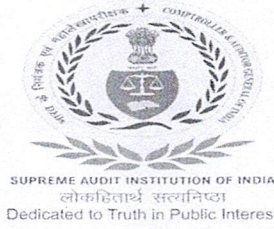


कार्यालय महानिदेशक लेखापरीक्षा,
उद्योग एवं कॉर्पोरेट कार्य
ए. जी. सी. आर. भवन, आई. पी. एस्टेट,
नई दिल्ली -110002



OFFICE OF THE
DIRECTOR GENERAL OF AUDIT,
INDUSTRY AND CORPORATE
AFFAIRS,
A.G.C.R. BUILDING, I.P. ESTATE,

No. Admn./7(6)/ Staff Car Driver/2024-25/ 406

Dated 15 JUL 2024

To

All the Head of offices,
(IA&AD as per mailing list)

Sub: Requisition to fill the two vacancies for the post of Staff Car Driver.

Sir/Madam,

Two (2) post of Staff Car Driver (Ordinary Grade) in the scale of pay of Rs. 5200-20200 with Level 2 in pay matrix, is to be filled up in the Office of the Director General of Audit (I&CA), DGACR building, I.P Estate, New Delhi.

The appointment to the said post has to be made by Deputation / Absorption on the basis of driving test to assess the competence, from amongst regular Multi-Tasking Staff (MTS) of IA&AD or Offices/Departments/other Ministries of the Central Govt. who fulfill terms of Recruitment Rules for post of Staff Car Driver in IA&AD.

Age of the applicants shall not exceed 35 years on the closing date for receipt of applications.

As per Recruitment Rules of Staff Car Driver Essential qualifications required are as under:-

Essential:-

- (i) A pass in 10th Standard from a recognized Board.
- (ii) Possession of a valid driving license for motor cars.
- (iii) Knowledge of motor mechanism (should be able to remove minor defects in vehicles).
- (iv) Experience of driving a motor car for three years.
- (v) Should be fully conversant with Traffic Regulations.
- (vi) Ability to read English and Hindi.

Note:- The qualification regarding experience is relaxable at the discretion of the Appointing Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes.

Desirous persons fulfilling the eligibility conditions are requested to send their applications through proper channel to Sr. Audit Officer, Admn., in the enclosed Proforma (Annexure) by 19-07-2024 (2 pm) positively. This may be given top priority.


Sr. Audit Officer (Admn.)

ANNEXURE

Proforma for Applying for the post of Staff Car Driver (Ordinary Grade)

1.	Name	
2.	Father's name	
3.	Date of Birth	
4.	Residential Address	
5.	Address of the office in which employed	
6.	Date of appointment	
7.	Educational and other qualifications: (c) Essential (d) Desirable	
8.	Experience	
9.	Valid Driving License Number and Name of the Issuing Authority	

Signature of the candidate

Certified the above particulars.

Forwarded, along-with necessary Certificates/Documents to the Sr. Audit Officer
(Admn.), Office of the Director General of Audit, I&CA, New Delhi.

Signature and Designation of the Forwarding Officer