

No. A-13013/4/2023-ADMINISTRATION
Ministry of Food Processing Industries
Government of India

Panchsheel Bhawan
August Kranti Marg
New Delhi -110049

Dated: 15.12.2023

CIRCULAR

Subject: Engagement of retired government staff car drivers (02) on contract basis in MoFPI – reg.

The undersigned is directed to circulate herewith a copy of advertisement inviting applications from retired Government staff car drivers for their engagement in the Ministry of Food Processing Industries on short-term contract basis.

2. The details including eligibility criteria, selection modalities etc. are enclosed and the same is also available on the Department's Website [<https://www.mofpi.gov.in>]. The Ministry of Food Processing Industries reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

3. Application form for retired government staff car drivers on contract basis is also enclosed herewith. The last date of receipt of applications is 28th December, 2023. Applications received after due date will not be considered.

Encls: As above.


15/12/23
(B.D. Panwar)

Under Secretary to the Government of India
Telephone: 26406527
E-mail: bd.panwar@nic.in

To

All Ministries/ Departments of the Government of India – with request to give wide publicity to all the eligible officers.

Copy to:

1. NIC, MoFPI – with the request to upload the advertisement on the respective websites of MoFPI.
2. Under Secretary (CS.I), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi - with the request to direct the concerned to upload the advertisement on DoPT's website.

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Advertisement for engagement of retired government staff car drivers

Applications in the prescribed format (as per Annexure) are invited from eligible candidates for engagement as retired government staff car drivers in the Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, Khel Gaon, New Delhi-110049 on short-term contract basis as per details given below: -

1.	Name/ Number of Posts	Retired government staff car drivers (02) for Staff Car Driver post
2.	Scope of work	To drive the staff car of the senior officers of this Ministry
3.	Period	one year
4.	Job Location	New Delhi
5.	Eligibility Criteria & Experience	Retired government staff car driver
6.	Age limit	Candidate should not be more than 64 years of age as on the last date of receipt of applications. The maximum period of engagement shall be for three years or upto the age of 65 years, whichever is earlier.
7.	Remuneration	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement i.e. fee equivalent to "last pay drawn minus pension". The amount of remuneration will be fixed and remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period.
8.	HRA	No HRA shall be admissible.
9.	Transport Allowance	The Retired Government employees appointed in this Ministry shall be allowed Transport Allowance at the rate applicable to them at the time of their retirement.
10.	Leave of absence	Retired Government Staff car driver will be eligible for 1.5 days leave for each completed month of service. Accumulation of leave beyond

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		<p>a year will not be allowed. Also, un-availed leave in a year neither be encashed nor be carried forward to the extended period.</p>
11.	Term of Appointment	<p>The candidate selected will be engaged purely on contractual basis initially for a period of one year and will not confer any right for regular appointment in the Ministry including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities, etc.</p> <p>Further, extension will be considered based on the work performance & need for the specific post and with the approval of the Competent Authority.</p> <p>The engagement of the contractual position can be terminated or dispensed with by the Competent Authority at any time without assigning any reason and without serving any prior notice thereof.</p> <p>The candidate shall be required to maintain decorum, discipline as expected of a regular Central Government employee.</p> <p>The candidate shall be required to observe the normal office timings between 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work, he may be required to sit late beyond working hours and may be called on Saturday/Sunday or any other holiday, and other Gazetted holidays. No extra remuneration will be paid for extra hours/holidays.</p> <p>He shall mark his attendance in AEBAS/ Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.</p> <p>The Income Tax or any other tax liable to be deducted, as per the prevalent rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.</p> <p>No other allowances will be payable.</p> <p>The remuneration would be worked out by applying the following formula:</p> $\frac{\text{No. of working days attended office} \times \text{Fee}}{\text{No. of working days in the month}}$
12.	How to Apply	<p>Interested eligible applicants may submit their applications in the prescribed format (complete in all respects) at Annexure along with the requisite documents, i.e Copy of the PPO, Last</p>

		<p>Pay Certificate and Bank Details, Copy of Aadhaar Card, Driving License & PAN Card to the following address:</p> <p>The Deputy Secretary (Admn.) Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg Khel Gaon, New Delhi-110049 E-mail: ajay.kr69@nic.in</p> <p>Last date for receipt of applications is 28th December 2023. Applications received after due date will not be considered.</p>
13.	Selection Procedure	<p>Ministry of Food Processing Industries, through a Selection Committee, will scrutinize the applications and short list the candidates based on merits. The short-listed candidates will be called for interview for selection by the Selection Committee.</p> <p>The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>
14.	General Conditions	<p>The selected candidate will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized person(s) any information/data that may come to his notice during the period of his engagement in this Ministry. All such documents will be the property of the Government.</p>

2. This issues with the approval of the Competent Authority.

Yours faithfully,

Encl: As above.


(B.D. Panwar)

Under Secretary to the Government of India
Telephone: 26406527
E-Mail: bd.panwar@nic.in

Annexure

Application for the post of Staff Car Driver on contract basis in the Ministry of Food Processing Industries, Government of India, New Delhi

Latest Passport Size Photograph

- 1) Name in full (in Block letters) :
2) Father's/ Husband's name :
3) Nationality :
4) Sex :
6) Date of Birth :
7) Age as on date :
8) Present/ Correspondence address :

Mobile:

E-mail:

- 8) Permanent address :
9) a) Whether SC/ST/OBC :
b) Whether Physically handicapped? :

10) Educational qualifications:

Exams passed	Name of the University	Year of passing	Subjects	Division	Percentage of marks obtained

11) Experience details of all previous and present employment:

Name of the Employer	Name of the Post	Last Pay Drawn	Period		Nature of duties (in brief)
			From	To	

12) Post from which retired (Enclose copy of retirement order)

13) Last pay drawn (enclose LPC Copy)

14) PPO No. (Enclose Copy)

15) Any other relevant information:

DECLARATION:

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Ministry of Food Processing Industries.

Signature
(Full name of the applicant)

Place:

Date: