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Office of the Pr.Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana Region, Hyderabad,  
10<sup>th</sup> Floor, Income Tax Towers, A C Guards, Hyderabad-500 004.  
Tel.No. 040-23425474,23241427 Fax:040 23240403

F.No.Pr.CCIT/Circulation/2021-22

Date 15.09.2021

**VACANCY CIRCULAR**

Sub: Filling up the post of Staff Car Driver (Ordinary Grade) in the Directorate of Enforcement on deputation basis- reg.

Ref: Letter received from ITO(HQ), O/o ADG-3, HRD, New Delhi, in F.No.154/002/2021-CMD III(2)/4827, dated 31.08.2021.

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Please find enclosed herewith the letter in F.No.154/002/2021-CMD III(2)/4827, dated 31.08.2021, received from Income Tax Officer(HQ), O/o ADG-3, HRD, New Delhi regarding Filling up the post of Staff Car Driver (Ordinary Grade) in the Directorate of Enforcement on **DEPUTATION BASIS**, for circulation.

Encl: As above

  
**(B. SRINIVASA RAO)**  
Joint Commissioner of Income Tax(OSD),  
(HQrs), (Admin),  
O/o Pr.CCIT, AP& TS, Hyderabad.

To

All the Heads of Offices, AP & Telangana Region.



सत्यमेव जयते

Government of India/Ministry of Finance  
Department of Revenue/Central Board of Direct Taxes  
Directorate General of Income-tax (HRD)  
2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium,  
Gate No. 1, New Delhi – 110003

F.No.154/002/2021-CMD III (2)/4827

Dated: 31.08.2021

To,

All Pr. Chief Commissioners of Income Tax, (CCA)

Madam/Sir,

**Sub: Filling up the post of Staff Car Driver (Ordinary Grade) in the Directorate of Enforcement on deputations basis – reg.**

Kindly refer to the above.

2. In this regard, the undersigned is directed to enclose office memorandum issued vide F.No.A-4/30/2018 dated 11.08.2021 of Joint Director (Admn.), Enforcement Directorate, 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market New Delhi regarding filling up the post of Staff Car Driver (Ordinary Grade) in the Directorate of Enforcement on deputations basis (Level-2) in respect of Group-‘C’ officers.

2. As per the above vacancy circular, this is an open vacancy circular and complete applications received by 30<sup>th</sup> of every month shall be considered for selection in the subsequent month for available vacancies. This process will continue till all the vacancies are filled up.

3. Further, I am directed to inform that the names of suitable/willing officials for the above post may be processed from the Office of Pr. CCITs of the respective region and forwarded to the borrowing authority directly as the Cadre Control in respect of Group “C” officials vests with the respective Pr. CCITs.

Encl: As Above

Yours faithfully,

(K. R. Philips)

Income Tax Officer (HQ)

O/o ADG-3, HRD, New Delhi

*circulate inform  
Mallikarjun, TA  
7/9/21*



FTS 1.7.8.9.8.7.6...  
16 AUG 2021  
O/o Member (Admn)  
CBDT

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प्रवर्तन निदेशालय  
भारत सरकार  
छठा तल, लोक नायक भवन,  
खान मार्केट, नई दिल्ली-110 003  
**ENFORCEMENT DIRECTORATE**  
Government of India  
6th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Tel. : 24693577 Fax : 24631847

F.No. A-4/30/2018

Dated: 11.08.2021

24/08/21 ✓  
Mishra  
**OFFICE MEMORANDUM**

**Subject:- Filling up of the post of Staff Car Driver (Ordinary Grade) in the Directorate of Enforcement on deputation basis—regarding.**

It has been decided to fill up the vacant posts of Staff Car Driver (Ordinary Grade) in the Pay Level-2 (PB-1, Rs. 5200 – 20200+GP-1900 - pre-revised 7<sup>th</sup> CPC) on deputation basis in this Directorate of Enforcement at Delhi, Mumbai, Chennai, Kolkata, Jaipur, Surat, Bhubaneswar, Chandigarh, Lucknow, Jalandhar, Srinagar, Bangalore, Cochin, Hyderabad, Guwahati, Ahmedabad, Goa, Madurai, Calicut, Raipur, Indore, Nagpur, Dehradun, Jammu, Shimla, Allahabad, Ranchi, Patna, Gurugram, Bhopal, Vishakhapatnam, Mangalore, Gangtok, Agartala, Aizawl, Imphal, Itanagar, Kohima and Shillong.

2. In terms of the Recruitment Rules, the following categories of Staff Car Drivers are eligible:-

Drivers of Central Government or State Government Departments or Public Sector Undertaking or Autonomous Organizations or Corporations;

Holding analogous posts on regular basis;

ii. (a) Matriculation or Secondary School Certificate or equivalent from a recognized Board;

(b) Shall possess a valid driving license issued by Road Transport Authority of any State and authorized to drive Light Motor Vehicles and three wheeler; and

(c) Shall have knowledge of motor mechanic (the candidate should be able to remove minor defects in vehicles)

(Period of deputation (including short term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three year.)

The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on receipt of the applications.

3. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M.No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010 as amended from time to time. Besides the official working in Directorate

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घ. महा. नि.-4	
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M(A)-in my  
JS(A)-in my  
o/o Ds, HRS.

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25/8/21

of Enforcement at the level of Staff Car Drivers (Ordinary Grade) are currently entitled for Special Incentive Allowance @ 20% of Basic Pay.

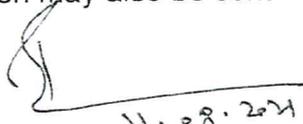
4. The Cadre Controlling Authorities are requested that applications of eligible and willing officials may be forwarded in the proforma annexed so as to reach the Joint Director (Admn.), Directorate of Enforcement, 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003. The advertisement can also be seen on the website of Directorate of Enforcement [www.enforcementdirectorate.gov.in](http://www.enforcementdirectorate.gov.in)

5. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

- (i) Bio data
- (ii) Complete and up-to-date C.R. dossier for the last five years or attested photocopy thereof
- (iii) Vigilance Certificate/Clearance
- (iv) Integrity Certificate/Clearance
- (v) Cadre Clearance
- (vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

6. Incomplete applications or applications not received through proper channel or applications received after due date will not be considered. ***This is an open vacancy circular. The complete applications received by 30<sup>th</sup> of every month shall be considered for selection in the subsequent month for available vacancies.***

7. A check list of documents to be attached with the application may also be sent (proforma enclosed).

  
 11.08.2024  
 (Rohit Dwivedi)  
 Joint Director (Admn.)

Copy to:-

1. All Ministries/ Departments of Government of India.
2. All the Secretaries of States/UTs
3. The Special Director, Directorate of Enforcement, CR, NR, WR, SR, ER.
4. All the Zonal/ Sub Zonal Office of the Directorate of Enforcement.
5. Member (P&V) CBIC, North Block, New Delhi.
6. Member (P&V) CBDT, North Block, New Delhi. 14310
7. Director, IB, MHA, North Block, New Delhi.
8. Director, CBI, North Block, New Delhi.
9. DG, CRPF, CGO Complex, New Delhi.

10. DG, BSF, CGO Complex, New Delhi.
11. DG, CISF, CGO, Complex, New Delhi.
12. DG, Railway Protection Force, Rail Bhawan, New Delhi - 1
13. DG, SSB, East Bloc -V, R. K. Puram, New Delhi.
14. Cabinet Secretariat.
15. DG, DRI, IP Estate, New Delhi.
16. All Commissioner, Customs & Central Excise.
17. Director National Crime Records Bureau, East Block - 7, R. K. Puram, New Delhi.
18. Narcotics Commissioner, Central Bureau of Narcotics, 19, the Mall Road, Morar, Gwalior.
19. Computer Section, Directorate of Enforcement, Hqrs. Office, New Delhi with a request to upload the vacancy circular on the website of the Directorate of Enforcement and remove the earlier uploaded vacancy circular dated 20.12.2018 for filling up of the post of Staff Car Driver (Ordinary Grade) in Enforcement Directorate on deputation basis.
20. Guard file.

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**PROFORMA**

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

- 1. Name (Block Letter) :
- 2. Date of Birth :
- 3. Date of Retirement :
- 4. Age as on the closing date of receipt of application:
- 5. Educational Qualification :
- 6. Present post held and the date from which held:
- 7. Present pay level and present basic pay :
- 8. Details of Service :

Name of the office	Post held	Scale of pay	Period		Nature of duties in details
			From	To	

- 9. Choice of postings (Minimum 03)
- 10. Name, address and telephone number :  
of concerned officer in the office of the  
Cadre Controlling Authority

**Declaration:-**

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 at the time of selection for the post.

Signature of the candidate

Date:-----

Address:-----

**Certificate to be furnished by the Head of Department Office**

It is certified that the information furnished by the candidate has been verified from the office/service records and found correct.

Signature

Date:

Place.

**Part - B**

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2. (a) (i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b) (i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
(d)	Whether Integrity Certified	Yes/No

Date: Signature \_\_\_\_\_

Name:

Designation:  
(With stamp)

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**Check list of documents to be attached**

(Please tick)

1.	Application prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years up to 2020-21 or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority (if applicable)	

Date:

Signature of the forwarding authority

(With stamp)