



प्रवर्तन निदेशालय  
भारत सरकार  
ए-ब्लॉक, प्रवर्तन भवन,  
डॉ ए.पी.जे. अब्दुल कलाम रोड,  
नई दिल्ली – 110011  
DIRECTORATE OF ENFORCEMENT  
Government of India  
A-Block, Pravartan Bhawan,  
Dr. A. P. J. Abdul Kalam Road,  
New Delhi – 110011

(Website of the Directorate: <https://enforcementdirectorate.gov.in>)

## OFFICE MEMORANDUM

फ़ा. सं./ F. No. A-4/30/2018

दिनांक/ Dated: 05.01.2023

### **Filling up of the post of Staff Car Driver (Ordinary Grade) in the Directorate of Enforcement on deputation basis.**

It has been decided to fill up the vacant posts of Staff Car Driver (Ordinary Grade) in **Pay Matrix level - 2** (₹ 19,900 to ₹ 63,200) on deputation basis in various offices of the Directorate of Enforcement located at New Delhi, Mumbai, Chennai, Kolkata, Jaipur, Bhubaneswar, Chandigarh, Lucknow, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Ahmedabad, Panaji, Madurai, Raipur, Ranchi, Patna and Gurugram.

#### **2. Eligibility for filling up the post of Staff Car Driver (Ordinary Grade) on deputation basis:-**

**2.1** *In terms of the Recruitment Rules, the following categories of Staff Car Drivers are eligible:-*

*Drivers of Central Government or State Government Departments or Public Sector Undertaking or Autonomous Organizations or Corporations;*

- i. Holding analogous posts on regular basis; and*
- ii. (a) Matriculation or Secondary School Certificate or equivalent from a recognized Board;*

*(b) Shall possess a valid driving license issued by Road Transport Authority of any State and authorized to drive Light Motor Vehicles and three wheeler; and*

*(c) Shall have knowledge of motor mechanic (the candidate should be able to remove minor defects in vehicles)*

*(d) Shall have at least three years' experience in driving four and three wheeler vehicle and shall qualify the test in driving.*

**Note 1 :** 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 or Department of the Central Government shall ordinarily not to exceed three years.

**Note 2 :** The maximum age limit for appointment by deputation **shall not be exceeding 56 years** as on the closing date of receipt of the applications.

### **3. Pay & Allowances:-**

The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M.No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010 as amended from time to time. Besides the official working in Directorate of Enforcement at the level of Staff Car Drivers Grade-II are currently entitled for **Special Incentive Allowance @ 20% of Basic Pay.**

**4.** The Cadre Controlling Authorities are requested that applications of eligible and willing officials may be forwarded in the proforma annexed so as to reach the Joint Director (Estt.), Directorate of Enforcement, A-Block, Pravartan Bhawan, Dr. A.P.J. Abdul Kalam Raod, New Delhi – 110011. The advertisement can also be seen on the website of Directorate of Enforcement [www.enforcementdirectorate.gov.in](http://www.enforcementdirectorate.gov.in).


**5.** While forwarding the applications, **the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct** and no disciplinary case is either pending or contemplated

against the official concerned. The following documents should also be sent along with the applications:-

Sr. No.	Documents
(i)	Bio data
(ii)	Complete and up-to-date Confidential Report (C.R.) dossier / APAR for the last five years or attested photocopy thereof
(iii)	Vigilance Certificate/Clearance
(iv)	Integrity Certificate/Clearance
(v)	Cadre Clearance
(vi)	A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

6. Incomplete applications or applications not received through proper channel may not be considered. ***This is an open vacancy circular.*** The complete applications received by 30th of every month may be considered for selection in the subsequent month for available vacancies. This process will continue till all the vacancies are filled up.

7. A check list of documents to be attached with the application may also be sent ***as per proforma enclosed at Page No. 7 of this Office Memorandum.***

  
05/01/2023

(योगेश शर्मा) / (Yogesh Sharma)  
अपर निदेशक (स्था.) / Additional Director (Estt.)  
ई-मेल / Email :- [jdestv-ed@gov.in](mailto:jdestv-ed@gov.in)

**Copy to:-**

1. All Ministries/ Departments of Government of India.
2. All the Secretaries of States/UTs
3. 4. Member (P&V) CBIC, North Block, New Delhi.
4. Member (P&V) CBDT, North Block, New Delhi.
5. Director, IB, MHA, North Block, New Delhi.
6. Director, CBI, North Block, New Delhi.
7. DG, CRPF, CGO Complex, New Delhi.
8. DG, BSF, CGO Complex, New Delhi.

9. DG, CISF, CGO Complex, New Delhi.
10. DG, Railway Protection Force, Rail Bhawan, New Delhi - 1
11. DG, SSB, East Bloc -V, R. K. Puram, New Delhi.
12. DG, ITBP, CGO Complex, New Delhi.
13. Cabinet Secretariat.
14. DG, DRI, IP Estate, New Delhi.
15. All Commissioner, Customs & Central Excise.
16. Director National Crime Records Bureau, East Block - 7, R. K. Puram, New Delhi.
17. Narcotics Commissioner, Central Bureau of Narcotics, 19, the Mall Road, Morar, Gwalior

**Sl. No. 1 to 17 are requested to upload this Vacancy Circular on the official website of the Ministry/ Department/ Attached Offices/ Sub ordinate Offices for circulation to all the offices under their jurisdiction and forward the applications of eligible & willing Staff Car Drivers for filling up the post of Staff Car Drivers (Ordinary Grade) in the Directorate of Enforcement on deputation basis.**

18. The Regional Special Director NR / CR / WR / ER / SR.
19. All Zonal/ Sub Zonal Offices of the Directorate of Enforcement.
20. Computer Section, Directorate of Enforcement, Hqrs. Office, New Delhi with a request to upload the vacancy circular on the website of the Directorate of Enforcement and remove the earlier uploaded vacancy circular dated 22.09.2022 for filling up of the post of Staff Car Driver (Ordinary Grade) in Enforcement Directorate on deputation basis.
21. Hindi Section.
22. Guard file.

**PROFORMA**

**APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)**  
**IN THE DIRECTORATE OF ENFORCEMENT**

1. Name (Block Letter) :
2. Date of Birth :
3. Date of Retirement :
4. Age as on the closing date of receipt of application:
5. Educational Qualification :
6. Present post held and the date from which held:
7. Present pay level and present basic pay :
8. Details of Service :

Name of the office	Post held	Scale of pay	Period		Nature of duties in details
			From	To	

9. Choice of postings (Minimum 03)
10. Designation,  
Address,  
Telephone number and E-mail ID :  
of the head of the Administration Section/  
Establishment Section in the O/o the Cadre  
Controlling Authority of the Candidate

**Declaration:-**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed at the time of selection for the post.

Signature of the candidate

Date:-----

Address:-----

**Certificate to be furnished by the Head of Department Office**

It is certified that the information furnished by the candidate has been verified from the office/service records and found correct.

Signature

Date:  
Place.

**Part – B**

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2. (a) (i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
(d)	Whether Integrity Certified issued	Yes/No

Date: Signature \_\_\_\_\_

Name:

Designation:  
(With stamp)

**Check list of documents to be attached**

(Please tick)

1.	Application prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date ACR/APAR dossier for the last five years or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre Clearance from cadre Controlling/appointing Authority (if applicable)	

Date:

Signature of the forwarding authority

(With stamp)