fulfill the required qualifications in terms of the Recruitment Rules of 2014 for post of Staff Car Driver (Ordinary Grade) in IA&AD.

#### **Essential qualification:**

1. Possession of valid driving license for motor car
2. Knowledge of motor mechanism (should be able to remove minor defects in the vehicle)
3. Experience of driving a motor car for three years
4. Should be fully conversant with traffic rules & regulations
5. Ability to read English and Hindi or regional language of the area in which the employing organization is situated.

#### **Desirable Qualification**

1. Passed in 10th standard
2. Atleast Three years service as Home Guard/Civil Defense Volunteer

The application with complete Bio-Data (Annexure -A), experience in driving, details of valid driving License should reach (through proper channel) to Principal Accountant General (Audit), Jammu & Kashmir, Srinagar on or before 31-05-2023. Applications received after due date will not be considered.

No: Admn-1/Audit/App-S/SCD/2023-24/477-479

Dated: 18-05-2023

DAG(ADMIN)

Signed by Inabat Khaliq

Date: 18-05-2023 17:43:58

Reason: Approved

#### **Copy for information to and necessary action to:**

1. All IA&AD Offices (as per mailing list)
2. Sr. Accounts Officer (Admn) O/o the Pr Accountant General (A&E), Srinagar
3. Notice Board I &II

# Annexure -A

## PROFORMA



01	Name of official:	
02	Name of parent office and designation of the post held	
03	Present Pay/Pay Band/Pay level	
04	Date of Birth	
05	Date of appointment in the services	
06	Date of promotion to the present grade	
07	Educational Qualification (with proof)	
08	Experience	
09	Driving License No & Date of Issue	
10	Validity period of Driving Licence	

Date\_\_\_\_\_

Place\_\_\_\_\_

Signature of the candidate