



रक्षालेखानियंत्रक(सेना)

Controller of Defence Accounts(Army)

बेल्वेडियर कॉम्प्लेक्स आयुधपथ, मेरठ छावनी - 250001

Belvedere Complex, Ayudh Path, Meerut Cantt - 250001

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No.AN/1/1023/M.O./2023

Date- 03.05.2023

Detailed Instructions

Sub: Recruitment for two post of staff Car Driver (Ordinary Grade) Group 'C' Non Gazetted Pay Level-2 as per 7th CPC (Rs 19900 to Rs 63200) in office of the CDA(Army) Meerut

The Controller of Defence Accounts (Army), Meerut Cantt. under Ministry of Defence (Finance) invites applications to fill two post of Staff Car Driver(Ordinary Grade) Group 'C' Non Gazetted, on direct recruitment basis in the organization.

2. 'Terms & Conditions including other details of eligibility criteria for the said post are mentioned below. The individuals are advised to read carefully all the terms & conditions before applying for the post.

B. Terms & Conditions:-

1. Age limit is between 18-25 years. Relaxation in upper age limit as per existing rules (Scheduled Castes and Scheduled Tribes – 5 years, Other Backward Class – 3 years). Upper age limit for Government Servants is the age of 40 years in accordance with the instructions or orders issued by the Central government).

2. The crucial date for determining the age limit of the candidate shall be the closing date of receipt of application i.e. **10.06.2023**.

3. Essential qualification

- (i) Education qualification: 10th standard from a recognised institute/Board/Organization.
- (ii) Possession of a valid driving license for motor car.
- (iii) Knowledge of motor mechanism. (The candidate should be able to remove minor defects in vehicle)
- (iv) Three (03) years Experience of driving a light motor vehicle with Central Government Departments/offices on regular or contractual basis.

4. Posts mentioned above are subject to All India transfer liability rule. The selected candidate will be posted initially in Main Office, CDA (Army) Meerut. However, in future, he/she may be transferred to any office of Defence Account Department located anywhere in India as per Administrative feasibility.

5. Candidates should apply as per the enclosed proforma only. Application in any other format will not be accepted.
6. Self attested Photocopy of the following documents/certificates to be attached along with application.
- Matriculation (10th) Certificate.
 - Mark sheet of education qualification i.e. Matriculation (10th).
 - Valid four wheeler driving licence (LMV)
 - Proof of Three (03) years Experience certificate of driving a light motor vehicle with Central Government Departments/Offices on regular or contractual basis.
 - Copy of the Employment Exchange Registration ID number, (if registered)
 - NOC in original from present employer in case of Government servant.
7. Recruitment for the post will be made as per Staff Car Driver Recruitment Rules (SRO 25)
8. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice or without assigning any reasons thereof at any stage.
9. Canvassing in any form will disqualify the candidate. No enquiry or correspondence in the matter will be entertained. **Join Telegram Group: OnlineForms.in**
10. The individual, if selected for the post of Staff Car Driver (Ordinary Grade), will be governed under 'NPS-2004' of Govt. of India, Ministry of Finance, Department of Expenditure letter no. 1(7) (2)/2003/TA/19 dated 14.01.2004.
11. Candidates who fulfill all the eligible criteria after initial screening of documents will be called for the written examination. The date of written examination and time will be intimated to the eligible candidates only through Roll Number.
12. Venue of written exam and practical exam will be CDA (Army) Meerut.
13. Scheme of Exam:-
- Paper – I: - Written Exam (50 marks)
- Paper– II: - Practical exam (Skill test/Driving test) (50 marks)
14. (i) The individual has to qualify written examination followed by skill test/driving test. Written exam will be of 50 marks consisting 40 questions related to Motor mechanism/ Road safety Rules etc (40 marks) & remaining 10 questions related to Maths, Reasoning, English & General Knowledge (10 marks). Roll Number for practical exam i.e. (Paper-II) will be issued separately for only those candidates who qualify the written exam. Qualifying Score for written exam is 33% of Total Marks. Candidate must score at least 17 marks out of 50 to qualify. Only top 50 scoring candidates will be selected for practical exam.

(ii) The written test will be made of objective type questions having four multiple choices of answers. Questions will be of Matric (10th) level.

(iii) There is no negative marking for the examination.

(iv) Question Paper will be set bilingual i.e. Hindi & English.

15. Short listed candidates (maximum 50) selected on merit basis on passing written examination, will further be called for practical exam i.e. (Paper-II) consisting 50 Marks to assess the technical & driving skills for motor mechanism. The candidate should be able to rectify minor defects in vehicle. Roll Number for the practical exam will be issued in due course.

16. Informations related to issue of Roll No. Written exam, Result, Practical exam etc will be uploaded regularly at official website of CDA(Army) Meerut. Candidates are advised to visit official website "cdaarmymeerut.nic.in" of this organization for further information.

17. Incomplete/ineligible applications will be deemed to be invalid and will be rejected without intimation to the candidate. The candidates may be advised to read the advertisement carefully before applying for the same.

18. No TA/DA is admissible for the written exam & skill test for the above post.

19. Candidates will forward the applications properly sealed in an envelope to "The CDA(Army), Belvedere Complex, Ayudh Path, Meerut Cantt - 250001 through ordinary post/By hand. Candidates are requested to super scribe the words "Application for the post of staff Car Driver(Ordinary Grade)" on the envelope while sending the application form.

Note: - Original certificate should not be sent with the application. These should be produced at the time of verification of documents.

20. Final merit list will be prepared on the basis of marks obtained in paper-I and paper-II.

21. The decision of the Appointing authority i.e. CDA(Army) Meerut will be final.

22. Any dispute with reference to recruitment of the said post will be subject to courts/tribunals having jurisdiction of Meerut only.

23. Last date of receipt of application is **10.06.2023**.

A. K. Singh
Sr. Accounts Officer(AN)