



सत्यमेव जयते

कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय व्यय)  
Office of the Director General of Audit  
(Central Expenditure)

इन्द्रप्रस्थ एस्टेट, नई दिल्ली-110 002  
Indraprastha Estate, New Delhi-110 002

No.: Admn.I/4-30(P-3)/2022-23/

Dated: 10.10.2023

To

All Heads of Departments,

(As per Mailing List)

**Sub: - Filling up the posts of Staff Car Driver (Ordinary Grade) on deputation-cum-absorption basis in the cadre control of O/o the Director General of Audit (Central Expenditure) New Delhi.**

Sir/Madam,

Applications are invited, through proper channel, for filling up vacancies in the cadre of Staff Car Driver (Ordinary Grade) in the cadre control of this office in pay level 02 of Pay Matrix carrying Grade Pay of Rs.1900/- on deputation-cum-absorption basis from officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in Pay Level 1 in the pay matrix as per CCS (Revised pay) Rules-2016 in offices of Indian Audit & Accounts Department or Ministries of the Central Government subject to the following conditions:

- (i) The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of application.
- (ii) Candidates should possess valid driving license for motor cars and should be capable of removing minor defects in vehicle himself.
- (iii) Candidates should have at least 03 years' experience of driving a motor car and must have passed 10<sup>th</sup> standard.
- (iv) The deputation-cum-absorption will be subject to the recruitment rules in force.
- (v) Selection of the candidates for deputation will be decided by the Administration of this office. The selected candidates may be posted to any office under cadre control of this office i.e. O/o the DGA (Central Expenditure) New Delhi, O/o the PAG (Audit) New Delhi, O/o the DGACR, New Delhi.
- (vi) Initial period of deputation will be for 03 years.

2. The Candidates who fulfill the criteria may submit their applications, giving full service particulars and bio-data in the proforma enclosed through the Head of office which should reach this office on or before 20.10.2023. While forwarding the application by the respective offices, the following documents/certificates should be furnished.

(a) Certificate to the effect that:

- (i) The particulars given by the applicant in the bio-data are correct.
- (ii) No vigilance/disciplinary case is pending against the applicant.
- (iii) In case of selection the applicant will be relieved immediately for taking up his/her assignment.

3. This issues with the approval of the Director General of Audit (Central Expenditure).

**Yours faithfully,**

**Encl: Proforma for bio-data.**

*Saurinje*  
**Director (Admn.)**

**PROFORMA**

1.	Name of the Applicant, in full	
2.	Designation	
3.	Residential Address and Mobile No.	
4.	Name of the parent office	
5.	Pay Level	
6.	Present Basic Pay	
7.	Date of Appointment	
8.	Post applied for	
10.	Educational Qualification (attested copies to be furnished)	
11.	Detail of working experience	
12.	Whether SC/ST	
13.	Details of deputation assignment held during last 3 years	
14.	Any other relevant details	

Signature of the Applicant

Name.....

Place:

Date:

**Certificate by the Office**

It is certified the information furnished by the candidate has been verified from records and it is found to be correct. No major/minor penalty was imposed on the candidate and no disciplinary/vigilance case is pending/contemplated against on him as on date. It is also certified that the integrity of the candidate is beyond doubt.

(Signature of Head of Office with office seal)