



No. 4243/A-12031/8/15/NER/2017

Dated, the 21 February, 2019.

OFFICE MEMORANDUM

Sub : Filling up of the post of Ordinary Grade Driver in Geological Survey of India an attached office of Ministry of Mines, New Delhi in field areas of North Eastern Region covering Arunachal Pradesh, Assam, Nagaland, Manipur Meghalaya, Mizoram, Tripura & Sikkim on absorption basis - reg.

It is proposed to fill up 25 (twenty five) no. of posts of Ordinary Grade Driver in Level-2 (₹.19,900-63,200) [(pre-revised Pay Band-I, ₹.5,200-20,200 plus Grade Pay ₹.1900/-)] in Geological Survey of India, North Eastern Region, an attached office of Ministry of Mines, New Delhi on absorption basis. Details of the post, eligibility conditions, method of recruitment and vacancy thereof are given in **Annexure-I**. Those who have completed 54 years of age as on the date of publishing of this notice are not eligible to apply.

2. **For absorption basis** : Officials holding the post of DISPATCH RIDER on regular basis as Group 'C' employee in Pay Band -I, ₹.5,200-20,200/- plus Grade Pay ₹.1800/- in other Ministries of Central Government who fulfil the necessary qualification as given in **Annexure-I**, will forward their application through proper channel as per the proforma given in **Annexure-II** along with the copies of their valid Driving Licence, Certificate of experience and educational certificates duly attested by an officer not below the rank of Under Secretary or equivalent, Vigilance Clearance and Integrity Certificate.

3. The application with requisite documents may be forwarded/ submitted by Ordinary post/ Speed post within 30 (thirty) days and 60 (Sixty) days for candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep) from the date of issue of this memorandum. Applications received after the closing date shall be treated as invalid and no correspondence in this regard will be entertained. The envelope containing the application shall indicate at the top the name of the post applied for. The applications may be forwarded to "*The Additional Director General, Geological Survey of India, North Eastern Region, Lower Motinagar, Lumsohpoh, Shillong - 793014*".

4. On appointment to the post, the pay and all other terms and conditions of the appointment will be regulated in accordance with the provisions of the relevant rules and regulations. The appointed candidates are likely to be posted anywhere in North Eastern Region (Arunachal Pradesh, Assam, Nagaland, Manipur Meghalaya, Mizoram, Tripura & Sikkim) and will be required to work in the field areas. The place of posting is at the discretion of the appointing authority i.e., the Additional Director General & Head of Department, Geological Survey of India, North Eastern Region, Shillong. Those candidates familiar with local language and terrain will be given preference to meet operational needs of those places.

5. The Ministries are requested to forward the applications of only such eligible and willing Group 'C' employee with Grade Pay of ₹.1,800/- and whose services can be spared immediately on their selection. Candidates once selected will not be allowed to withdraw their candidature subsequently. Applications received after expiry of the prescribed period and / or found to be incomplete in any manner, may not be considered for selection. No advance copy of the application shall be entertained.

Encl: Annexure - I

Annexure - II


(Rajeeb Chandra)

Superintending Engineer & Head of Office

To

All Ministries / Departments under Government of India (As per the standard list also published on www.gsi.gov.in)

Copy to:

1. The Editor (Advertisement), Employment News, East Block IV, Level V, R.K. Puram, New Delhi - 110 066 with the request to publish the aforesaid advertisement bilingually (in Hindi and English versions) in the forthcoming issue of the Employment News and an intimation regarding publication of the advertisement along with necessary bills raised against HOD, NER, Shillong towards cost of the advertisement may be forwarded to this Office for payment.
2. The Director, Geo-data Division, Geological Survey of India, with request to upload the advertisement on the web-site of the Geological Survey of India stating that the period of 45 days' period for receipt of application will count from the date of publication of advertisement in the Employment News.



1.	Name & classification of post	Ordinary Grade Driver, General Central Service Group 'C' Non-Ministerial - Non-Gazetted)
2.	Number of post	25 (TWENTY FIVE) - UR - 14; OBC - 04; SC - 01; ST - 06; Ex-Servicemen - 03 (which are inclusive in total no. of posts) State Unit wise: Assam-03; Arunachal Pradesh-02; Manipur-01; Nagaland-03; Tripura-04; Mizoram-01; Sikkim-02 & Meghalaya-09.
3.	Level in pay matrix	Level-2: (₹.19,900-63,200) of Pay Matrix of 7 th Central Pay Commission
4.	Age limits for direct recruitments	Not exceeding 25 (twenty-five) years. Relaxable for departmental candidates up to 40 (forty) years in accordance with the instructions or orders issued by the Central Government from time to time. Age Relaxation w.r.t. SC/ST/OBC/Ex-SM as per extant Rules. NOTE: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India. However, the closing date of applications for candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep shall be 01 (one) month beyond the normal closing date for receipt of applications.
5.	Eligibility (Educational and other qualifications)	For Absorption: - Officials holding the post of Dispatch Rider on regular basis as group C employee in Pay Band-I ₹.5,200- 20,200 plus Grade Pay ₹.1,800/- in other Ministries of Central Government who fulfil the necessary qualifications prescribed for direct recruits. For Direct Recruitment: - (a)(i) Matriculation or its equivalent from a recognised Board or University (ii) Driving license for Light Motor Vehicles (LMV) and Heavy Motor Vehicles (HMV) (b)(i) 03 (three) years' experience in driving of trucks, jeeps or tractors from recognised organisation (ii) Experience in repairs and maintenance of vehicles Selection through Open Competitive Examination by holding trade test (practical and written) to be conducted by the Appointing authority. Syllabus for Trade test: - 1. Able to read English numerals and figures 2. Have a knowledge of Traffic Regulation 3. To locate faults and carry out minor running repairs/defects 4. To change wheels and correctly inflate tyres Note: The qualification regarding experience is Relaxable at the discretion of the Competent Authority in the case of candidates belonging to the Scheduled Caste or the Scheduled Tribe community, if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
6.	Mode of recruitment	Absorption failing which by Direct Recruitment
7.	Period of probation	02 (two) years
8.	Requirement for the job	GSI is a field based organization. The Drivers are to perform duties at Headquarters as well as in the field/ Remote Areas and accompany the field parties to the earmarked areas in various Regions.

CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Government Rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied, (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
Qualifications/Experience required				Qualifications/ Experience possessed by the officer		
Essential	(1)					
	(2)					
	(3)					
Desired	(1)					
	(2)					
6.	Please State clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient					
	Office/ institutions	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent					
9.	In case the present employment is held on deputation/contract basis, please state					
	a) The date of initial appointment					
	b) Period of appointment on deputation/ contract					
	c) Name of the parent office/ organization to which you belong					
10.	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)					
	a) Central Govt.					
	b) State Govt.					
	c) Autonomous Organisation					
	d) Government Undertaking					
	e) Universities					
	f) Others					

11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	(Note: Enclose a separate sheet, if the space is insufficient).	
15.	Please state whether you are applying for deputation (ISTC)/Absorption/Reemployment Basis. (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract.)	
16.	Whether belongs to SC/ST	
17.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information) (Note: Enclose a separate sheet if the space is insufficient)	

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 by the Selection Committee at the time of selection for the post.

Date _____

Signature of the candidate

Address: _____

Phone No./ Mobile No.

Countersigned

(Employer with Seal)

Certification by the Employer/Cadre Controlling 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 qualifications 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 by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years Or 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 Controlling Authority with Seal)