

No.02/15/23-Admn.  
Central Vigilance Commission

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Satarkta Bhawan, Block-A,  
General Pool Office Complex,  
INA, New Delhi, the 15.01.2024

To,

All Ministries/Departments of Government of India; and  
Directorate General of Resettlement, D/o Ex-Servicemen Welfare (M/o Defence),

**Subject: Appointment to the post of Despatch Rider in the Commission on Deputation/absorption basis in Level-2 of the Pay Matrix -Reg.**

Sir/Madam,

The Central Vigilance Commission intends to appoint 01 official to the post of Despatch Rider on deputation/absorption basis. In addition to basic pay, the post will carry all other allowances as admissible under the Government of India rules.

2. Interested persons from various Ministries/departments/Armed Forces desirous to be considered for appointment on deputation/absorption basis on this post may apply in the prescribed proforma given at **Annexure-I** through proper channel to the Under Secretary(Admn), Central Vigilance Commission, Satarkta Bhawan, Block-A, GPO Complex, INA, New Delhi-110023 [Tel No. 011-24651014 & Email-pvr.krishna@nic.in]. The detailed particulars of the post are mentioned in **Annexure-II**. The appointment will be made on deputation basis as per DoP&T's O.M. No. 6/8/2009-Estt(Pay II) dated 17.06.2010, as amended from time to time. The maximum age for appointment on deputation basis shall not be exceeding fifty-six years as on the last date of receipt of applications.

3. It is requested that wide publicity may be given amongst officials working under your administrative control. Applications of candidates who can be relieved immediately upon their selection may please be sent to this office within 30 days of issuance of this vacancy circular with following details:-

- a. Application in the enclosed proforma (Annexure-I).
- b. Attested copies of the ACRs/APARs for the last five years.
- c. Certification that no disciplinary case is either contemplated or pending against the official.
- d. Vigilance Clearance certificate.

4. This notice is simultaneously being published on the Commission's website (www.cvc.gov.in) also.



(P. Vamsi Rama Krishna)  
Under Secretary (Admn.)

Encl. As above

**APPLICATION FOR THE POST OF DESPATCH RIDER IN  
THE CENTRAL VIGILANCE COMMISSION.**

1. Name :
2. D.o.B. & Age :
3. Whether SC/ST/OBC :
4. Educational Qualification :
5. Permanent post held :
  - a. Name of Service :
  - b. Designation and name of office :
  - c. Scale of pay and classification :
6. Present post held, if different from 5 above :
  - a. Designation and name of office :
  - b. Scale of pay and classification :
  - c. Present pay :
7. Full postal address, Tel No./Mobile No. e-mail of the applicant :
8. Driving License Number along with its validity (copy to be attached) :
9. Essentials required as per Annexure-II (duly attested copies to be attached) :
10. Designation of the Controlling Authority with :  
full postal address, Tel No./Mobile No., email-id
11. Any other remark :

Passport size  
photo

Signature :  
Date :  
Place :

(To be filled by the Parent Office/Department)

Certified that the particulars furnished by the Candidate above have been verified from his/her service records and found to be correct. It is also certified that no Vigilance Case is either pending or contemplated against him/her. His/her ACRs (attested copies) are also enclosed.

(Signature of the Head of Office/  
Authorised Signatory)

**Eligibility Conditions for the post of Despatch Rider in Central Vigilance Commission on Deputation/Absorption basis**

**1. Name of the Post: Despatch Rider**

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|----|----------------------|---|
| 1. | No of Post(s)        | 01*   |
| 2. | Classification       | Group 'C' Non-Gazetted  |
| 3. | Level in Pay Matrix  | Level 2 in the pay matrix   |
| 4. | Eligibility          | <p>Despatch Riders/ Multi Tasking Staffs from other Ministries/Departments of the Central Government having requisite qualification as under;</p> <p align="center">Or</p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite qualification as under:-</p> <p><b><u>Essentials required:-</u></b></p> <ol style="list-style-type: none"> <li>Pass in the 10<sup>th</sup> standard or equivalent from a recognized Board;</li> <li>Possession of a valid driving license for motor cars/motor cycle/auto rickshaw;</li> <li>Two years experience of driving motor cars/motor cycle/auto rickshaw in a Government Office/PSU/Statutory/Autonomous Organizations/recognized Institution.</li> <li>Knowledge of motor cars/motor cycle/rickshaw mechanism (The incumbent should be able to repair minor defects in the vehicles); and</li> <li>Ability to read English and Hindi;</li> </ol> <p><b><u>Desirable:-</u></b></p> <p>Experience as Home Guard/Civil Defence Volunteer.</p> <ul style="list-style-type: none"> <li>For Armed Forces personnel, due to retire or who are to be transferred to reserve within a period of one year and having requisite experience and qualification as above shall also be considered for the post of Despatch Rider on deputation basis in the Commission: thereafter they may be continued on re-employment.</li> </ul> |
| 5. | Period of deputation | Ordinarily not exceeding 3 years  |

\*Vacancy is subject to change. It may increase or decrease as per requirement.