

VACANCY NOTIFICATION

1.	Name of the Organization:	Ministry of External Affairs
2.	Job Function:	Driving of Official Staff Cars
3.	Name of the post:	Staff Car Driver (Ordinary Grade)
4.	Level/Post	Driver
5.	Additional Job Information:	-
6.	No. of Vacancies (in figures):	07
7.	Work experience required	Atleast 3 years of driving a motor car
8.	Qualification required: Essential/ Desired	<u>Essential:</u> (i) Valid Driving License (ii) Knowledge of Motor Mechanism (iii) Experience of driving a motor car for at least three 03 years. (iv) 10 th Pass Desirable: Three years' service as Home Guard Civil Volunteers.
9.	Age range (in years):	Upto 40 years (on 01.07.2025)
11.	Location of Job:	As decided by the Competent Authority.
12.	Salary range per month (Approx CTC):	As per Level 2 of the Pay Matrix.
13.	Additional Benefits offered:	-

Last date to received names from RSB/ZSB	22 Jul 2025.
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Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.

Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.