



निष्पादन प्रबंधन महानिदेशालय  
**Directorate General of Performance Management**  
 अप्रत्यक्ष कर एवं सीमा शुल्क  
**Indirect Taxes & Customs**  
 5 वीं मंजिल, ड्रम शेप बिल्डिंग, आई. पी. भवन, आई. पी. इस्टेट,  
**5<sup>th</sup> Floor, Drum Shape Building, I.P. Bhawan, I.P. Estate,**  
 नई दिल्ली/ New Delhi-110002



DGPM/CCA/REC/89/2024-CCA-O/o DG-DGPM-HQ-DELHI

Dated - April 2024

To,

The Principal Chief Commissioner/Chief Commissioner (GST) (All CCAs)  
 The Principal Chief Commissioner/Chief Commissioner (Customs) (All CCAs)

Ma'am/ Sir,

**Subject: Inviting applications for the post of Staff Car Driver Ordinary Grade in various Directorates under CBIC on deputation basis. - reg.**

Applications are invited for the posts of Staff Car Driver Ordinary Grade, in various Directorates under Cadre Controlling Authority (CCA), DGPM, CBIC, on deputation basis in terms of provisions laid down in Recruitment Rules of Staff Car Driver Ordinary Grade dated 15.02.2024 of DGPM. Details of post and vacancies are as under: -

Post	Pay scale	Vacancy	Proposed place of posting depending on vacancies
Staff Car Driver Ordinary Grade	Level – 2 in the pay Matrix (Rs.19,900-63,200)	Tentative vacancies: 41 <b>(Forty one)</b> for filling on deputation basis.	Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmedabad, Bhopal, Pune, Ludhiana, and other stations of the Directorates (under CCA, DGPM) as mentioned in <b>Annexure B</b> of the circular .

2. The Directorate General of Performance Management is the Cadre Control Authority for the above referred post of Staff Car Driver Ordinary Grade in the Directorates where the vacancies are available **as listed in Annexure-A**, (as uploaded on CBIC website [www.cbic.gov.in](http://www.cbic.gov.in) and <https://dgpm.gov.in> ) under the Central Board of Indirect Taxes and Customs. The applicant may give the option of 05 Directorates as in **Annexure-A** and 03 Stations as in **Annexure-B** in order of their preference (as uploaded on CBIC's website- [www.cbic.gov.in](http://www.cbic.gov.in) and <https://dgpm.gov.in>). The options exercised do not guarantee that an applicant will be posted at the said Directorate/ Station.

3. The eligibility criteria (educational qualification, experience, etc.) are listed in **Annexure-C** (as uploaded on CBIC website - [www.cbic.gov.in](http://www.cbic.gov.in) and <https://dgpm.gov.in>).

The candidates whose applications for the post have been forwarded by the concerned Cadre Controlling Authority (CCA) of GST and Customs, once received in DGPM, then will not be allowed to withdraw their candidature subsequently.

4. It is requested that this circular may kindly be circulated among all Departments/Offices under your charge and also be hosted on your websites.

The nominations of eligible officers along with following documents in hard copy should reach the **Additional Director (CCA), DGPM Hqrs., 5<sup>th</sup> floor, Drum Shaped Building, I.P. Estate, New Delhi-110002**, through proper channel on or before **20.05.2024 by 1700 Hrs.**

5. **List of Documents: -**

i) Bio-data in prescribed proforma (**Annexure-D**) (Available on [www.cbic.gov.in](http://www.cbic.gov.in) and <https://dgpm.gov.in>) duly countersigned by the competent authority/HoD/HoO.

ii) Supporting certificate/ documents in respect of claimed educational qualification including **essential qualification as per column 7 of RRs dated 15.02.2024 for Drivers:**

(a) Possessing a valid driving licence for motor cars;

(b) knowledge of motor mechanism to remove minor-defects in vehicle;

(c) Three years' experience of driving a motor car; and

(d) 10th class pass from a recognised Board or Institute;

**Note 1:** The qualifications are relaxable at the discretion of competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified.

**Note 2:** The qualifications regarding experience are relaxable at the discretion of competent authority for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates belonging to this community possessing to requisite experience are not likely to be available to fill up the vacancy reserved for them.

iii) Cadre clearance certificate in the prescribed format issued by the concerned Cadre Controlling Authority.

iv) Photo copies of APAR dossiers from the year 2016-17 to 2021-2022 duly attested (it may be ensured that the same are attested on each page with

rubber stamp by an officer not below the rank of an Under Secretary to the Government of India or Equivalent).

- v) Vigilance Clearance Certificate (**Annexure 'E'**) and Integrity Certificate (**Annexure 'F'**) in the prescribed format issued by the concerned Cadre Controlling Authority.
- vi) The details of major/minor penalties imposed on the officer during the last 10 years, if any.

6. Applications received after the last date, or applications incomplete in any respect or those not accompanied by the documents/ information as per Para-5 above will not be considered. **The respective Cadre Controlling Authorities shall certify that the particulars sent by the applicant are correct as per the records.**

7. The eligibility criteria and application form are available on [www.cbic.gov.in](http://www.cbic.gov.in) and <https://dgpm.gov.in>. The Recruitment Rules for the post of Staff Car Driver Ordinary Grade are also available on [https://dgpm.gov.in/DGPMwebSiteData/CCA/RRs%20-car-driver\\_directorates-03jan2023.pdf](https://dgpm.gov.in/DGPMwebSiteData/CCA/RRs%20-car-driver_directorates-03jan2023.pdf).

8. This issues with the approval of Competent Authority.

**Encl: Annexure A, B, C, D, E & F.**

(Amita Singh)  
Additional Director General (Cadre)

Copy forwarded for information and necessary action to: -

- (i) All CCAs under CBIC, with a request to give wide publicity of the above.
- (ii) The webmaster, CBIC and DGPM with a request to upload the same vacancy circular on its website/portal.