

No. A-12023/1/2022-AD-III  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

**North Block, New Delhi**  
**Dated: the February, 2025**

**CIRCULAR**

**Subject: Inviting applications for filling up one post of Staff Car Driver (SCD) in DoPT with retired Central Govt./ State Govt./Ex-servicemen/ Para-Military Employees-reg.**

This is regarding inviting applications from retired Central Govt./ State Govt./ Ex-servicemen/ Para-Military Employees for hiring of 01 Staff Car Driver (SCD) on Contractual basis for a period of one year or till the services are required, whichever is earlier.

2. The duties/ responsibilities will be as required for a Staff Car Driver in Government Department and any other work as assigned by the Department from time to time. The applicant must possess a valid driving license as required for a Staff Car Driver in a Ministry/ Department of Central Government.

3. The age of the applicant must be less than 64 years. The engagement will be in terms of D/o Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09th December, 2020, unless otherwise mentioned by the Department at any stage.

4. The interested candidates may apply in the prescribed format, complete in all respects (as per Annexure), along with a self attested copy of PPO and retirement order/ letter and send their applications at following address:

The Under Secretary (Admin-III & Coordination)  
DoPT, Room No. 3, North Block, New Delhi-110001  
Or email address: amans.def@nic.in

5. The last date of receiving the applications is 17.02.2025 (till 05:00 PM).

**Encl: As above**

**(Sujit Kumar Mishra)**  
**Under Secretary to the Government of India**

**To:**

Director/ Deputy Secretary (Admin / Establishment) of all Ministry/ Department of Government of India with a request to provide wide publicity to the circular.

**Copy to:**

NIC, DoPT, North Block to upload on DoPT's website.

**Affix Passport  
Size  
Photograph**

1.	<b>Name:</b>	
2.	<b>Last Designation held</b>	
3.	<b>Name of the Department from where retired</b>	
4.	<b>Date of retirement (enclose a copy of retirement order/letter)</b>	
5.	<b>PPO No.(enclose a copy)</b>	
6.	<b>Self-attested copy of driving license</b>	
7.	<b>Experience of working as Staff Car Driver</b>	
8.	<b>Whether medical/ physically fit to work as Staff Car Driver</b>	
9.	<b>Last Pay Drawn and Level</b>	
10.	<b>Monthly Pension sanctioned</b>	
11.	<b>Present Address:</b>	..... .....
12.	<b>ContactNo.</b>	
13.	<b>EmailID:</b>	

**(Signature of Applicant)**

**Date:**

**Place:**