



भारत सरकार/Government of India
खान मंत्रालय/Ministry of Mines
भारतीय भूवैज्ञानिक सर्वेक्षण/Geological Survey of India
केंद्रीय मुख्यालय/Central Headquarters
27, जवाहरलाल नेहरू रोड/27, Jawaharlal Nehru Road
कोलकाता/Kolkata-700016



सं./No. 1244/ A-57011/13/2023-Estt-I_Sec-GSI

दिनांक /Dated: 14⁰⁷/06/2025.

VACANCY CIRCULAR

Subject: Filling up of 08 (Eight) posts of Ordinary Grade Driver in Geological Survey of India, Central Headquarters, Kolkata, under the Ministry of Mines, Govt. of India on deputation basis.

Applications are invited for filling up of 08 (Eight) posts of Ordinary Grade Driver in Geological Survey of India at its Central Headquarters, Kolkata on deputation basis. The details of the post, pay scale, qualifications & eligibility are as under :-

Name of the Post	No. of Posts	Pay Band and Grade Pay	Qualifications & Eligibility Criteria
Ordinary Grade Driver, (General Central Service) Group- 'C', Non-Gazetted, Non-Ministerial.	Eight (08)	Level 2 of pay matrix of CCS(RP) Rules in the pay scale of Rs. 19,900/- to 63,200/-.	<p>(A) Deputation/re-employment of Ex-servicemen :- Armed Forces Personnel due to retire or retired or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed for direct recruits shall also be considered and such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.</p> <p>(B) Essential Qualification:</p> <p>(i) Matriculation or its equivalent from a recognized Board or University.</p> <p>(ii) Driving license for Light Motor Vehicle- (LMV) and Heavy Motor Vehicle- (HMV).</p> <p>(iii) Three years' experience in driving of trucks, jeeps or tractors from recognized organization.</p> <p>(iv) Experience in repairs and maintenance of vehicles.</p> <p>Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government not exceed initially for three years or as per Government of India norms issued from time to time.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.</p> <p>Note 3: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which the grade pay or pay scale is the normal replacement grade without any upgradation.</p>

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government initially shall not exceed initially for three years or as per Government of India norms issued from time to time.
3. (i) The conditions of service in matters of pay, allowances, leave and other conditions of service shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government.
(ii) In matters relating to Provident Fund Scheme, Group Insurance or any other Insurance Scheme, age of superannuation, pension and retirement benefits, the same shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or department or organization.
4. Documents required:
 - (i) Application as per Annexure-I.
 - (ii) Certificate by the Employer as per Annexure-II.
 - (iii) Experience Certificate as per the format provided vide Annexure-III.
 - (iv) Vigilance Clearance Certificate, Integrity Certificate, Details of minor/major penalties during the last ten years and Records of suspension etc. during the last ten years (This shall be furnished even if the suspension had been revoked with/without imposition of penalty).
 - (v) Attested photocopies of the APARs/ACRs for the last five years. (*)
 - (vi) Attested photocopy of Driving License (HMT & LMT).
 - (vii) Certificates regarding Educational Qualification, previous Employment, etc.

(*) In case original ACRs/ APARs cannot be sent, photocopies of the ACRs/APARs for the last five, duly attested by an officer not below the rank of Under Secretary or equivalent may please be forwarded. If any particular year/period of APAR (out of the required last 5 (five) years) is not available, then previous year's ACR/ APAR may be enclosed to complete requisite number of ACR/APAR of 5 (five) years.

5. Geological Survey of India reserves the right not to fill up any or all the above posts.

6. The eligible candidates / applicants may submit their application in the prescribed proforma given herewith (*Annexure-I*), through their concerned cadre controlling authority along with the list of documents as prescribed in Para 4 above, addressed to **The Director (Personnel), Geological Survey of India, Central Headquarters, 27, J.L. Nehru Road, Kolkata – 700016**, within 60 days from the date of advertising this post in Employment News. The parent department or office authorized for forwarding of application shall complete the forwarding certificate (*Annexure-II*) as well as the Experience Certificate as per format provided vide *Annexure-III* at the end of application format, along with the application. The cover shall contain the superscription: **"Application for the post of Ordinary Grade Driver in GSI, CHQ, Kolkata on deputation basis"**. The applications incomplete in any respect and/or received without any of the necessary documents as mentioned in this vacancy circular are liable to be rejected.

7. The Vacancy Circular along with the Annexures can be downloaded from the website of the Geological Survey of India <https://gsi.gov.in>.

(कार्तिकेय वर्मा /Kartikeya Verma)
निदेशक (कार्मिक) / Director (Personnel)

सं./No. 1244 A-57011/13/2023-Estt-I_Sec-GSI

दिनांक /Dated: 14⁰⁷/06/2025.

प्रतिलिपि सूचनार्थ और आवश्यक कार्रवाई हेतु/Copy for information and necessary action to:

1. The Ministries/Departments of Govt, of India with the request to widely circulate the vacancy circular among the Ministry/Department as well as the Attached/Sub-ordinate Offices and the related Statutory/Autonomous bodies.
2. The DDG(IT), GSI, CHQ with the request to upload the Vacancy Circular on GSI Portal.
3. The Director (G) & Nodal Officer, e-Office, GSI, CHQ, with the request to do the needful towards uploading of the Vacancy Circular on e-HRMS Portal.

(कार्तिकेय वर्मा /Kartikeya Verma)
निदेशक (कार्मिक) / Director (Personnel)

Post applied for _____

1.	Name in full (IN BLOCK LETTERS)				
2.	Father's Name				
3.	Date of Birth				
4.	(i) Date of entry into service				
	(ii) Date of superannuation				
5.	Service to which the candidate belongs				
6.	Office address with Telephone & Fax numbers				
7.	Correspondence address along with (i) Mobile No. (mandatory) (ii) Email id (mandatory)				
8.	Permanent Address				
9.	Educational and Professionals Qualifications (in ascending order starting from Matriculation onwards) <i>(self-attested photocopies of certificate enclosed)</i>				
Sl. No.	Examination passed	Board/University	Year of Passing	Duration of Course	Percentage of marks

10.	Details of employment in chronological order (<i>Self-attested photocopies of documents enclosed</i>)				
Office	Post held on regular basis	From	To	Pay Band and Grade Pay/ Scale of pay of the post held on regular basis(#)	Nature of duties performed
11.	Nature of present employment i.e. Permanent / ad-hoc / temporary				
12.	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment c) Name of the parent office/organization and address d) Name of the post and pay of the post held in substantive capacity in the parent organization				
13.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.				
14.	Whether belongs to SC/ST/OBC/EWS (attested copy of the relevant certificate to be attached)				
15.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post				

(#) Applicants not holding the post in the Level in Pay Matrix/Pay Band and Grade Pay pertaining to Central Government should indicate the equivalent of the pay Scale vis-à-vis the Central Government pay scales.

I have carefully gone through the vacancy circular/Notification advertised and certify that I have not concealed or misrepresented any information. The documents and information submitted/ furnished along with the application are true and correct to the best of my knowledge.

Date :

Signature :

Place :

Name:

Certificate to be furnished by the Employer/Forwarding Authority

(Not below the Rank of Under Secretary)

Certified that the above particulars furnished by Mr./Ms. _____
(Name and designation) are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified:-

1. Certified that the above particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the circular.
3. Vigilance Clearance Certificate, Integrity Certificate, Details of Minor/Major Penalties imposed during the last 10 (Ten) years and Records of Suspension during the last ten years in respect of the applicant are enclosed.
4. Photocopies of APARs/ACRs of the officer for the last 05 (Five) years, duly attested by an Officer not below the rank of Under-Secretary or equivalent, are enclosed.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for and in the event of his/her selection for deputation in GSI, CHQ, Kolkata, he/she will be relieved of his/her duties with immediate effect.

Place :

Date :

Signature :

Name:

Designation :

Telephone No. :

Office Seal :

The form of certificate to be produced by Candidates for claiming experience
(to be issued by the parent organization)

Experience Certificate

Letter Head of the institution/Issuing Authority

Telephone No.

Fax No.

Name of Organization

Address of the Organization

Date.....

This is to certify that Shri/Ms.....S/o, D/o, W/o
Shri..... Was/is an employee of this Organization/
Department/ Ministry since(date) and the duties performed by
him/her are as under:-

Name of Post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of appointment Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary, etc.
(1)	(2)	(3)	(4)	(5)
Pay Scale and last salary drawn	Duties Performed/ experience gained in brief in each post (please give details. <i>If need be, in attached sheet</i>)		Place of Posting	
(6)	(7)		(8)	

2. It is certified that above facts and figures are true and based on service records in
our organization / Department / Ministry.

Signature :

Name of Competent Authority :

Stamp of Competent Authority :