

CE(HRM)

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Government of India

भारत सरकार

Ministry of Jal Shakti

जल शक्ति मंत्रालय

Department of Water Resources, River Development &amp; Ganga Rejuvenation

जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग

(Administration Section)

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 29<sup>th</sup> May, 2024CIRCULAR

Applications are invited for filling up of one (01) posts of Staff Car Driver (Ordinary Grade) in the Department of Water Resources, River Development & Ganga Rejuvenation in Level-2 (19900-63200) of the Pay Matrix by absorption. The absorption is to be effected from amongst the regular Driver or Despatch Riders and Multi-Tasking Staff of the Department of Water Resources, RD&GR including Attached and Subordinate offices of the Department, possessing the following qualifications:

(A) Educational Qualifications

- Matriculation or equivalent from a recognized Board;
- Possessing a valid driving license for motorcar;
- Knowledge of motor mechanism;
- Knowledge of Hindi or English language;
- Experience of driving a motor car for three years.

Note: The qualification regarding experience is relaxable at the discretion of the Central Government, for the reasons to be recorded in writing, in case of candidates belonging to the Scheduled Castes and Scheduled Tribes, if at any stage of selection, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(B) Essential Qualifications for the Driving Test

- Ability to read English numerals and figures;
- Knowledge of traffic regulations;
- Ability to locate faults and carry out minor running repairs;
- Ability to change wheels and correctly inflate tyres.

2. The willing persons fulfilling the above eligibility criteria, who will be relieved from their work by their Organization immediately in case of their selection, may submit their application through proper channel along with duly filled bio-data enclosed with the circular and certified copies of relevant documents/certificates pertaining to their educational qualification(s), experience, Driving Licence, etc. to **The Under Secretary (Admn., Ministry of Water Resources, RD&GR, Room No.-424, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001 within 30 days** of issue of this Circular. Applications received after due date will not be considered.

Encl: Bio-data Form.



(Anil Kumar Sharma)

Under Secretary to the Government of India

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1986/05/18/2024  
05/06/2024

Copy to: -

1. All Sections/Wings of Ministry of Water Resources, RD&GR.
2. All Attached / Subordinate Offices under Ministry of Water Resources, RD&GR
3. Under Secretary (GA), Department of Water Resources, RD& GR
4. PS to Minister (WR, RD& GR), PS to MOSs (WR, RD& GR), PS to Secretary (WR, RD& GR), PS to OSD (WR, RD& GR), PS to JS (A), PS to JS (PP), PS to JS&FA
5. NIC Cell, Ministry of Water Resources, RD&GR - with a request to upload the circular on intra-net of the Ministry.
6. Notice Board.