

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION  
TECHNOLOGY (NIELIT)**

**Department of Electronics and Information Technology**

**Government of India**

**Ministry of Communications and Information Technology**

Applications are invited from Indian nationals for filling up the post of Staff Car Driver (Ordinary Grade) General Central Service, Group C Non-Gazetted/Non Ministerial in Pay Band-1 in the scale of pay of Rs. 5200-20,200/- with Grade Pay of Rs. 1900/- in Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Government of India.

Complete applications in the prescribed format along with requisite details with supporting documents should reach at following address upto the last date of receipt of applications:

**Registrar,  
NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION  
TECHNOLOGY (NIELIT)  
Electronics Niketan,  
6, CGO Complex, Lodhi Road,  
New Delhi – 110003.**

**Post Reservation Status**

Name of the post	Total vacancies to be filled up	Reservation
Staff Car Driver (Ordinary Grade)	05 (Five)	General : 04 ST : 01

**Educational Qualification**

Qualifications:	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>(i) Matriculation or equivalent from recognized Board or University.</li><li>(ii) Possession of valid Driving License for Motor Car.</li><li>(iii) Knowledge of motor mechanism; and</li><li>(iv) Experience of driving motor car at least for three years.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>(i) Three years service as Home Guard Civil Volunteers.</li></ul> <p>Note: Knowledge of English or Hindi or both at the time of recruitment is essential. The option of English or Hindi is given to the candidates at the time recruitment. If at the time of recruitment a candidate does not have knowledge of Hindi, he is required to acquire the same during his probation period.</p>
Pay Scale	Pay Band – 1 in the scale of pay of Rs. 5200-20,200/- with Grade Pay of Rs. 1900/-

Age	Between 18 and 27 years (The crucial date for determining the age-limit shall be the closing date for receipt of applications from the candidates of other states in India and not the closing date prescribed for those in Assam, Meghalaya etc.) (Relaxable for Government servants, Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/Ex-Servicemen in accordance with the instructions or orders issued by the Central Government.)
Probation	Two years for Direct Recruits.

### **How to apply**

- (a) **Application Form**: Application Form can be downloaded from the website <http://www.nielit.in>, [deity.gov.in](http://deity.gov.in)
- (b) **Fee** : Each application should be accompanied by a fee as under:

Category	Fee Payable
a) SC/ST/OBC/Ex-Servicemen/Women Candidates	Rs. 150/- (Rs. One Hundred Fifty only)
b) All others	Rs. 300/- (Rs. Three Hundred only)

The fee shall be payable in the form of IPO/DD. The IPO/DD should be drawn in favour of **National Institute of Electronics and Information Technology payable at New Delhi**. Application Fee once paid is non-refundable under any circumstances.

- (c) **Last date of submission of application**: The application in prescribed Application Form must reach on or before September 18<sup>th</sup>, 2015. For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Island or the Union Territory of Lakshadweep the last date is October 03<sup>rd</sup>, 2015. Applications received after this date will not be considered under any circumstances and no correspondence in this regard will be entertained.
- (d) All candidates, whether already in Govt. Service, Govt. owned industrial undertakings or other similar organizations or private employment should submit their applications directly. If any candidate forwards his/her application through his/her employer and it reaches late, the application, even if submitted to the employer before the closing date, will be rejected. Persons already in Govt. Service, whether in a permanent or temporary capacity or those serving under the Public Enterprises shall, however, be required to submit, at the final stage of the recruitment process, a 'NO OBJECTION CERTIFICATE' from their employer to the effect that the Employer has no objection to the candidate being considered for appointment to a post in Department of Electronics and Information Technology. Failure to produce such a certificate will lead to summarily rejection of the candidature.

## **Examination scheme for Recruitment to the post of Staff Car Driver (Ordinary Grade)**

The Examination for recruitment to the post of Staff Car Driver (Ordinary Grade) will consist of three stages:

- 1. Preliminary Examination**
- 2. Skill Test**
- 3. Interview**

### **1. Preliminary Examination (Objective Type-Multiple choice answers)**

The Preliminary Examination is a screening test for selection of candidates for the skill test and is of objective type. It consists of only one paper of 100 marks (Duration 2 hours) which will contain questions on the subjects as indicated below:

Paper	Subjects	Total Marks	Duration
Paper I	(i) General Awareness (20 questions)	20	2 hours
	(ii) General Intelligence (20 questions)	20	
	(iii) Elementary Maths (10 questions)	10	
	(iv) General English (10 questions)	10	
	(v) General Hindi (10 questions)	10	
	(vi) Driving Techniques and Motor Car Mechanism (30 questions)	30	
		100	

The marks obtained by the candidates in this examination would be counted for the preparation of final merit list.

### **2. Skill Test (100 marks)**

This test will assess the candidate's driving skills and test his knowledge of motor driving, motor mechanics and traffic rules and regulations.

### **3. Interview (20 marks)**

The interview is structured to evaluate the interests, knowledge, traits, aptitude, skills etc. of the candidates with a view to assess his/her overall personality and to judge his/her suitability for the post.

### **4. Minimum Qualifying Marks**

The minimum qualifying percentage of marks is as follows:-

Category	SC/ST	OBC	UR
Minimum qualifying percentage of marks.	40%	45%	50%

## **5. Merit List**

Merit list will be prepared based on the overall marks obtained in Preliminary Examination (Objective Type-Multiple choice answers) (100 Marks), Skill Test (100 Marks) and Interview (20 marks). Candidates eliminated at any stage of recruitment process are not included in the final merit list.

### **Syllabus for Recruitment to the post of Staff Car Driver (Ordinary Grade)**

#### **Syllabus**

The syllabus of the Preliminary Examination (Objective type) and the Skill Test for recruitment to the post of Staff Car Driver (Ordinary Grade) is as under:

#### **Preliminary Examination**

#### **General Awareness, General Intelligence, Elementary Maths, General English, General Hindi and Driving Techniques and Motor Car Mechanism**

There will be questions on General Awareness, General Intelligence, Elementary Maths and General English & Hindi. Questions on Driving Technique & Motor Car Mechanism shall aim at testing the candidate's knowledge of driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, etc.

#### **Skill Test**

This test will assess the candidate's driving skills and test his/her knowledge of motor driving, motor mechanics and traffic rules & regulations.

#### **General Instructions**

- Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
- For application proforma for the post, the candidates may log on to the website; [www.nielit.in](http://www.nielit.in), [www.deity.gov.in](http://www.deity.gov.in)
- At present the place of posting is at New Delhi. However, the persons selected can be transferred to anywhere in India.
- The selection of candidates will be based on test/interview and Medical fitness, verification of antecedents etc.
- **No TA/DA shall be paid for attending the test/interviews.**
- Application received after due date for whatsoever reason including postal delays shall not be entertained.

- Candidates should send their application in the envelope superscribed with the statement “**Application for the post of Staff Car Driver**”.
- Candidates are required to have valid personal e-mail ID and it should be kept active, at least till the conclusion of recruitment process. NIELIT may send various information including Call Letter for Test/ Interview, etc. through email.
- Applicants are also advised to write their mobile phone numbers in the application form to enable communications with them through text messages/ calls.
- Disputes if any, shall be under the jurisdiction of Delhi Courts only.
- The maximum age limit shall be considered as on the last date of receipt of application.
- Canvassing in any manner would lead to summarily rejection of application.

**PROFORMA FOR APPLICATION**  
**(To be filled in Block Letters only)**

Affix passport  
size photograph  
duly attested by  
a serving  
Gazetted Officer

1. Name of the applicant:
2. Father's Name
3. Post applied for:
4. Whether belongs to SC/ST/OBC
5. Date of birth:
6. Nationality/Religion:
7. Educational qualification (Please enclose documents)

Exam.Passed	Board/University	Year of passing	Subject	Div.& % of Marks

8. Professional qualification

Exam.Passed	Board/University	Year of passing	Subject	Div.& % of Marks

9. Details of Driving License held

No. of Driving License & date of issue	Issuing Authority	Date upto which valid	Remarks

10. Experience if any (Please enclosed documents)

Name of Establishment	Post	Period From to	Pay	Descriptions of work

11. Details of IPO/DD : No. \_\_\_\_\_ Dated \_\_\_\_\_ Amount \_\_\_\_\_

12. Present Postal Address for correspondence :

Mobile No. :

Email :

13. Permanent address :

I do hereby declare that the information given in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected before or after test/interview or at any stage my candidature will be cancelled and all my claims for the recruitment will stand forfeited.

Date:

Place:

Signature of the Candidate