

**DEPARTMENT OF PUBLIC RELATIONS,
CHANDIGARH ADMINISTRATION**

APPLICATION FORMAT

**Recent
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photograph
self attested**

1. Application for the post of : Driver
(in Block letters)
2. Category : OBC
3. Name of the Candidate :
4. Father's Name :
5. Date of Birth :
6. Age as on 01.01.2016 : ___ years ___ months ___ days
(self attested copy of age proof enclosed)
7. Sex :
8. Marital Status :
9. Nationality :
10. Permanent Address :
11. Correspondence Address :
12. Mobile Number :

13. Education Qualification :

Examination passed	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks	University / Institution

(self attested copy of enclosed)

14. Driving Licence No./ :
issuing authority
15. Experience :
16. Whether any criminal case has
ever been registered against you or
whether you have ever been
convicted for any offence or
bound down in any security proceedings.
17. Have you ever been discharged, removed
or dismissed from service of any
government/Semi-Government/Board /
Corporation? If yes, give details

Signature

Dated:
Place:

DECLARATION BY THE CANDIDATE

I _____ S/o, D/o, W/o _____ solemnly declare that the particular(s)/information(s) given by me in column No. 1 to 17 above are true and correct to the best of my knowledge & belief and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s) / information(s) given above is/are found to be incorrect/false at any stage, my candidature/appointment, if so made, be treated as cancelled/terminated and I shall have no claim on the basis thereof at any stage.

Dated _____

Place _____

(Signature of applicant)

SELECTION CRITERIA FOR DRIVER

Sr. No.	Qualification	Maximum Marks
1.	Driving Test	50 Marks
	Total Marks	50 Marks

The eligible candidates will be called for the driving test. The merit list of candidates will be prepared according to the marks obtained by them in the driving test.

TERMS AND CONDITIONS OF APPOINTMENT

- (1) That his/her appointment is against a temporary post which is likely to continue.
- (2) That his/her services are terminable on one month's notice on either side or he/she will have to deposit pay for the period falling short of one month's notice period.
- (3) That the appointing authority, however, reserves the right of terminating the services forthwith or before the expiry of the stipulated period of notice by making payment of sum equivalent to the pay and allowances for the period of notice of the un-expired portion thereof;
- (4) That in case of misconduct, inefficiency or any other serious contravention, the services are liable to be terminated without any notice;
- (5) That he/she will be governed by the Punjab Civil Services Conduct Rules, 1966 as applicable to the employees of the Chandigarh Administration;
- (6) That he/she will be governed by the Leave Rules of the Chandigarh Administration as are applicable to the employees of Chandigarh Administration;
- (7) That he/she will be governed under the New Defined Contributory Pension Scheme as applicable to the employees of Chandigarh Administration as per instructions issued by the Finance Department, Chandigarh Administration vide letter No. 670-UT-FII(12)-2004/2610 dated 4.5.2004 and subsequent instructions issued by the Chandigarh Administration in this regard from time to time;
- (8) That he/she will be on probation for a period of two years from the date of joining which may be extended at the discretion of the Competent Authority;
- (9) That he/she will not be entitled to TA/DA for joining the post;
- (10) That he/she will be required to take an oath of allegiance to the Constitution of India or make a sole;
- (11) That in case he/she is married, he shall have only one living spouse;
- (12) That his/her character and antecedents shall be got verified by the concerned police authorities within one month's time from the date of his/her joining;
- (13) That in case, any information / declaration furnished by him/her is proved to be false or if he/she is found to have willfully suppressed any material fact, he/she will be liable for removal from service or other action, as Competent Authority may deem fit.
- (15) In direct recruitment the newly recruited employees will be paid fixed emoluments equal to the approved D.C.Rates per month during two years probation period including extended probation period, if so. It shall not include any Grade Pay, Annual increment or any other allowance, except the travelling allowance admissible to the post.

- (16) After completion of probation period successfully, the employee he/she will be entitled for minimum pay in pay band, including Grade Pay and all other allowances.
- (17) Period of probation, and extension in probation period, if any, will not be counted towards period of service in the scale.
- (18) An employee already working under Chandigarh Administration having lien on any post will be entitled to salary of lien during probation period on new post.

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PUBLIC APPOINTMENTS

Applications in the prescribed format are invited from the eligible candidates for filling up the post of Driver (on regular basis) in the Department of Public Relations, Chandigarh Administration, the details of which are as below:-

1.	Name of the Department	Department of Public Relations, U.T., Secretariat Building, Sector 9, Chandigarh.
2.	Name of the Post	Driver
3.	No. of posts	One (01)
4.	Category	OBC
5.	Pay Scale and fixed emoluments	Rs. 5910-20200+ Grade Pay 2400/- (will be given fixed emoluments equal to the approved DC Rates i.e. Rs. 14008/- per month during two years probation period including extended probation period, if so. It shall not include any Grade Pay, Annual Increment or any other allowance, except the travelling allowance admissible to the post in terms of Govt. of Punjab, Department of Finance letter No. 7/204/2012-4FP1/66 dated 15.01.2015 duly adopted by the Chandigarh Administration vide letter No. 28/70-IH(7)-2015/14387 DATED 10.7.2015 READ WITH Punjab Government letter No. 7/204/2012-4F.P.1/1049 dated 21.12.2015 forwarded by the Department of Personnel, Chandigarh Administration vide letter No. 28/70-IH(7)-2016/1175 dated 18.01.2016).
5.	Age	Between 20 years to 25 years (as on 01.01.2016). Relaxation of 3 years for OBC candidates i.e. upto 28 years.
6.	Nationality	Indian
7.	Education and other Qualifications	1. Matriculate from a recognized Board / Institution. 2. Valid Driving Licence of Transport vehicle. 3. One year's experience of driving a Transport vehicle.

Note:-

1. The benefit of reservation to OBC candidates shall be given only to the caste(s) notified as 'OBC' in UT, Chandigarh.
2. The dates of Driving test will be conveyed later on.
3. No TA/DA will be given.
4. The candidate will apply for the said post in the prescribed format alongwith latest passport size self attested photograph duly pasted, one self addressed envelopes (size 23 x10 cm) with postage stamps of Rs. 25/- affixed each thereupon.

The last date for the submission of application form in the office of Department of Public Relations, U.T., Secretariat Building, Sector 9, Chandigarh is 11.11.2016 till 5:00 pm. The Advertisement, terms and conditions of appointment, selection criteria, procedure to be adopted, and application format can be downloaded from the website of the Department i.e. www.chdpr.gov.in.

Sd/-
Director Public Relations,

Chandigarh Administration