

No. F. 7-1/91-EIII
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016
(E-III Section)

Dated : 13.06.2024

Subject: Engagement of 02(two) drivers on contractual basis in the NCERT-regarding.

National Council of Educational Research and Training invites applications from staff car drivers who have retired from Government of India/Govt of Delhi/Ex-servicemen/paramilitary forces for engagement as Driver (02) on short term contract basis initially for a period of 01 year and can be extended for a maximum period of 03 years on year to year basis on receipt of Satisfactory report & recommendation or till the regular incumbents joins whichever is earlier.

2. Essential Qualifications

- i. Possession of valid driving license for motor cars
- ii. Knowledge of motor mechanism (The candidate should be able to repair minor defects in vehicles)
- iii. Experience of driving a motor car for at least 3(three) years
- iv. 10th standard pass

NOTE: Trade test will be conducted by the Council through authorized agency for shortlisted candidates

3. Age Limit: Age not exceeding 62 years as on date of closing of receipt of applications

Applications along with a copy of Pension Payment Order, driving license and documents in support of educational/essential qualification, age and experience of the interested candidates who fulfill the eligibility criteria may be sent to Under Secretary, E III Section, National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi-110016. The last date for receipt for applications will be 15 days from the date of uploading this vacancy circular on the Council's website. Incomplete applications received without necessary documents will not be entertained. The crucial date for determining eligibility will be the last date of receipt of applications. Standard terms and conditions are annexed alongwith this vacancy circular.


13/6/24
Under Secretary
E-III

Standard Terms & Conditions for engagement of Staff Car Driver NCERT.

1. The engagement will be on full-time basis and no Staff Car Driver would be permitted to take up any other assignment during the period of contract. The Drivers will be required to mark their attendance. He/She will follow working hours from 09:00 A.M. to 05:30 P.M. including half an hour lunch break in between or as may be directed by the controlling officer.
2. In special circumstances, the Drivers may be called on Saturdays/Sundays/Gazetted Holidays or may be required to stay beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays/Sundays/Gazetted Holidays they may be given compensatory leave.
3. During their tenure of engagement as Driver, they would be required to perform the duties in accordance with the level against which they have been engaged as Driver including any other secretariat work as assigned by the Office/Concerned Branch.
4. A fixed Monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The pay & other allowances shall be regulated as per OM No. F. No. 3-25/2020-E-III A dated 09.12.2020 issued by Ministry of Finance, Department of Expenditure. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.
5. They will be paid a monthly consolidated remuneration and no other allowances/perquisites whatsoever such as HRA, TA/DA, residential accommodation, and residential telephone facility etc.
6. No TA/DA will be admissible to them for joining the assignment or on its culmination. If, during the period of engagement in this Office, they are required to travel outside Delhi in connection with the work of the NCERT, they will be entitled to draw TA/DA as per normal rules applicable to any serving officer at the level against which they shall be engaged.
7. He/She shall abide by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in NCERT. He/She shouldn't have been retired as a matter of punishment and should not have any crime record. He/She should maintain confidentially of the work carried out by them. He/She shall be bound to hand over the entire set of records of assignment to NCERT before the expiry of the contract and before the final payment is released by NCERT.
8. The Income Tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the Department will issue certificate such as TDS etc.

9. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
10. During their period of engagement with the NCERT, it is likely that they may come across certain information of importance or secret nature. They would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923 not only during the period of their assignment but also thereafter. More importantly, they will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.
11. The Driver shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office except in the due discharge of the tasks assigned to them as Driver.
12. NCERT shall not be responsible for any loss, accident, damage, injury suffered by the Driver, whatsoever, arising in or out of the execution of his work including travel.
13. The contract can be terminated by either side by giving one week notice.
14. In the event any Driver is found unfit on any account or any insubordination/misconduct, his services can be terminated immediately without any prior notice.