

Government of India

**Central Ground Water Board**

Ministry of Jal Shakti

Department of Water Resources

River Development &amp; Ganga Rejuvenation

North Central Region, Bhopal-462011

Regional Director, Central Ground Water Board (CGWB), Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, North Central Region, Block-1, 4th Floor, Paryawas Bhawan, Jail Road, Bhopal-462011 invites applications from Indian citizens for recruitment of 23 vacancies of **Staff Car Driver (Ordinary Grade)**, Group-'C' (Ministerial, Non-Gazetted), temporary but likely to continue in CGWB, Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Government of India. Applications in the prescribed format alongwith supporting documents may be submitted in an envelope superscribing **APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)** addressed to the Regional Director on the above address by registered / speed post. The eligibility and other details are mentioned below.-

S. No.	Details of Post	Description of Post
1.	Name of Posts	Staff Car Driver (Ordinary Grade)
2.	No. of Vacancies	<b>CATEGORY</b>
		<b>TOTAL VACANCIES</b>
		23 post (including Ex-Servicemen -01)
3.	Level in Pay Matrix	Level-2 (Rs. 19900-63200) in Pay Matrix
4.	Age Limit	Between 18 to 27 years. (Relaxation admissible for SC/ ST/ OBC/ ESM as per instructions or orders issued by the Central Government in force.)
5.	Educational qualification and Experience	i) Matriculation from a recognized Board. ii) Possess Valid Driving License for Heavy vehicle. iii) Three years experience of driving heavy vehicle (after possessing Heavy Vehicle Driving License) from Central/ State Government, Public Sector Undertaking/Private Sector Company registered under Company Act. iv) Knowledge of Motor Vehicle Mechanism; and v) Ability to read and write Hindi or English language and numbers.

The last date of receipt of applications through post is **45 days** from the date of publication of this advertisement in **Employment News**.

For detailed advertisement and application format, please visit our website : [www.cgwb.gov.in](http://www.cgwb.gov.in).

Please note that addendum/corrigendum, if any, issued in relation to above advertisement, will be published only on CGWB's website.

REGIONAL DIRECTOR

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GOVERNMENT OF INDIA  
CENTRAL GROUND WATER BOARD  
MINISTRY OF JAL SHAKTI  
DEPARTMENT OF WATER RESOURCES,  
RIVER DEVELOPMENT & GANGA REJUVENATION  
NORTH CENTRAL REGION,  
Block-1, 4<sup>th</sup> Floor, Paryawas Bhawan, Jail Road,  
BHOPAL -462 011

Regional Director, Central Ground Water Board (CGWB), Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, North Central Region, Block-1, 4<sup>th</sup> Floor, Paryawas Bhawan, Jail Road, Bhopal - 462 011 invites applications from Indian citizens for recruitment of 23 (Twenty three) vacancies of Staff Car Driver (Ordinary Grade), Group-'C' (Ministerial, Non-Gazetted), temporary but likely to continue in CGWB, Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Government of India. Applications in the prescribed format alongwith supporting documents may be submitted in an envelope super scribing "**APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)**" addressed to the Regional Director on the above address by registered / speed post. The eligibility and other details are mentioned below:-

S.No.	Details of Posts	Description of Post					
1.	Name of Post	Staff Car Driver (Ordinary Grade)					
2.	Number of vacancies	CATEGORY					
		U R	EWS	OBC	SC	ST	Total Vacancies 23 Posts (including Ex-Servicemen- 01)
		13	02	05	02	01	
3.	Level in Pay Matrix	Level-2 (Rs.19,900-63,200) in Pay Matrix					
4.	Age Limit	Between 18 to 27 years (Relaxation admissible for SC/ST/OBC/ESM as per instructions or orders issued by the Central Government in force).					
5.	Educational qualification and experience	(i) Matriculation from a recognized Board. (ii) Possess valid driving license for Heavy vehicle; (iii) Three years experience of driving Heavy Vehicles (after possessing Heavy Vehicle Driving License) from Central/State Government/Public Sector Undertaking/ Private Sector Company registered under Company Act (iv) Knowledge of motor vehicle mechanism; and (v) Ability to read and write Hindi or English language and numbers					

The Last date of receipt of applications through post is 45 days from the date of publication of this advertisement in Employment News.

**For detailed advertisement and application format, please visit our Website: [www.cgwb.gov.in](http://www.cgwb.gov.in).**

Please note that Addendum/Corrigendum, if any, issued in relation to above advertisement, will be published only on CGWB's website.

REGIONAL DIRECTOR

GOVERNMENT OF INDIA  
CENTRAL GROUND WATER BOARD  
MINISTRY OF JAL SHAKTI  
DEPARTMENT OF WATER RESOURCES,  
RIVER DEVELOPMENT & GANGA REJUVENATION  
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Regional Director, Central Ground Water Board (CGWB), Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, North Central Region, Block-1, 4<sup>th</sup> Floor, Paryawas Bhawan, Jail Road, Bhopal 462 011 invites applications from Indian citizens for recruitment of 23 (Twenty three) posts of Staff Car Driver (Ordinary Grade), Group-'C' (Ministerial, Non-Gazetted), temporary but likely to continue in CGWB, Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, Government of India. Applications in the prescribed format with supporting documents may be submitted in an envelope superscribed "**APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)**" addressed to the Regional Director in the above address by registered / speed post to reach on or before 45 days of publication date of advertisement. The eligibility and other details are mentioned below:-

S.No.	Details of Posts	Description of Post																	
1.	Name of Post	Staff Car Driver (Ordinary Grade)																	
2.	Number of vacancies	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">CATEGORY</th> <th>Total Vacancies</th> </tr> <tr> <th>UR</th> <th>EWS</th> <th>OBC</th> <th>SC</th> <th>ST</th> <th rowspan="2">23 Posts (including Ex-Servicemen-01)</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>02</td> <td>05</td> <td>02</td> <td>01</td> </tr> </tbody> </table>	CATEGORY					Total Vacancies	UR	EWS	OBC	SC	ST	23 Posts (including Ex-Servicemen-01)	13	02	05	02	01
CATEGORY					Total Vacancies														
UR	EWS	OBC	SC	ST	23 Posts (including Ex-Servicemen-01)														
13	02	05	02	01															
3.	Classification	General Central Service Group-C (Non-Gazetted, Ministerial)																	
4.	Level in Pay Matrix	Level-2 (Rs.19,900-63,200) in Pay Matrix																	
5.	Age Limit	<p>Between 18 to 27 years (please see Note-1 below). (Relaxation admissible for 5 years for SC / ST candidates and 3 years for OBC candidates). (Relaxable for Government servants, who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application upto 40 years in case of general candidates and upto 45 years in case of candidate belonging to Scheduled Caste or Scheduled Tribe in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Relaxable for Ex-servicemen (ESM)-3 years after deduction of the military service rendered from the actual age as on the closing date.</p> <p>Ex-servicemen who have already secured employment in civil side under Government in Group 'C' &amp; 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment, if he/ she immediately after joining civil employment, gives</p>																	

		<p>self declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&amp;T.</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates except Assam, Meghalaya, Manipur, Nagaland, Arunachal Pradesh, Sikkim, Ladakh Division of Jammu Kashmir State, Lahaul and Spiti Division and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep. The closing date of receipt of application in the case of candidates from the above States/UTs will be 52 days from the date of publication of advertisement in the Employment News.</p> <p>Note 2:- In case of recruitment made through the employment exchange, the crucial date for determining the age limit shall be the last date up-to which the employment exchange have been asked to submit the list of names in respect of eligible candidates.</p>
6.	Educational and other qualification / experience required for direct recruits	<p>(i) Matriculation from a recognised Board.</p> <p>(ii) Possess valid driving license for Heavy vehicle;</p> <p>(iii) Three years experience of driving Heavy Vehicles (after possessing Heavy Vehicle Driving License) from Central/State Government/Public Sector Undertaking/ Private Sector Company registered under Company Act</p> <p>(iv) Knowledge of motor vehicle mechanism; and</p> <p>(v) Ability to read and write Hindi or English language and numbers</p>
7.	Place of posting	Anywhere in India
8.	Period of Probation	02 (Two) years
9.	Regular or temporary	Post is temporary but likely to continue
10.	Description of Duties	<p>He/She is required to drive all kinds of the vehicles i.e. Heavy/ Medium / light, available in the Board. He/She is required to shift the rigs / heavy machinery / camp equipment when posted in the division / rig-unit and to maintain the vehicle. He/She is responsible for maintaining the log-book of the vehicle in his charge. He/She is responsible for getting the monthly abstract of mileage done, POL drawn/ used, prepared and signed by the officer-in-charge. He/She will ensure timely servicing of the vehicle. While driving he will ensure safety of the vehicle, material &amp; person (s). He/She will be responsible for lodging an FIR with the nearest Police Station in the event of any accident/ theft, enroute and also inform the H.O.O/ Officer-in-Charge. He/She will ensure keeping papers of the vehicle (registration book etc.) intact and updated.</p>
11.	Last date of receipt of application	<p>The envelope containing the application should be marked / super scribed <b>"APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)</b> addressed to the Regional Director on the above address by registered / speed post to reach <b>on or before 45 days of publication date of advertisement up to 17:00 hours.</b></p> <p>Application received after the due date and time will not be accepted and are liable to be summarily rejected. This office will not responsible for any postal delay.</p>

12.	How to apply	Interested candidates who fulfil the above criteria and are willing to serve anywhere in India may apply. If already in Government Service may apply through proper channel in the specimen format given below along with self attested photocopies of certificates in proof of age, caste, qualification, experience, valid driving licence etc. It should be ensured that application is complete in all respects should be sent to the office of the <b>Regional Director, CGWB, NCR, Block-1, 4<sup>th</sup> Floor, Paryawas Bhawan, Jail Road, Bhopal 462 011</b> , by speed / registered post and the envelope containing the application should be marked as <b>"APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)"</b> . In case where grading is indicated in alphabet (viz A,B,C,etc.) the applicants should furnish the percentage of marks, calculation details which is given on the reverse side of the marks sheet.
13.	Other Information	Applications which are incomplete/illegible/unsigned/undated /not supported with requisite documents, received after due date or otherwise deficient in any manner will be out rightly rejected. Mere fulfilling the minimum prescribed qualifications and experience will not bestow any right with a candidate for being called for the Skill Test/Trade Test. A Screening Committee will scrutinize all the applications received for the post and only eligible candidates will be called for Skill Test/Trade Test. The decision of the Screening Committee will be final and no correspondence on the decision of the Committee will be entertained in this regard to the recruitment of the post at any stage. The exact date and time for Skill Test/Trade Test etc. will be communicated to the short-listed candidates separately. List of eligible candidates who will be called for Skill Test/ Trade Test will be published in the website of CGWB. Candidates already employed in Central/State/Public Sector Undertakings should submit their application through proper channel by obtaining NO OBJECTION CERTIFICATE from their Employer within the closing date.

Note:-

1. Vacancies may be increased or decreased on sole discretion of CGWB.
2. Mere selection will not confirm any right of candidate for appointment.
3. The Regional Director/Central Headquarter, CGWB reserves the right to cancel the recruitment at any stage without assigning any reason.
4. Addendum / corrigendum, if any, issued in relation to this advertisement will be published only on CGWB website. Candidates are therefore advised to visit the website frequently for updates regarding the recruitment.
5. Application format is attached herewith.

(P.K. JAIN)  
REGIONAL DIRECTOR  
CGWB, NCR, BHOPAL

**FORMAT OF APPLICATION**

**Application for the post of Staff Car Driver (Ordinary Grade) in**

**Central Ground Water Board**

**ADVERTISMENT NO. \_\_\_\_\_ & DATE \_\_\_\_\_**

Affix Recent  
Passport size  
self attested  
photograph

1.	Application for the Post	Staff Car Driver (Ordinary Grade)		
2.	Full Name (in BLOCK LETTERS)			
3.	Father's Name			
4.	Date of Birth			
5.	Age as on closing date of receipt of application			
6.	Sex			
7.	Category (UR/SC/ST/OBC/EWS/ESM)			
8.	Nationality			
9.	Permanent Address			
10.	Address for correspondence			
11.	Educational and other Qualifications:- (i)Matriculation from a recognised Board. (ii)possess valid driving licence for Heavy vehicle; (iii)three years experience of driving Heavy Vehicle; (iv)knowledge of motor vehicle mechanism; and (v)ability to read and write Hindi or English language and numbers			
12.	Details of driving license: (i)License number and date of issue (ii)Name and address of issuing authority (iii)Type of license			
	(iv)Period of validity	From	To	
13.	Details of Experience: (i)Name and address of Organization			
	(ii)Period	From	To	Total experience YYYY/MM/DD
14.	Employment Exchange Registration No. Date and place of registration, if any.			
15.	Ability to read and write Hindi or English language and numbers (Yes / NO)			

16.	Whether ready to serve anywhere in India (Yes/No)	
17.	<p>List of enclosures (Self attested copies of all certificates should be enclosed):</p> <ul style="list-style-type: none"> <li>a. Educational qualification (Marks Sheet and Certificate of Matriculation)</li> <li>b. Valid Driving Licence for Heavy Vehicle.</li> <li>c. Three years experience of driving Heavy Vehicles (after possessing Heavy Vehicle Driving License) from Central/State Government/Public Sector Undertaking/ Private Sector Company registered under Company Act with Registration Number of the company etc as applicable.</li> <li>d. Proof of Date of Birth.</li> <li>e. Caste Certificate issued by the Competent Authority, if reserved (at the time of appearing in Skill Test/Trade Test, candidate will be required to submit caste certificate in the format of Government of India enclose herewith).</li> <li>f. EWS certificate (if applicable should be in the Government of India format).</li> <li>g. Employment registration card (if registered)</li> <li>h. Any other documents / additional qualifications certificate, if any, etc.</li> </ul>	

**DECLARATION**

I do hereby declare that all the statements made in the application by me in this form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility being detected at any stage, my candidature or appointment may be cancelled or terminated without any notice.

Place:

Date:

Signature of Applicant

## ANNEXURE-I

**APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)**

ADVERTISEMENT NO. \_\_\_\_\_ &amp; DATE \_\_\_\_\_

Recent photograph

(self attested)

1.	Application for the post	Staff Car Driver (Ordinary Grade)	
2.	Full Name of applicant (in Block Letters)		
3.	Father's name		
4.	Date of Birth		
5.	Age as on closing date of receipt of application		
6.	Sex		
7.	Category ( UR/SC/ST/OBC/EWS/ESM)		
8.	Permanent Home Address		
9.	Correspondence Address		
10.	Nationality		
11.	Educational and other Qualification (i) Matriculation from recognized Board. (ii) Possess valid Driving License for Heavy Vehicle. (iii) Three years experience of driving heavy vehicle. (iv) Knowledge of Motor Vehicle Mechanism; and (v) Ability to read and write hindi or English language and number.		
12.	Detail of Driving License (i) License No. & date of issue (ii) Name and address of issuing authority (iii) Type of license.		
	(iv) Period of validity	From	To
13.	Detail of experience (i) Name and address of Organization		



	(ii) Period	From	To	Total Experience YYYY/MM/DD
14	Employment exchange registration No. date and place of registration, if any.			
15	Ability to read and write hindi or English language and number (Yes/No)			
16	Whether ready to serve anywhere in India (Yes/No)			
17.	<p><b><u>List of Enclosures(self attested copies of all certificates should be enclosed):</u></b></p> <p>(a) Educational qualification (Marks Sheet and Certificate of matriculation)</p> <p>(b) Valid Heavy Driving License for Heavy Vehicle.</p> <p>(c) Three years Experience of driving Heavy Vehicles (after possessing Heavy Vehicle Driving License) from Central/ State Government/ Public Sector Undertaking/ Private Sector Company registered under Company Act with Registration Number of the company etc as applicable.</p> <p>(d) Proof of Date of Birth.</p> <p>(e) Caste certificate issued by the Competent Authority, if reserved ( at the time of appearing in Skill Test/ Trade Test, candidate in the format of Government of India).</p> <p>(f) EWS certificate (if applicable should be in the Government of India format).</p> <p>(g) Employment registration card ( if registered).</p> <p>(h) Any other documents/ additional qualifications certificate, if any etc.</p>			

#### DECLARATION

I hereby declare that all the statements made in the application by me in this form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility being detected any stage, my candidature or appointment may be cancelled/terminated without any notice.

Place:

Date:

Signature of Applicant