

Staff Car Driver (Ordinary Grade)

This post belongs to the Drivers and Despatch Riders Service and direct recruitment is made in the Ordinary Grade of that service. For structure and sanctioned strength of various grades in the service [click here](#). The Staff Car Driver (Ordinary Grade) carries a pay scale of Rs. 5200-20200 (Pay Band-1) with Grade Pay of Rs. 2400 (Pre-revised). The incumbent of the post, in addition to pay and grade pay also gets DA, HRA & Parliamentary Allowance, as admissible, from time to time. CGHS facilities, housing facilities, LTC and tuition fee reimbursement benefits are also available as per extant rules/instructions.

The highest grade available in this service is Staff Car Drivers (Special Grade). Further financial upgradation from this grade to higher scales is possible under the Assured Financial Upgradation Scheme as applicable in this Secretariat. The mode of recruitment to various grades of this service is given in Rajya Sabha Secretariat (Methods of Recruitment and Qualification for Appointment) Order, 2017, which is available at www.rajyasabha.nic.in/recruitment .

Staff Car Driver may be exclusively attached to Hon'ble Chairman/Deputy Chairman, Leader of Opposition, Secretary-General, Secretary and other Senior Officers for driving the official vehicles provided to them or he/she may be required to drive official vehicles for conveyance of the Member of Rajya Sabha, other guests/visitors and officers/staff of Rajya Sabha Secretariat. Proper cleanliness and maintenance of Car, maintenance of Log book, records of petrol consumed/taken and other prescribed records are also part of his/her duties. He/she is also responsible to get servicing/repair of cars done under his/her direct supervision, wherever required. In addition, he/she will be required to perform such other duties and responsibilities as may be assigned to him/her from time to time.