

F.No.A-12032/1/2016-E-I  
Government of India  
**STAFF SELECTION COMMISSION**  
Department of Personnel & Training  
Block-12, CGO Complex,  
Lodhi Road, New Delhi -110003

Dated :05/08/2016

**CIRCULAR**

Sub: Engagement of Driver on short term contract basis -reg.

The Staff Selection Commission invites applications from retired Staff Car Drivers from Government of India possessing the following qualifications for engagement as Driver, initially for a period of three months or till further orders whichever is earlier:-

**Essential:**

- i. Possession of valid driving license for motor cars;
- ii. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles);
- iii. Experience of driving motor car for at least 20 years.

**Age-limit:**

The maximum age-limit for engagement on short-term contract basis should not exceed 65 years as on the closing date of receipt of applications. Application only in the prescribed proforma (Annex-I) of the eligible candidates along with the requisite documents in support of their claim regarding Age, Educational Qualification, Experience may be forwarded to Shri Manoj Manu, Under Secretary (Estt.), Staff Selection Commission, CGO Complex, New Delhi-110003, within 7 days of uploading of this circular on the official website of Staff Selection Commission. Applications received without the requisite certificates and necessary documents will not be entertained. Terms and conditions for engagement of driver on contract basis is given in Annex-II.

(Manoj Manu)  
Under Secretary (Estt.)  
Staff Selection Commission,  
CGO Complex,  
New Delhi-110003  
Tel. No.24364795

**Proforma for application for the post of Driver on short-term contract basis in the SSC**

1. Name in full (BLOCK LETTERS) :
2. Date of Birth (in Christian Era):
3. Date of superannuation from Govt. service:
4. Educational Qualifications:
5. PPO No. (Enclose Xerox copy):
6. Complete residential address (in Block Letters)  
with Telephone no./Mobile no. :
7. Office Address at the time of retirement :
8. Email ID if any:
9. Brief particulars of experience in Govt.  
service during last five years, just before  
retirement Post held:
10. Do you possess a valid driving license,  
if yes, enclose copy:
11. Do you possess knowledge of Motor mechanism? :
12. Do you possess experience of driving  
a motor car for at least three (03)  
years? If yes, enclose relevant  
documents for the same :
13. **Additional information**, if any, which  
you would like to mention in support of  
your suitability for the post. (Enclose a  
separate sheet if the space is insufficient) :

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all terms and conditions for engagement of Drivers.

Signature of the Candidate:

Place:

Date:

**Terms & Conditions for engagement of Driver on short term contract basis**

1. Period of engagement

The engagement shall be initially for a period of three months or till further orders whichever is earlier. The engagement can be extended from time to time depending upon the performance of the driver or requirement of the Commission with the approval of the Competent Authority.

2. Selection Procedure

The appointment will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. A Screening cum Selection Committee shall be constituted by the Commission for selection of driver from the shortlisted candidates.

3. Remuneration

The person so engaged as driver will be paid fixed consolidated monthly remuneration of Rs.15,000/- (Fifteen Thousand Only) during the period of engagement. He will not be entitled for perquisite as HRA, DA, TA residential accommodation etc.

4. Scope of Duties

During the period of such engagement, the Driver would be required to perform duty as assigned to him by the concerned Branch Head of General Section in the Commission.

5. Leave

The Driver would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

6. Engagement of Drivers would be on full time basis. He will not be allowed to take any other assignment during the period of contractual engagement. The Driver may be called on Saturday/Sunday/other Gazetted holidays, if required.

7. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

8. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Drivers shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. Conflict of interest

The Driver appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

10. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Driver desires to leave the assignment, he/she is to give 15 day's notice which can be curtailed / extended depending upon the workload.

11. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach the office on or before 12<sup>th</sup> August, 2016. Any application received after the above deadline will not be entertained. The application should be submitted with the copies in support of educational qualification & experience.

