



केन्द्रीय प्रशासनिक अधिकरण
CENTRAL ADMINISTRATIVE TRIBUNAL
कोलकाता न्यायपीठ, कोलकाता
KOLKATA BENCH, KOLKATA



जनगणना से जन कल्याण

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2nd M.S.O. Building,
(11th, 12th & 13th Floors),
C.G.O. Complex, Nizam Palace,
234/4, A.J.C. Bose Road,
Kolkata:700020.

No. 2(5)/88-Estt./ 1534

Date: 06.05.2024

08.05.2024

VACANCY CIRCULAR No. 01/2024

Applications are invited for filling up the post of Staff Car Driver (SCD) in this Bench on Regular Basis by way of Direct Recruitment. The details regarding the post of Staff Car Driver (SCD) is furnished below-

Sl. No.	Name of the Post	Pay Scale as per 7 th CPC Pay matrix	Post Filled on	No. of Vacancy	Category	Place of Posting
01.	Staff Car Driver (SCD)	Level-02 (Group-C) (Rs. 5,200/- - Rs. 20,200/-) in the Grade Pay of Rs. 1,900/-	Regular Basis	01	UR	Central Administrative Tribunal, Kolkata Bench

ELIGIBILITY CRITERIA FOR DIRECT RECRUITMENT

A) AGE LIMIT : 18-27 Years

B) RELAXATION: Relaxable in the case of employees of Central Government or State Government or Supreme Court or High Courts and the District Courts including employees of the Central Administrative Tribunal upto the age of 40 years (Relaxation of age and other concessions will be provided, in accordance with orders issued by the Central Government from time to time in this regard). The Crucial date for the purpose of determining the age limit shall be the closing date for receipt of application.

EDUCATIONAL/OTHER QUALIFICATIONS:

ESSENTIAL QUALIFICATION:

Passed in Matriculation or equivalent from any recognized Board.

Possession of a valid Driving License of Motor Car.

Knowledge of Motor Mechanics (The candidate should be able to remove minor defects in vehicle).

Experience of Driving Motor Car for at least three (03) years.

DESIRABLE: Three years Service as Home Guard or Civil Volunteers.

SELECTION PROCESS:

Stage of Selection Process		Type of Test	Total Marks	Break Up of Marks		Passing Marks
Tier-I	Preliminary Test	Objective Test (written)	40	General English	05 Marks	60%
				General Knowledge	10 Marks	
				Arithmetic	05 Marks	
				Technical Skill	20 Marks	
Tier-II	Trade Test/Driving Test	-	60			Qualifying in nature

Contd...

Only the Candidates securing 60% marks in the Preliminary Test will be called for the Trade Test/Driving Test and the Final Merit List will be prepared in respect of the candidates qualified in the Trade Test/Driving by virtue to their position in the Preliminary Test/Written Test.

IMPORTANT DATES:

Sl. No.	Description	Date
01.	Last date for application	31.7.2024 (by 05:30 PM)
02.	Tentative date of selection process	To be notified later

PROCEDURE FOR APPLYING FOR THE POST OF STAFF CAR DRIVER (SCD):

The Blank Pro-forma of application is available in the web portal of Central Administrative Tribunal, i.e; www.cgat.gov.in/catlive (>> Select Kolkata Bench>> Select Notices>> Select Notices/Circulars).

The candidates are hereby directed to download the blank pro-forma from the aforesaid Official Website and submit the pro-forma after being duly filled as directed in the Blank Pro-forma and by attaching all the relevant documents the duly filled pro-forma addressed to the Deputy Registrar, Central Administrative Tribunal, Kolkata Bench, 2nd M.S.O. Building, 11th, 12th & 13th Floor, Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata-700020 on or before the Last Date for Application by 05:30 PM.

Applications received after Last date for Application after 05:30 P.M. or otherwise found incomplete/insufficient information will not be entertained.

This vacancy is subject to the discretion of the Competent Authority. The Competent Authority is at sole discretion to cancel the process of recruitment at any point of time without assigning reasons. All the candidates are advised to visit the C.A.T. website for updates regarding the examination and further process. Mere issuance of Admit Card does not confer any right on the candidate to claim employment. In case of any legal dispute, the jurisdiction shall be at a Competent Court at Kolkata for all purpose.

Encl: Pro-forma for application


Deputy Registrar
CAT, Kolkata Bench
08/05/2024

PRO-FORMA FOR APPLICATION FOR THE POST OF STAFF CAR DRIVER

(All information is mandatory)

Affix Passport Size
colour photograph of
not before three
months from the date
of publishing of
vacancy circular on
Employment News
with cross signature.

Name of the Applicant :
(In Block Letters)

Father's Name :

Mother's Name :

Date of Birth :
(Enclose a photocopy of Original Photo-Id
bearing Date of Birth)

Age as on 30.09.2023 :
(if relaxation claimed, details thereof)

Category :
(UR/SC/ST/OBC/EWS/Ex-Service Men)

Claim of Reservation : YES NO
(✓ the box as per claim)

Present Address :

Permanent Address :

Mobile No. :

E-mail ID :

Aadhar Number :
(Enclose a photocopy of Aadhar Card)

Educational and Other Qualification :
(Enclose photocopy of all relevant
Marksheet and Certificate)

Academic :

Technical :

Others, if any :

Driving Licence Details
(Enclose a photocopy of Driving Licence)

Driving Licence Number :

Issuing Authority :

Valid upto :

Language known :

Sl. No.	Name of languages known	"√" the following boxes as per ability		
		Read	Write	Speak
01.	English			
02.	Bengali			
03.	Hindi			
04.	Any Other			

Have you ever been arrested/
Prosecuted/convicted in any case? :

YES/NO	If YES, details of the Case

Experience Details :
(Enclose a valid experience certificate
From the current/previous employer)

Whether rendered Service as
Home Guard/ Civil Volunteer :

YES/NO	If YES, furnish details

Date:

Signature of the Candidate

DECLARATION

I hereby declare that the information submitted above is true and correct to the best of my knowledge and belief that I have not suppressed any information thereby causing me ineligible for the appointment.

Date:

Signature of the Candidate