



## Central Employment Exchange Advt. No. 09/2023

Applications are invited for the following post(s) by various employers indicated in the advertisement within 60 days of date of advertisement in Employment News & Rozgar Samachar in the prescribed format given at the end of each advertisement. Applications received after due date will not be considered.

### **REQUISITION FORM TO BE USED WHEN CALLING FOR APPLICANTS** **FROM THE EMPLOYMENT EXCHANGE**

1.	Name, address and telephone No. (if any) of the employer.	:	Secretariat Security Organisation, Ministry of Home Affairs, NDCC-II Building, 3 <sup>rd</sup> Floor, Jai Singh Road, New Delhi-110001.  Tele -011-23438064
2.	Name, designation & telephone No. (if any) of the indenting officer.	:	Deputy Secretary,  Secretariat Security Organisation,  Ministry of Home Affairs  Tele : 011-23438052
3.	Nature of vacancy	:	Permanent
	(a) Designation of the post(s) to be filled.	:	Constable Driver (Ordinary Grade)  Group-C (Non-Gazetted) (Non-Ministerial)
	(b) Description of duties.	:	Constable Driver will discharge the duties of driving Govt vehicles. He will also be required to perform such other duties and responsibilities as may be assigned to him from time to time.
	(c) Qualification required for Constable Driver (Ordinary Grade)	:	
	*For priority categories (applicable for Central Govt. only).	:	<b>Total- 11</b>  <b>UR-07, OBC-02, SC-01, EWS-01</b>
	(i) Essential	:	<b><u>Educational Qualification.</u></b>  (i) Pass in 10 <sup>th</sup> standard. (ii) Possession of valid driving license for driving commercial light motor vehicle. (iii) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle). (iv) Experience in driving a motor car. (v) Ability to read English numerals and figures.

	(ii)	Desirable	:	<p>Three years service as Home Guard or Civil Defence Volunteer.</p> <p><b>Note 1.</b> A driving test shall be conducted to assess the candidates' competency to drive motor car;</p> <p><b>Note 2.</b> The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Cases or Scheduled Tribes if at any stage of selection the competent authority is of the opinion that the sufficient number of candidates with the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
--	------	-----------	---	--

	(d)	Age limits, if any	:	<p>Not exceeding 25 years (Relaxable for Government servants upto 40 years in accordance with the Central Government).</p> <p><b>Note 1:</b> The crucial date for determining the age limit shall be the closing date for receipt of applications (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andman and Nicobar Islands and Lakshadweep).</p> <p><b>Note 2:</b> in the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>
	(e)	Whether women are eligible (Yes/No)	:	No.
4.		Number of posts to be filled duration-wise.		
		<b>Duration</b>		<b>Number of Posts.</b>
	(a)	Permanent	:	<b>Total- 11</b> <b>UR-07, OBC-02, SC-01, EWS-01</b>
	(b)	Temporary	:	-
	(i)	Less than 3 months	:	-
	(ii)	Between 3 months & one year	:	-
	(iii)	Likely to be continued beyond one year	:	-

5.	Whether there is any obligation or arrangement for giving preference to any category of persons such as Schedule Caste, Schedule Tribes, Ex-Servicemen, Physically Handicapped & Other Backward Classes persons in filling up of the vacancies and, if so, the number of vacancies to be filled by such categories of persons :		
	<b>CATEGORIES</b>	<b>NON-PRIORITY</b>	<b>PRIORITY</b>
	(a) Schedule Caste.	-	NA
	(b) Schedule Tribe.	-	NA
	(c) Ex-Serviceman	-	10% vacancies would be reserved for Ex-servicemen amongst all categories.
	(d) Physically Handicapped	-	NA
	(e) Other Backward Classes	-	Yes (2 post)
	(f) Others	-	Yes (07 post of UR & 01 EWS)
6.	Pay and allowances	:	Level 2 in the Pay Matrix (Rs.19900-63200).
7.	Place of work (Name of town/village and district in which it is situated)	:	Delhi. However, transfer liability may be throughout the country.
8.	Probable date by which the vacancy will be filled	:	With immediate effect.
9.	Particulars regarding interview/test of applicants.	:	
	(a) Date of test.	:	To be decided after receipt of application.
	(b) Time of test.	:	To be decided after receipt of application.
	(c) Place of test.	:	Delhi.

	(d) Name, designation, address and telephone number (if any) of the officer to whom applicants should report.	:	Shri C S Thakur, Deputy Secretary Secretariat Security Organisation, Ministry of Home Affairs, NDCC-II Building, 3 <sup>rd</sup> Floor, Jai Singh Road, New Delhi-110001. Tele : 011-23438052 E-mail – cs.thakur69@nic.in
10.	Any other relevant information	:	(i) The recruitment of two post of Constable Driver (Ordinary Grade) in SSF, SSO, MHA may be as per criteria mentioned at <b>Annexure-I</b> .  (ii) Duly filled application to reach the office of Section Officer, Secretariat Security Force, Secretariat Security Organisation, Ministry of Home Affairs, NDCC-II Building, 3 <sup>rd</sup> Floor, Jai Singh Road, New Delhi-110001.

			<p>(iii) The above posts are temporary in nature and likely to be made permanent on successful completion of 02 years of probation period.</p> <p>(iv) The crucial date for determining the age limit shall be the closing date for receipt of application.</p> <p>(v) The last date for receiving applications will be 60 days from the date of publication of this advertisement in the Employment News.</p> <p>(vi) If closing date for receipt of application is Saturday/Sunday/Gazetted Holiday, next working day shall be treated as closing date and the applications received on next working day shall be considered upto 17:30 hrs.</p>
--	--	--	--

\* Certified that while placing this demand, the instructions connected with the orders on communal representation in the services has been strictly followed with due regard to the roster maintained in accordance with these orders (to be given only by all the Central Government Offices/ establishments/ undertaking, etc. on whom reservation orders are applicable.

**Annexure-I**

**BRIEF PROCEDURE OF RECRUITMENT OF CONSTABLE  
DRIVER (ORDINARY GRADE) IN SSF, SSO, MHA**

The sequence and parameters of the tests for the recruitment of Constable Driver (Ordinary Grade) in SSF, SSO, MHA will be as under:-

<b>Stages</b>	<b>Test</b>	<b>Parameter</b>
Stage-I	Document Verification & Physical Standard Test (PST)	<b><u>PST</u></b> Height - 170 Cms., Chest - Unexpanded - 80 Cms. Expanded - Min expansion 5 Cms Weight - Proportionate to height and age as per medical standards.
Stage-II	Physical Efficiency Test (PET)	5 kms run in 24 minute (Qualifying)
Stage-III	Written Examination	To be decided later.
Stage-IV	Driving Test	
Stage-V	Medical Examination	

**INSTRUCTION AND ADDITIONAL INFORMATION FOR CANDIDATES**

1. Separate applications are required for each post quoting advertisement no. of the post.
2. Self-attested photocopies of educational/reservation categories/experience certificates etc., if any, should be enclosed with the application.
3. Upper age limit relaxable for SC/ST/OBC, EX-SERVICEMEN, Physically Handicapped, Widow, Divorce Women and Women judicially separated from their husband and Govt. servants etc. as per rules.
4. Only those SC/ST candidates who are not employed anywhere will be paid TA for attending interview, if admissible under rules.
5. Application in any case should not be sent to Central Employment Exchange/Local Exchange.

**ABBREVIATIONS USED**

OBC – OTHER BACKWARD CLASS  
UR - UN RESERVED  
SC - SCHEDULE CASTE  
EWS- ECONOMICALLY WEAKER SECTION  
AISL: ALL INDIA SERVICE LIABILITY