



सत्यमेव जयते

भारत सरकार

Government of India

गृह मंत्रालय, राजभाषा विभाग

Ministry of Home Affairs, Department of Official Language

केंद्रीय हिंदी प्रशिक्षण संस्थान

Central Hindi Training Institute

संख्या-ए-12018/14/2022-केहिप्रसं/1052

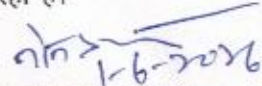
दिनांक- 01/06/2026

कार्यालय जापन

राजभाषा विभाग, गृह मंत्रालय के दिनांक 21-05-2026 के कार्यालय जापन सं. 14034/22/2022-रा.भा. (प्रशि.) के अनुपालन में केंद्रीय हिंदी प्रशिक्षण संस्थान, केंद्रीय अनुवाद ब्यूरो तथा संसदीय राजभाषा समिति में स्टाफ कार ड्राइवर के सम्मिलित कैंडिडेट के प्रारूप भर्ती नियम केंद्रीय हिंदी प्रशिक्षण संस्थान की वेबसाइट पर अपलोड किए जा रहे हैं।

सभी हितधारकों को सूचित किया जाता है कि वे स्टाफ कार ड्राइवर के भर्ती नियमों के मसौदे पर यदि कोई सुझाव प्रस्तुत करना चाहते हैं तो वेबसाइट पर भर्ती नियम अपलोड होने की तारीख से 30 दिनों की अवधि के भीतर अपनी टिप्पणी/सुझाव उचित माध्यम से प्रस्तुत कर सकते हैं। यदि निर्धारित समयावधि के अंदर कोई भी टिप्पणी/सुझाव प्राप्त नहीं होते हैं तो स्टाफ कार ड्राइवर के भर्ती नियमों पर आगे की कार्रवाई आरंभ कर दी जाएगी।

यह कार्यालय जापन निदेशक, केंद्रीय हिंदी प्रशिक्षण संस्थान के अनुमोदन से जारी किया जा रहा है।


(नरेन्द्र कुमार प्रसाद)

संयुक्त निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि)
एवं कार्यालयाध्यक्ष

संलग्नक - यथोपरि।

प्रतिलिपि-

1. अवर सचिव, राजभाषा विभाग को उनके दिनांक 21.05.2026 के कार्यालय जापन सं 14034/22/2022-रा.भा. (प्रशि.) के संदर्भ में सूचनार्थ।
2. सहायक निदेशक (हिंदी टंकण एवं हिंदी आशुलिपि), अनुसंधान एवं विश्लेषण एकक, केंद्रीय हिंदी प्रशिक्षण संस्थान, नई दिल्ली को केंद्रीय हिंदी प्रशिक्षण संस्थान की वेबसाइट पर अपलोड करने हेतु।
3. निदेशक, केंद्रीय अनुवाद ब्यूरो, 8वां तल, पं. दीनदयाल अंत्योदय भवन, सी.जी.ओ. काम्प्लेक्स, नई दिल्ली।
4. सचिव (समिति), संसदीय राजभाषा समिति, 11 तीन मूर्ति मार्ग, नई दिल्ली-110011

7वां तल, पंडित दीनदयाल अंत्योदय भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003
7thFloor, P. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-03

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फा.सं. 14034/22/2022-रा.भा.(प्रशि)

भारत सरकार
गृह मंत्रालय
राजभाषा विभाग



नई दिल्ली -110001
दिनांक 21/05/2026

कार्यालय जापन

विषय - राजभाषा विभाग के अधीनस्थ कार्यालयों केंद्रीय हिन्दी प्रशिक्षण संस्थान, केंद्रीय अनुवाद ब्यूरो तथा संसदीय राजभाषा समिति में स्टाफ कार ड्राइवर के सम्मिलित केडर के मौजूदा भर्ती नियम 2013 में संशोधन।

उपर्युक्त विषय पर केंद्रीय हिन्दी प्रशिक्षण संस्थान को उनके दिनांक 13.05.2022 एवं दिनांक 24.07.2023 के पत्रों के संदर्भ में सूचित किया जाता है कि कार्मिक-तथा प्रशिक्षण विभाग के दिनांक 13 अक्टूबर, 2015 के कार्यालय जापन संख्या एबी -14017/61/2008-स्था. (आर.आर) के अनुसार भर्ती नियमों का निर्धारण/ संशोधन करने के लिए प्रारूप भर्ती नियमों को संबंधित मंत्रालय/ विभाग/ कार्यालय की वेबसाइट पर 30 दिनों के अंदर हित धारकों (Stake Holders) से टिप्पणी/ सुझाव आमंत्रित करने के लिए अपलोड किया जाना है।

2. अतः संस्थान से अनुरोध है कि वे स्टाफ कार ड्राइवर पद के प्रारूप भर्ती नियम, केंद्रीय हिन्दी प्रशिक्षण संस्थान की आधिकारिक वेबसाइट पर अपलोड करवाएं तथा सभी हित धारकों (Stake Holders) को सूचित करें कि यदि वे स्टाफ कार ड्राइवर पद के भर्ती नियम के मसौदे पर कोई सुझाव देना चाहते हैं, तो वे वेबसाइट पर अपलोड होने की तारीख से 30 दिनों के अंदर अपने सुझाव उचित माध्यम से प्रस्तुत कर सकते हैं। यदि निर्धारित अवधि के अंदर कोई टिप्पणी/ सुझाव प्राप्त नहीं होते हैं तो स्टाफ कार ड्राइवर के भर्ती नियमों पर अगले कि कार्रवाई की जाएगी। स्टाफ कार ड्राइवर के प्रारूप भर्ती नियम इस कार्यालय जापन के साथ भेजे जा रहे हैं।

3. संस्थान से यह भी अनुरोध है कि स्टाफ कार ड्राइवर के ड्राफ्ट भर्ती नियम पर हित धारकों (Stake Holders) से प्राप्त सुझाव/अभिमतों पर कार्मिक तथा प्रशिक्षण विभाग के दिशा-निर्देशों को ध्यान में रखते हुए उन पर अपने अभिमत देते हुए राजभाषा विभाग को भिजवाना सुनिश्चित करें।

संलग्न: यथोपरि।

मौसमी तिकी
21/5/26

अधर सचिव, भारत सरकार

सेवा में,

निदेशक,
केंद्रीय हिन्दी प्रशिक्षण संस्थान
नई दिल्ली -110003

21/5/26

कौशिक

[To be published in the Gazette of India, Part II, Section 3, Sub-section (i)]
Government of India
Ministry of Home Affairs
Department of Official Language

Notification

New Delhi, dated.....,2026.

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Official Language (Staff Car Driver) Recruitment Rules, 1996, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts in the combined cadre of Staff Car Drivers in the subordinate offices namely, the Central Hindi Training Institute, Central Translation Bureau and the Parliamentary Committee on Official Language under the Department of Official Language, Ministry of Home Affairs, namely :-

1. Short title and commencement.- (1) These rules may be called the Ministry of Home Affairs, Department of Official Language, Combined Cadre of Staff Car Drivers in the Central Hindi Training Institute, Central Translation Bureau and Parliamentary Committee on Official Language Recruitment Rules 2026.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification, level in pay matrix.- The number of the said post, their classification and level in the pay matrix thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit, qualifications, etc.- The method of recruitment to the said post, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualification.- No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Powers to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings.- Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, ex-Servicemen, and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post.	Number of posts.	Classification.	Level in Pay Matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Staff Car Driver (Grade-I).	01 (2026)* *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay Level-5 (Rs. 29200-92300).	Non-selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
(6)	(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	Not applicable.	By Promotion.

In case of recruitment by promotion or by deputation/absorption grades from which promotion or deputation/absorption to be made.

(11)

Promotion:

Staff Car Driver (Grade-II) with five years regular service in the grade failing which Staff Car Driver (Grade-II) with thirteen years combined regular service in the grades of Staff Car Driver (Grade-II) and Staff Car Driver (Ordinary Grade), who possess:-

(a) Trade test to be conducted for this purpose, the syllabus of which shall be follows:-

- (i) must be able to read English numerals and figures;
- (ii) must have good knowledge of traffic regulations;
- (iii) must be able to locate faults and carry out minor running repairs;
- (iv) must be able to change and correctly inflate tyres; and

(b) Practical test, based on (i) to (iv) above.

Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.

If a Departmental Promotion Committee exists, what is its composition.

(12)

Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:-

1. Director, Central Hindi Training Institute : Chairman;
2. Administrative Officer, Central Hindi Training Institute : Member;
3. Under Secretary(Administration), Parliamentary Committee on Official Language : Member;
4. Administrative Officer, Central Translation Bureau : Member.

Circumstances in which Union Public Service Commission is to be consulted in making recruitment.

(13)

Not Applicable.

SCHEDULE

Name of the post.	Number of posts.	Classification.	Level in Pay Matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Staff Car Driver (Grade-II).	01 (2026) ⁺ +Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay Level-4 (Rs. 25500-81100)	Non-selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
(6)	(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	Not applicable.	By Promotion.

In case of recruitment by promotion or by deputation/absorption grades from which promotion or deputation/absorption to be made.

(11)

Promotion:

Staff Car Driver (Ordinary Grade) with eight year's regular service in the grade who possess:-

(a) Trade test to be conducted for this purpose, the syllabus of which shall be follows:-

- (i) must be able to read English numerals and figures;
- (ii) must have good knowledge of traffic regulations;
- (iii) must be able to locate faults and carry out minor running repairs;
- (iv) must be able to change and correctly inflate tyres; and

(b) Practical test, based on (i) to (iv) above.

Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.

If a Departmental Promotion Committee exists, what is its composition.

(12)

Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:-

- | | |
|--|-------------|
| 1. Director, Central Hindi Training Institute | : Chairman; |
| 2. Administrative Officer, Central Hindi Training Institute | : Member; |
| 3. Under Secretary(Administration), Parliamentary Committee on Official Language | : Member; |
| 4. Administrative Officer, Central Translation Bureau | : Member. |

Circumstances in which Union Public Service Commission is to be consulted in making recruitment.

(13)

Not Applicable.

SCHEDULE

Name of the post.	Number of posts.	Classification.	Level in Pay Matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Staff Car Driver (Ordinary Grade).	01*(2026)* +Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Pay Level-2 (Rs. 19900-63200)	Non-selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
(6)	(7)	(8)	(9)	(10)
<p>Not exceeding 27 years (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep).</p> <p>Note 2: In the case of recruitment made through the Employment Exchange,</p>	<p>Essential:</p> <p>(i) 10th standard pass from a recognized Board;</p> <p>(ii) Possession of a valid driving licence for motor cars;</p> <p>(iii) Knowledge of motor mechanism(The candidates should be able to remove minor defect in vehicle);</p> <p>(iv) Experience of driving a motor car for at least three years.</p> <p>Desirable:</p> <p>(i) Three year's service as Home Guard/Civil Defence volunteers.</p> <p>Note: The qualification regarding experience is Relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of</p>	Not applicable.	Two years.	By direct recruitment/re-employment from amongst ex-servicemen failing which transfer on deputation.

the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.	candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.			
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In case of recruitment by promotion or by deputation/absorption grades from which promotion or deputation/absorption to be made.
(11)
<p>Deputation: From amongst Group 'C' employees with three years regular service in Level-1 (Rs.18000-56900) in the pay matrix of the Central Hindi Training Institute, Central Translation Bureau and Parliamentary Committee on Official Language who possess valid driving licence for Motor Cars on the basis of a Driving Test to assess the competence to drive motor car failing which Group 'C' employees with three years' service in Level-1 (Rs.18000-56900) in the pay matrix in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned in column 7.</p> <p>For Ex-servicemen: deputation/re-employment: The Armed forces personnel due to retire or who are to be transferred to reserved within a period of one year and having the requisite experience and qualification prescribed for deputationist shall also be considered and such perons would be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.</p> <p>Note 1: The period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or other Organization/Department of the Central Government shall ordinarily not exceed three years.</p>

If a Departmental Promotion Committee exists, what is its composition.
(12)
<p>Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :</p> <p>1. Director, Central Hindi Training Institute : Chairman; 2. Administrative Officer, Central Hindi Training Institute : Member; 3. Under Secretary(Administration), Parliamentary Committee on Official Language : Member; 4. Administrative Officer, Central Translation Bureau : Member.</p>

Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(13)
Note Applicable.

Annexure-III

Col.No.	Provision in the approved rules	Revised provisions proposed	Reasons for the revision proposed
1. Name of post	Staff Car Driver (Grade-I)	Staff Car Driver (Grade-I)	No Change
2. Number of posts	02*(2013) *Subject to variation dependent on work load.	*1(2026) *Subject to variation dependent on work load.	Change (Due to Cadre Review)
3. Classification	General Central Service Group-'C', Non-Gazetted, Non-ministerial	General Central Service Group-'C', Non-Gazetted, Non-ministerial	No change
4. pay band and Grade pay or pay scale.	Pay band-1, Rs. 5200-20200 and Grade pay of Rs. 2800.	Pay level-5 (Rs. 29200-92300).	As per CCS(RP) Rules, 2016.
5. Whether selection post or non-selection post	Non-Selection	Non-Selection	No change
6. Age limit for direct recruits	Not applicable.	Not applicable.	No change.
7. Educational and other qualification required for direct recruits	Not applicable.	Not applicable.	No Change.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.	Not applicable.	No change.
9. Period of probation if any	Not applicable.	Not applicable.	No change.
10. Method of recruitment : whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	By Promotion.	By Promotion.	No change.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Promotion: Staff Car Driver (Grade-II) with five years regular service in the grade failing which Staff Car Driver (Grade-II) with thirteen years combined regular service in the grades of Staff Car Driver (Grade-II) and Staff Car Driver (Ordinary Grade), who possess:- (a) Trade test to be conducted for this purpose, the syllabus of which shall be follows:- (i) must be able to read English numerals and figures; (ii) must have good knowledge of traffic regulations;	Promotion: Staff Car Driver (Grade-II) with five years regular service in the grade failing which Staff Car Driver (Grade-II) with thirteen years combined regular service in the grades of Staff Car Driver (Grade-II) and Staff Car Driver (Ordinary Grade), who possess:- (a) Trade test to be conducted for this purpose, the syllabus of which shall be follows:-	1. Note 2 (about 6 th CPC) have been deleted as per the DoPT's guidelines vide dt 18-1-2017.

	<p>(iii) must be able to locate faults and carry out minor running repairs;</p> <p>(iv) must be able to change and correctly inflate tyres; and</p> <p>(b) Practical test, based on (i) to (iv) above.</p> <p>Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half - of - such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the pay commission.</p>	<p>(i) must be able to read English: numerals and figures;</p> <p>(ii) must have good knowledge of traffic regulations;</p> <p>(iii) must be able to locate faults and carry out minor running repairs;</p> <p>(iv) must be able to change and correctly inflate tyres; and</p> <p>(b) Practical test, based on (i) to (iv) above.</p> <p>Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>	
<p>12. If a Departmental promotion committee exists, what is its composition.</p>	<p>Group 'C' Departmental promotion committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Director, Central Hindi Training Institute -Chairman; 2. Administrative Officer, Central Hindi Training Institute - Member; 	<p>Group 'C' Departmental promotion committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Director, Central Hindi Training Institute - Chairman; 	<p>No Change.</p>

	<p>3. Under Secretary(Administration), Parliamentary Committee on Official Language -Member;</p> <p>4. Administrative Officer, Central Translation Bureau - Member.</p>	<p>2. Administrative Officer, Central Hindi Training Institute - Member;</p> <p>3. Under Secretary(Administration) Parliamentary Committee on Official Language - Member;</p> <p>4. Administrative Officer, Central Translation Bureau - Member.</p>	
13. Circumstances in which UPSC is to be considered in making recruitment.	Not applicable.	Not applicable.	No change.

Col.No.	Provision in the approved rules	Revised provisions proposed	Reasons for the revision proposed
1. Name of post	Staff Car Driver (Grade-II)	Staff Car Driver (Grade-II)	No Change
2. Number of posts	1*(2013) *Subject to variation dependent on work load.	*1(2026) *Subject to variation dependent on work load.	No Change
3. Classification	General Central Service Group-C, Non-Gazetted, Non-ministerial	General Central Service Group-C, Non-Gazetted, Non-ministerial	No change
4. pay band and Grade pay or pay scale.	Pay band-1, Rs. 5200-20200 and Grade pay of Rs. 2400.	Pay level-4 (Rs. 25500-81100).	As per CCS(RP) Rules, 2016.
5. Whether selection post or non-selection post	Non-Selection	Non-Selection	No change
6. Age limit for direct recruits	Not applicable.	Not applicable.	No change.
7. Educational and other qualification required for direct recruits	Not applicable.	Not applicable.	No change.
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable	Not applicable	No change.
9. Period of probation if any	Not applicable.	Not applicable.	No change.
10. Method of recruitment : whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	By promotion	By promotion	No change.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Promotion: Staff Car Driver(Ordinary Grade) with eight years' regular service in the grade who possess:-</p> <p>(a) Trade test to be conducted for this purpose, the syllabus of which shall be as follows:- (i) Must be able to read English numerals and figures; (ii) Must have good knowledge of traffic regulations; (iii) must be able to locate faults and carry out minor running repairs; (iv) Must be able to change and correctly inflate tyres; and</p> <p>(b) Practical test, based on (i) to</p>	<p>Promotion: Staff Car Driver(Ordinary Grade) with eight years' regular service in the grade who possess:-</p> <p>(a) Trade test to be conducted for this purpose, the syllabus of which shall be as follows:- (i) Must be able to read English numerals and figures; (ii) Must have good knowledge of traffic regulations; (iii) must be able to locate faults and carry out minor running repairs;</p>	1. Note 2 (about 6 th CPC) have been deleted as per the DoPTs guidelines vide dt 18-1-2017.

	<p>(iv) above.</p> <p>Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by any officer prior to 1st January 2006, or pay scale extended based on the 6th Central pay commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the pay commission.</p>	<p>(iv) Must be able to change and correctly inflate tyres; and</p> <p>(b) Practical test, based on (i) to (iv) above.</p> <p>Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>	
<p>12. If a Departmental promotion committee exists, what is its composition.</p>	<p>Group 'C' Departmental promotion committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Director, Central Hindi Training Institute -Chairman; 2. Administrative Officer, Central Hindi Training Institute - Member; 3. Under Secretary(Administration), Parliamentary Committee on Official Language -Member; 4. Administrative Officer, Central Translation Bureau - Member. 	<p>Group 'C' Departmental promotion committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Director, Central Hindi Training Institute - Chairman; 2. Administrative Officer, Central Hindi Training Institute - Member; 3. Under Secretary(Administration), Parliamentary Committee 	<p>No Change.</p>

		on Official Language - Member;	
		4. Administrative Officer, Central Translation Bureau - Member.	
13. Circumstances in which UPSC is to be considered in making recruitment.	Not applicable.	Not applicable.	No change.

Col.No.	Provision in the approved rules	Revised provisions proposed	Reasons for the revision proposed
1. Name of post	Staff Car Driver (Ordinary Grade)	Staff Car Driver (Ordinary Grade)	No Change
2. Number of posts	1*(2013) *Subject to variation dependent on work load.	*1(2026) *Subject to variation dependent on work load.	No Change
3. Classification	General Central Service Group-C Non-Gazetted, Non-ministerial	General Central Service Group-C Non-Gazetted, Non-ministerial	No change
4. pay band and Grade pay or pay scale.	Pay band-1, Rs. 5200-20200 and Grade pay of Rs. 1900.	Pay level-2 (Rs. 19900-63200).	As per CCS(RP) Rules, 2016.
5. Whether selection post or non-selection post	Non-Selection	Non-Selection	No change
6. Age limit for direct recruits	<p>Not exceeding 27 years.</p> <p>(relaxable for Government servants upto 40 years accordance with the instructions or orders issued by the Central Government)</p> <p>Note 1: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, The Union Territory of Andaman Nicobar Islands or Lakshadweep).</p> <p>Note 2: In the 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 is asked to submit the names.</p>	<p>Not exceeding 27 years.</p> <p>(relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note 1: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India, (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>Note 2: In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which the employment Exchange is asked to submit the names.</p>	Since Ladakh has now been declared a Union Territory.
7. Educational and other qualification required for direct	Essential: (i) 10 th standard pass from a	Essential: (i) 10 th standard pass from a	No Change.

recruits	<p>recognized Board;</p> <p>(ii) Possession of a valid driving licence for motor cars;</p> <p>(iii) Knowledge of motor mechanism (The candidates should be able to remove minor defects in vehicle);</p> <p>(iv) Experience of driving a motor car for at least three years.</p> <p>Desirable: Three year's service as Home Guard/Civil Defence volunteers.</p> <p>Note: The qualification regarding experience is Relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Schedule Tribes if at any stage of selection the competent authority is of opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	<p>recognized Board;</p> <p>(ii) Possession of a valid driving licence for motor cars;</p> <p>(iii) Knowledge of motor mechanism (The candidates should be able to remove minor defects in vehicle);</p> <p>(iv) Experience of driving a motor car for at least three years.</p> <p>Desirable: Three year's service as Home Guard/Civil Defence volunteers.</p> <p>Note: The qualification regarding experience is Relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Schedule Tribes if at any stage of selection the competent authority is of opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>	
8. Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Not applicable.	Not applicable	No change.
9. Period of probation if any	Two years	Two years	No change.
10. Method of recruitment : whether by direct recruitment or by promotion or by deputation/promotion and percentage of the posts to be filled by various methods.	By direct recruitment/re-employment from amongst ex-servicemen failing, which transfer on deputation.	By direct recruitment/re-employment from amongst ex-servicemen failing, which transfer on deputation.	No change.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Deputation:</p> <p>From amongst Group 'C' employees with three years regular service in the grade in the pay level-1(Rs. 18000-56900) of the Central Hindi</p>	<p>Deputation:</p> <p>From amongst Group 'C' employees with three years regular service in the grade in the pay level-1(Rs. 18000-56900) of the Central Hindi</p>	<p>1. As per CCS(RP) Rules, 2016.</p> <p>2. Note 2 (about 6th CPC) have</p>

	<p>Training Institute, Central Translation Bureau and Committee of Parliament on Official Language who possess valid driving licence for Motor Cars on the basis of a Driving Test to assess the competence to drive motor car failing which Group 'C' employees with three years regular service in the pay level-1(Rs.18000-56900) in other Ministries of the Central Government who fulfil the necessary qualifications as mentioned in column-8.</p> <p>For Ex-servicemen: deputation/re-employment</p> <p>The Armed forces personnel due to retire or who are to be transferred to reserved within a period of one year and having the requisite experience and qualifications prescribed for deputationist shall also considered and such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment. be</p> <p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer</p>	<p>Training Institute, Central Translation Bureau and Committee of Parliament on Official Language who possess valid driving licence for Motor Cars on the basis of a Driving Test to assess the competence to drive motor car failing which Group 'C' employees with three years regular service in the pay level-1(Rs.18000-56900) in other Ministries of the Central Government who fulfil the necessary qualifications as mentioned in column-7.</p> <p>For Ex-servicemen: deputation/re-employment</p> <p>The Armed forces personnel due to retire or who are to be transferred to reserved within a period of one year and having the requisite experience and qualifications prescribed for deputationist shall also be considered and such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.</p> <p>Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.</p>	<p>been deleted as per the DoPTs guidelines vide dt 18-1-2017.</p>
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	prior to 1 st January 2006, or pay scale extended based on the 6 th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the pay commission.		
12. If a Departmental promotion committee exists, what is its composition.	Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of : 1. Director, Central Hindi Training Institute -Chairman; 2. Administrative Officer, Central Hindi Training Institute - Member; 3. Under Secretary(Administration), Parliamentary Committee on Official Language -Member; 4. Administrative Officer, Central Translation Bureau - Member.	Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of : 1. Director, Central Hindi Training Institute - Chairman; 2. Administrative Officer, Central Hindi Training Institute - Member; 3. Under Secretary(Administration), Parliamentary Committee on Official Language - Member; 4. Administrative Officer, Central Translation Bureau - Member.	No Change.
13. Circumstances in which UPSC is to be considered in making recruitment.	Not applicable.	Not applicable.	No change.