

No. A -12026/1/2007-E-III (E - 54186)  
Government of India  
Ministry of Statistics and Programme Implementation  
National Statistics Office  
( Field Operations Division )

Sankhiyiki Bhawan, CBD Shahdara,  
Delhi-110032

Dated: 22.11.2024

**OFFICE MEMORANDUM**

04.12

Subject :- Filling up the post of Driver (Ordinary Grade) in National Statistics Office (Field Operations Division) by deputation basis - regarding.

The undersigned is directed to say that it is proposed to fill up four (4) posts of Driver (Ordinary Grade), (Group 'C' Non - Gazetted Non - Ministerial) in Pay Level - 2 i.e. Rs.19900 - 63200/- in the Pay Matrix as per 7th Central Pay Commission by Deputation basis in National Statistics Office (Field Operations Division) Hqrs., Regional Office, Gangtok, Port Blair and Kohima, a subordinate office of the Ministry of Statistics and Programme Implementation. The details regarding eligibility criteria, etc. for the post are given in Annexure - I. The Duties to the post of Driver (Ordinary Grade) are given in Annexure - II. The pay and other terms of deputation will be regulated under the provisions contained in the Department of Personnel and Training O.M.No.6/8/2009-Estt. (Pay-II), dated 17.06.2010, as amended from time to time.

2. It is requested that the above posts may be circulated in the Ministeries/ Departments including Attached & Subordinate Offices and the applications of eligible and interested officials, in the enclosed proforma (Annexure - III) may be forwarded along with the following documents **within 60 days from the date of publication in the Employment News to the Deputy Director, National Statistics Office(Field Operations Division), Sankhiyiki Bhawan, CBD Shahdara, Delhi -110032.**

- i. Attested photocopies of the ACRs/APARs for the last 5 years i.e. 2019-2020 to 2023-2024 (each page attested by an Officer not below the rank of an Under Secretary to the Government of India).
- ii. Integrity Certificate.
- iii. Vigilance Clearance certificate.
- iv. A Certificate there no Major/Minor penalty has been imposed on the concerned Officer during the last 10 years.

3. Applications/CVs not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

Encl: As Above.



(AJAY KUMAR)  
DEPUTY DIRECTOR(ADMN.)

Contd...2/-

To

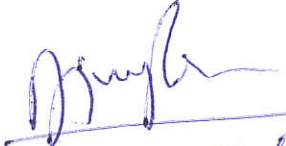
1. All Ministries/Departments of Government of India (as per list attached) with the request that the vacancy may please be given wide circulation.
2. All Attached/Subordinate Offices of Ministry of Personnel, Public Grievances and Pensions.
3. Central Board of Direct Taxes/Central Board of Excise and Customs
4. DOPT (Estt.B), North Block, New Delhi/DOPT(CS-I(U), Lok Nayak Bhawan, Khan Market, New Delhi - 110003 with the request to place the Circular on DOPT website.
5. Director General, DAVP, Ministry of Information and Broadcastrng, 10th Floor, Sookhana Bhawan, Phase - IV, CGO Complex, Lodhi Road, New Delhi - 110003 with the request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar.
6. Circulating - cum - Advertising Manager, Employment News, East Block - IV, R.K. Puram, New Delhi - 110022 with the request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar.
7. All Regional/Sub Regional Offices of SSC.
8. Hindi Section with the request that soft copy and hard copy of Hindi Version may be forwarded for onward transmission to Web Cell, SSC and Rozgar Samachar.
9. Web Cell, SSC.

Copy to:-

1. Additional Director General, N.S.S.O.(F.O.D.), Sankhiyiki Bhawan, CBD Shahdara, Delhi - 110032.
2. Deputy Director General, Data Quality Assurance Division, National Sample Survey Office, Mahalanobis Bhawan, 164, G.L.T. Road, Kolkata - 700108.
3. Deputy Director General, Survey Design and Research Division, National Sample Survey Office, Mahalanobis Bhawan, 164, G.L.T. Road, Kolkata - 700108.
4. Director (Admn.), CSO (I.S. Wing), 1, Council House Street, Kolkata - 700001.
5. Additional Director General, Computer Centre, East Block No.10, R.K. Puram, New Delhi - 110022 for placing on website of the Ministry.

**ANNEXURE - I**

1. Name of the post: Driver (Ordinary Grade)
2. Number of post: Four (4)
3. Scale of Pay: Pay Band - 2 i.e. Rs.19900 - 63200/-  
**as per 7th Central Pay Commission**  
(Group 'C' – Non-Gazetted - Non-Ministerial)
4. Method of Recruitment: By Deputation/Absorption/Re-Employment
5. Grades from which others promotion or deputation is to be made
  - (i) From amongst the regular Group 'C' (MTS) and employees in Pay Level- 1(i.e. Rs.18000-56900/-) in the Pay Matrix on 7th Central Pay Commission in FOD, NSO, who possess valid Driving Licence for Light Motor Vehicles (Car/Jeep/Three Wheeler).
  - (ii) Knowledge of Light Motor Vehicle mechanism (The candidate should be able to remove minor defects in vehicle).
  - (iii) Experience of Driving LMV for at least 3 years.

  
4.12.24

**APPLICATIONS FOR THE POST OF DRIVER (ORDINARY GRADE) IN NATIONAL STATISTICS OFFICE  
(FIELD OPERATIONS DIVISION)**

1.	Name of the candidate	
2.	Father's Name	
3.	Date of Birth (In Charistian Era)	
4.	Post held at present in FOD	
5.	Office of NSSO(FOD) where posted at present	
6.	Date of entry into Government Service	
7.	Date of entry into NSSO(FOD)	
8.	Date of retirement on superannuation	
9.	Whether SC/ST/OBC/General	
10.	Educational Qualification	
11.	Particulars of Driver's Licence and its validity	
12.	Knowledge of Light Motor Vehicle (Car/Jeep/Three Wheeler) mechanism (The candidate should be able to remove minor defect in Vehicle)	
13.	Experience in Driving the Light Motor Vehicle (Car/Jeep/Three Wheeler)	___ Years and _____ Months
14.	Any other relevant information which the candidate would like to mention in support his suitability to the post	

**DECLARATION**

I have carefully gone through the notification of vacancy and I certify that I have not concealed **or** misrepresented any information. The documents and information submitted furnished by me along with the application is true and correct of the best of my knowledge.

**Place:**

**Dated :**

**Signature of the Candidate**

**(CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLONG 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 qualification 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.  
\_\_\_\_\_.

(ii) His/Her integrity is certified.

(iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested is enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years. 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 CONTROLLONG AUTHORITY WITH SEAL)