

No. 1/08/2016/DCH/Enf/239
Government of India/भारत सरकार
Ministry of Textiles/वस्त्र मंत्रालय
OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS
विकास आयुक्त हथकरघा कार्यालय
(Enforcement Wing)/(प्रवर्तन अनुभाग)

उद्योग भवन, नई दिल्ली /Udyog Bhawan, New Delhi.
Dated: the 08th July 2025

ADVERTISEMENT FOR ONE POST OF STAFF CAR DRIVER

Applications are invited for the undermentioned vacant post under Enforcement Wing, O/o DC(Handlooms), Ministry of Textiles, Udyog Bhawan, New Delhi.

S. No.	Name of Post	No of Post	Essential Qualifications	Desirable Qualifications	Mode of Recruitment	Pay Scale
1.	Staff Car Driver	01	(i) Possession of valid driving license for Motor Car; (ii) knowledge of motor mechanism (candidate should be able to remove minor defect of vehicle); (iii) experience of driving a motor car for at least three years; and (iv) pass in 10th standard from a recognised Board.	Desirable – three years' experience as Home Guard or Civil Volunteers.	Deputation/Absorption	Pay Level – 2 Rs 19900-63200/-

Last date of receipt of application within 45 days from publication of advertisement in Employment News. For details of advertisement and application format please log on to our website www.handlooms.nic.in.


(B K P Angam)
मुख्य प्रवर्तन अधिकारी/Chief Enforcement Officer
Ph No. 011-23061641
Email – bkp.angam@nic.in
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Dated: the 08th July 2025

ADVERTISEMENT FOR ONE POST OF STAFF CAR DRIVER

Applications are invited for recruitment to the One post of **Staff Car Driver**. Relevant details are as given below:

1. Name of the Post : **Staff Car Driver**
2. Pay Scale of the Post : **Level-2 (Rs. 19900-63200) in pay matrix.**
3. No. of posts : 01
4. Mode of recruitment :

(i) Deputation or Absorption

From amongst the regular Group C in Pay Level-1 (Rs 18000-Rs 56,900) in the Office of the Development Commissioner for Handlooms who possess valid driving license for motor cars on the basis of driving test to assess the competence to drive cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group C Employees in Pay Level-1 (Rs 18000-Rs 56,900) in other Ministries or Departments of the Central Government who fulfill the necessary qualifications as mentioned in Sl. No. 5 of this advertisement.

(ii) Deputation or re-employment for Armed Forces Personnel: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered and such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces and there after they may be continued on re-employment.

Note 1.- The period of deputation including the period of deputation in other ex- cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

Note-2.- The maximum age limit for appointment by deputation shall be not exceeding fifty - six years on the closing date of receipt of the applications.

5. Required qualification :

Essential:

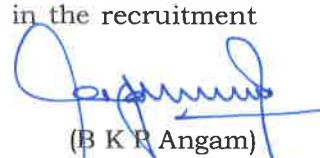
- (i) Possession of valid driving license for Motor Car;
 - (ii) knowledge of motor mechanism (candidate should be able to remove minor defect of vehicle);
 - (iii) experience of driving a motor car for at least three years; and
 - (iv) pass in 10th standard from a recognised Board.
- Desirable – three years' experience as Home Guard or Civil Volunteers.

Note 1.- The qualification regarding experience is relaxable at the discretion of the competent authority.

Note 2.- The qualification regarding experience is relaxable at the direction by the competent authority in case of candidates belonging to the Schedule Castes or Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.

Application in the prescribed format giving full details along with bio-data may be forwarded through proper channel to the Chief Enforcement Officer, Room No. 429, Enforcement Wing, O/o DC(Handlooms), Ministry of Textiles, Udyog Bhawan, New Delhi-110011, within 45 days of publication of the advertisement in the Employment News.

For detailed information, prescribed proforma and any corrigendum/addendum please visit the website: www.handlooms.nic.in CEO, reserves the right to make any changes in the recruitment process or cancel the process.


(B K R Angam)
मुख्य प्रवर्तन अधिकारी/Chief Enforcement Officer
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SELF ATTESTED
PASSPORT SIZE
PHOTOGRAPH

ANNEXURE-I

CURRICULUM VITAE PROFORMA

1.	Name and Address (In Block Letters) (Mob No. and E-mail Id)			
2.	Date of Birth (in Christian era)			
3.	Date of entry into service			
3.	Date of retirement under Central/State/UT Government Rules			
4.	Educational Qualifications			
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same)			
	Qualifications/ experience required as mentioned in the advertisement/vacancy circular		Qualifications/ experience possessed by the officer	
	Essential		Essential	
	(A) Qualification		(A) Qualification	
	(B) Experience		(B) Experience	
	Desirable		Desirable	
	Desired	1		
		2		
6.	Please state clearly whether in the light of entries made by you above you meet the requirement of the post			

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Level in pay matrix	Nature of duties (in detail)
8.	Nature of present employment i.e Ad-hoc or Quasi permanent or Permanent				
9.	In case the present employment is held on deputation/contract basis, please state)				
	a) The date of initial appointment				
	b) Period of appointment on deputation/ contract				
	c) Name of the parent office/ organization to which you belong.				
	d) Name of the post and pay of the post held in substantive capacity in the parent organisation				
10.	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)				
	a) Central Govt.				
	b) State Govt.				
	c) Autonomous Organisation				
	d) Government Undertaking				
	e) Universities				
	f) Others				
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade				
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale				
13.	Total emoluments per month now drawn				
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).				

15	Please state whether you are applying for deputation (ISTC) Absorption/ Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract	
16.	Whether belongs to SC/ST	
17.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/ institutions /societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	

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 by the Selection Committee at the time of selection for the post.

(Signature of the Candidate)

Address_____

Date_____

Encls: 1. Proof of Educational Qualification

2. Proof of Experience

3. Copy of Driving License

Countersigned
(Employer with Seal)

जीवन-वृत्त आदि से संबंधित प्रोफार्मा

1.	नाम और पता (स्पष्ट अक्षरों में)				
2.	जन्म तिथि				
3.	केन्द्रीय/राज्य सरकार नियमावली के तहत सेवानिवृत्ति की तारीख				
4.	शैक्षणिक योग्यताएं				
5.	क्या इस पद के लिए अपेक्षित शैक्षणिक और अन्य योग्यताएं पूरा करते हैं (यदि किसी योग्यता को नियमावली में निर्धारित किसी योग्यता के समकक्ष माना गया हो तो इसके लिए प्राधिकरण का उल्लेख करें)	अपेक्षित योग्यताएं/अनुभव	अधिकारी की योग्यताएं /अनुभव		
	अनिवार्य	1			
		2			
		3			
	वांछित	1			
		2			
6.	कृपया यह स्पष्ट करें कि आपके द्वारा ऊपर की गई प्रविष्टियों के संदर्भ में आप पद की आवश्यकताओं को पूरा करते हैं ।				
7. बढ़ते क्रम में रोजगार का ब्यौरा । यदि नीचे दिया गया स्थान अपर्याप्त हो तो एक पृथक सीट संलग्न करें और उसे अपने हस्ताक्षर से अधिप्रमाणित करें ।					
कार्यालय/संस्थान	धारित पद	से	तक	वेतन मैट्रिक्स में स्तर	ड्यूटियों का स्वरूप (पूरा ब्यौरा दें)
8.	वर्तमान रोजगार का स्वरूप अर्थात् तदर्थ या अर्द्धस्थायी या स्थायी				
9.	यदि वर्तमान रोजगार प्रतिनियुक्ति/संविदा के आधार पर हो तो बताएं : क) प्रारंभिक नियुक्ति				

	ख) प्रतिनियुक्ति/संविदा पर नियुक्ति की अवधि	
	ग) वह मूल कार्यालय/संगठन जिसके आप कर्मचारी हैं ।	
10.	वर्तमान रोजगार का ब्यौरा । कृपया यह उल्लेख करें कि आप निम्नलिखित में से कहां काम कर रहे हैं (संबंधित कॉलम के सामने अपने नियोक्ता का नाम लिखें): क) केन्द्र सरकार	
	ख) राज्य सरकार	
	ग) स्वायत्त संगठन	
	घ) सरकारी उपक्रम	
	ड.) विश्वविद्यालय	
) अन्य	
11.	कृपया बताएं कि क्या आप उसी विभाग में कार्य कर रहे हैं और पोषक ग्रेड में या पोषक से पोषक ग्रेड में हैं ।	
12.	क्या आप संशोधित वेतनमान में हैं ? यदि हां तो वह तारीख बताएं जिसमें संशोधन हुआ और साथ ही संशोधन पूर्व वेतनमान भी बताएं ।	
13.	अब कुल आहरित मासिक परिलब्धियां	
14.	पद के लिए अपनी उपयुक्तता के समर्थन में ऐसी अतिरिक्त सूचना दें जिसका उल्लेख आप करना चाहते हैं (इसमें आप अन्य बातों के साथ-साथ निम्नलिखित सूचना प्रदान कर सकते हैं (i) अतिरिक्त शैक्षणिक योग्यता (ii) व्यावसायिक प्रशिक्षण और (iii) इस रिक्ति संबंधी परिपत्र/विज्ञापन में निर्धारित कार्य अनुभव से अतिरिक्त अनुभव) (टिप्पणी : यदि स्थान अपर्याप्त हो तो अतिरिक्त सीट संलग्न करें)	
15.	कृपया उल्लेख करें कि क्या आप प्रतिनियुक्ति (आईएसटीएस) आमेलन / पुनः रोजगार के आधार पर नियुक्ति के लिए आवेदन कर रहे हैं (केन्द्रीय/राज्य सरकारों के अधिकारी ही "आमेलन " के लिए पात्र हैं। गैर सरकारी संगठनों के उम्मीदवार अल्पावधिक संविदा के लिए ही पात्र हैं)	
16.	क्या अनुसूचित जाति/अनुसूचित जन जाति के उम्मीदवार हैं ।	
17.	टिप्पणी : (उम्मीदवार निम्नलिखित सूचना दे सकते हैं) (i) अनुसंधान प्रकाशन और रिपोर्टें तथा विशेष परियोजनाएं । (ii) पुरस्कार/छात्रवृत्ति/शासकीय अनुशंसा (iii) व्यावसायिक निकायों/संस्थाओं/सोसाइटियों के साथ सम्बद्धता और (iv) कोई अन्य सूचना (टिप्पणी: यदि स्थान अपर्याप्त हो तो अतिरिक्त सीट संलग्न करें)	

मैंने रिक्त स्थान संबंधी परिपत्र/विज्ञापन को सावधानी पूर्वक पढ़ा है और मुझे यह पूरी जानकारी है कि जीवन-वृत्त आदि के समर्थन में जो दस्तावेज मैंने प्रस्तुत किए हैं उनकी जांच पद के लिए चयन करते समय चयन समिति द्वारा की जाएगी ।

(उम्मीदवार के हस्ताक्षर)

पता _____

तारीख _____

प्रति हस्ताक्षर
(नियोक्ता की सील सहित)

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt./Kum

ii) His/ Her integrity is beyond doubt.

iii) His/ Her APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)