

INDIAN COUNCIL OF MEDICAL RESEARCH (ICMR)

STAFF CAR DRIVER CADRE RULES, 2011

ICMR

New Delhi
2011

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PREFACE

It was felt necessary to review the existing recruitment rules and guidelines to formulate a comprehensive set of rules covering all the aspects of recruitment and selection for Driver cadre. Keeping this in view, a document entitled ICMR Staff Car Driver Cadre Recruitment Rules have been finalized.

It is hoped that these rules address the long standing demand of Cadre of drivers and will remove difficulties faced hitherto in resolving outstanding issues relating to recruitment and promotion of staff belonging to this cadre.

(Arun Baroka)
Senior Deputy Director General (Admn.)
ICMR, NEW DELHI

RECRUITMENT RULES FOR DRIVER CADRE POSTS IN ICMR

In exercise of powers conferred under the Rules & Regulations and Bye-laws of the ICMR, the Director General of ICMR formulates the following Recruitment Rules for Staff Car Driver Cadre posts in ICMR.

1. Short Title & Commencement

(1) These Rules shall be called "ICMR Staff Car Driver Cadre Recruitment Rules 2010"

(2) They shall come into force on the date of their publication.

2. Definitions

In these rules unless the context otherwise requires:

- a) "Appendix" means the Appendix appended to these rules
- b) "Appointing Authority" means the Sr. Dy. Director General (Admin.) in the case of Group C posts (PB-2, 9300-34800 with Grade pay ranging from 1900 to 4200) of HQrs. Office and Director or Director-in-charge of the Institutes/Centres in the case of Group C posts (PB-2, 9300-34800 with Grade pay ranging from 1900 to 4200 of the Institutes/Centres, as the case may be.
- c) "Authorized cadre strength" in relation to a cadre, means the strength of duty posts in that cadre against which regular appointment may be made.
- d) "Cadre" means the ICMR Staff Car Driver Cadre.
- e) "Council" means the Indian Council of Medical Research
- f) "DG, ICMR" means the Director General of Indian Council of Medical Research
- g) "Director" means the Director/Director-in-charge of the Institute/Centre
- h) "Duty post" means any post permanent or temporary included in the Schedule
- i) "Government" means the **Department of Health Research**, Ministry of Health & Family Welfare, Government of India
- j) "Institutes / Centres" means the permanent Institutes and Centres of the Council.

- k) "ICMR Staff Car Driver Cadre" means the groups of posts mentioned in the Appendix.
- l) "Scheduled Castes and Scheduled Tribes" have the same meaning as assigned to them in clause (24) and (25) respectively of Article 366 of the Constitution of India.
- m) "Schedule" means the schedules appended to these rules

3. Composition of the Cadre

The Composition of the ICMR Staff Car Driver Cadre would be as under: -

Sl. No	Grade	Group	Pre-revised Pay scale	Revised pay scale (6 th CPC)	Percentage
1	Ordinary Grade	C	3050-4590	PB-1 – 5200 – 20200 GP 1900	30
2	Grade – II	C	4000-6000	PB-1 – 5200 – 20200 GP 2400	30
3	Grade – I	C	4500-7000	PB-1 – 5200 – 20200 GP 2800	35
4	Special Grade	C	5000-8000	PB-2 – 9300 – 34800 GP 4200	05

Note: Basis on DOP&T letter dated 15.2.001 the Drivers recruited upto February 2001 are given ACP/Promotion to GP of Rs.2800. But the percentage in due course be maintained.

4. Method of recruitment and eligibility

Recruitment to various grades of the cadre shall be made in accordance with the Schedule. Candidates working on the projects in ICMR Institutes/Centres shall be given one time age relaxation, for posts advertised under Direct Recruitment provided they meet the essential qualifications and experience prescribed for the post, with a view to provide them opportunity to compete with the other candidates

5. Authorized cadre strength of the Grades

The authorized cadre strength of various grades of the cadre on the date of commencement of the rules shall be as specified in the Schedule.

6. Initial Constitution of the Cadre

(1) All earlier Staff Car Drivers working in ICMR on the date of commencement of these rules shall be deemed to have been appointed to the posts in the scales of pay corresponding to those which they were holding on regular basis on the date of the initial constitution as shown in the Appendix. DG, ICMR shall have the authority to modify, alter or make additions or deletions in the Appendix.

(2) To the extent the sanctioned strength of various grades in the cadre is not filled at the time of initial constitution, it shall be filled in accordance with Rule 7.

7. Recruitment after initial constitution of the cadre

Once the initial constitution of the Cadre has been completed by the appointment of existing persons in accordance with Rule 6, vacant post shall be filled in the manner provided in the Schedule. Appointing Authority on each occasion shall decide the discipline in which the vacant post is to be filled depending on the functional requirement of the Institute/Centre/Hqrs. In case a post is not filled under promotion quota due to non-availability of eligible candidate, it can be filled at the lowest entry point in that group.

8. Probation

(1) Every direct recruit to a Pay Band/Grade Pay and a promotee from one Pay Band or Grade Pay to another Pay Band or Grade Pay and involving change in group after the commencement of these rules shall be on probation for a period of **two** years from the date of appointment.

(2) The period of probation may be extended but the total period of extension of the probation period shall not, save where it is necessary by reason of any Departmental or legal proceedings pending against the person, exceed one year.

(3) During the period of probation the members of the Cadre may be required to undergo such training and pass such tests as the DG, ICMR may prescribe.

9. Seniority

(1) Persons appointed to a Pay Band and Grade Pay on initial constitution of the Cadre shall count their seniority from the date of their regular appointment to the earlier

regular scale and shall be senior to those appointed under Rule 7 after constitution of the cadre.

Provided that where quotas have been prescribed for various modes of recruitment, the inter-se seniority of the persons appointed to the Pay Band and Grade Pay shall be in accordance with the ratio prescribed for each mode of recruitment.

Provided further that a person recommended for appointment to a Pay Band or Grade Pay refuses at any time to be appointed to that grade for reasons acceptable to the appointing authority, shall on his appointment to the Pay Band & Grade Pay any time thereafter, be placed immediately after the person who was last appointed to the Pay Band & Grade Pay.

10. Liability of officers to serve in India or / and abroad

All employees appointed or deemed to be appointed shall be liable to serve anywhere in India or / and abroad.

11. Posts not covered under the rules

Group C posts of Administration shall not form part of these Rules.

12. Disqualification

No Person, -

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any other person,

Shall be eligible for appointment in the Council:

Provided that the Competent Authority may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

13. Power to relax

Where the DG, ICMR is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules in respect of any class or category of person.

14. Saving

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the **Scheduled Castes**, **Scheduled Tribes** and other special categories of persons like **OBC** in accordance with the orders issued by the Central Government from time to time in this regard.

15. Interpretation

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the DG, ICMR, whose decisions shall be final.

16. Power to remove difficulties

If any difficulty arises in giving effect to the provisions of these rules, the DG, ICMR may make such provisions or issue such instructions with regard to the provisions of these rules, as may appear to be necessary or expedient for removal of the difficulty in implementing these rules.

Appendix

Constitution of Zones

North Zone

1. ICMR Hqrs., New Delhi.
2. National Institute of Malaria Research, New Delhi.
3. National Institute of Medical Statistics, New Delhi.
4. Institute of Pathology, New Delhi.
5. Institute of Cytology / Preventive Oncology, NOIDA.
6. National JALMA Institute for Leprosy and other Microbacterial Diseases, Agra
7. Desert Medicine Research Centre, Jodhpur.

West Zone

8. National Institute of Occupational Health, Ahmedabad.
9. Enterovirus Research Centre, Mumbai.
10. National Institute for Research in Reproductive Health, Mumbai.
11. Genetic Research Centre, Mumbai.
12. Institute of Immunohaematology, Mumbai.
13. National AIDS Research Institute, Pune.
14. National Institute of Virology / Microbial Containment Complex, Pune.
15. Microbial Containment Complex, Pune

East Zone

16. National Institute of Cholera & Enteric Diseases / Virus Unit, Kolkata.
17. Rajendra Prasad Memorial Research Institute of Medical Sciences, Patna.
18. Regional Medical Research Centre, Bhubaneswar.
19. Regional Medical Research Centre for Tribals, Jabalpur.
20. Regional Medical Research Centre, Dibrugarh.
21. Virus Unit, Kolkata

South Zone

22. National Institute of Epidemiology, Chennai.
23. Tuberculosis Research Centre, Chennai.
24. National Centre for Laboratory Animal Science, Hyderabad.
25. National Institute of Nutrition
26. Food Drug & Toxicology Research Centre Hyderabad.
27. Centre for Research in Medical Entomology, Madurai.
28. Vector Control Research Centre, Puducherry.
29. Regional Malaria Research Centre, Belgaum.
30. Regional Medical Research Centre, Port Blair.

SCHEDULES**STAFF CAR DRIVER CADRE**

General Conditions for all RRs: 1. The Appointing Authority shall nominate the Committee Members. 2. No member shall be below Group-A cadre 3. The educational / trade qualification and other experience claimed should be from the recognized Board/Institute/Centre of repute. 4. If the posts filled are more than 10 at a time, it is mandatory to associate a Woman Officer from a Govt. organization/Academic Institute etc. Also efforts should be made to associate Woman Officer even if the posts filled are less than 10. 5. Selection by DR shall be by Trade Test and or Interview

**INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
RECRUITMENT RULES FOR STAFF CAR DRIVERS**

Sl. No.	Name of the Post	STAFF CAR DRIVER (ORDINARY GRADE)
1	No. of Posts	Total 68 (2009) (Subject to variation depending on work load)
2	Classification	Group C Ministerial
3	Scale of Pay	Rs. 3050-75-3950-80-4590 (5 th CPC) PB-1-Rs.5200-20200 GP 1900 (6 th CPC Part-A)
4	Whether Selection-cum-seniority or selection by merit or non-selection	Selection by Merit through DR
5	Age limit for Direct Recruits	Not exceeding 25 Years
6	Whether the benefit of added years of service under Rule 30 of CCS (Pension) Rules 1972 admissible	Not Applicable
7	Educational and other qualifications required for direct recruits	Matric/S.S.C or equivalent from a recognized board with valid driving license issued by RTO of any State and authorized to drive Light Motor Vehicles (Goods & Passenger) and Two wheeler with/without Gear and two years experience in recognized organization/Institute. Preference will be given to those who have license other than above to drive Heavy Motor Vehicle (Goods & Passenger) and Three Wheelers (Auto Rickshaw)
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not applicable
9	Period of Probation, if any	Two years for both Direct recruit
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Not applicable
12	Circumstances in which UPSC is to be consulted	Not Applicable
13	If a Selection /D.P.C. exists what is its composition	<p>Appointing Authority Director / Director-in-Charge of institutes / Centres and Sr.DDG (Admin.) or Scientists 'G' for ICMR HQ or their nominee- Chairman</p> <p>Member I External expert from other Scientific or Academic Institute</p> <p>Member II Internal expert from institute/centre/Hqrs</p> <p>Member III Representative from Reserved category</p>

**INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
RECRUITMENT RULES FOR STAFF CAR DRIVERS**

Sl. No.	Name of the Post	STAFF CAR DRIVER (GRADE – II)								
1	No. of Posts	Total 68 (2009) (Subject to variation depending on work load)								
2	Classification	Group C Ministerial								
3	Scale of Pay	Rs. 4000 - 6000 (5 th CPC) PB-1-Rs.5200-20200 GP 2400 (6 th CPC Part-A)								
4	Whether Selection-cum-seniority or selection by merit or non-selection	Non-selection								
5	Age limit for Direct Recruits	Not Applicable								
6	Whether the benefit of added years of service under Rule 30 of CCS (Pension) Rules 1972 admissible	Not Applicable								
7	Educational and other qualifications required for direct recruits	Not Applicable								
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not Applicable								
9	Period of Probation, if any	Two years								
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% promotion from among the Staff Car Driver (Ordinary Grade) with nine years regular service subject to the percentage for each grade fixed by DOP&T (at present 30%), failing which the vacancy may be filled and operated as Staff Car Driver (Ordinary Grade)								
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Staff Car Driver (Ordinary Grade) PB-1 with GP 1900								
12	Circumstances in which UPSC is to be consulted	Not Applicable								
13	If a Selection /D.P.C. exists what is its composition	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Appointing Authority</td> <td>Director / Director-in-Charge of institutes / Centres and Sr.DDG (Admin.) for ICMR HQ or their nominee- Chairman</td> </tr> <tr> <td>Member I</td> <td>External expert from other Scientific or Academic Institute</td> </tr> <tr> <td>Member II</td> <td>Internal expert from institute/centre/Hqrs</td> </tr> <tr> <td>Member III</td> <td>Representative from Reserved category</td> </tr> </table>	Appointing Authority	Director / Director-in-Charge of institutes / Centres and Sr.DDG (Admin.) for ICMR HQ or their nominee- Chairman	Member I	External expert from other Scientific or Academic Institute	Member II	Internal expert from institute/centre/Hqrs	Member III	Representative from Reserved category
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Member I	External expert from other Scientific or Academic Institute									
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Member III	Representative from Reserved category									

**INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
RECRUITMENT RULES FOR STAFF CAR DRIVERS**

Sl. No.	Name of the Post	STAFF CAR DRIVER (GRADE – I)								
1	No. of Posts	Total 80 (2009) (Subject to variation depending on work load)								
2	Classification	Group C Ministerial								
3	Scale of Pay	Rs. 4500 - 7000 (5 th CPC) PB-1-Rs.5200-20200 GP 2800 (6 th CPC Part-A)								
4	Whether Selection-cum-seniority or selection by merit or non-selection	Non-selection								
5	Age limit for Direct Recruits	Not Applicable								
6	Whether the benefit of added years of service under Rule 30 of CCS (Pension) Rules 1972 admissible	Not Applicable								
7	Educational and other qualifications required for direct recruits	Not Applicable								
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not Applicable								
9	Period of Probation, if any	Two years								
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% promotion from among the Staff Car Driver (Ordinary Grade) with six years regular service or a combined service of fifteen years in Grade-II and Ordinary Grade put together, subject to the percentage for each grade fixed by DOP&T (at present 35%), failing which the vacancy may be filled and operated as Staff Car Driver (Ordinary Grade)								
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Staff Car Driver (Grade-II) PB-1 with GP 2400								
12	Circumstances in which UPSC is to be consulted	Not Applicable								
13	If a Selection /D.P.C. exists what is its composition	<table border="0"> <tr> <td>Appointing Authority</td> <td>Director / Director-in-Charge of institutes / Centres and Sr.DDG (Admin.) for ICMR HQ or their nominee- Chairman</td> </tr> <tr> <td>Member I</td> <td>External expert from other Scientific or Academic Institute</td> </tr> <tr> <td>Member II</td> <td>Internal expert from institute/centre/Hqrs</td> </tr> <tr> <td>Member III</td> <td>Representative from Reserved category</td> </tr> </table>	Appointing Authority	Director / Director-in-Charge of institutes / Centres and Sr.DDG (Admin.) for ICMR HQ or their nominee- Chairman	Member I	External expert from other Scientific or Academic Institute	Member II	Internal expert from institute/centre/Hqrs	Member III	Representative from Reserved category
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Member III	Representative from Reserved category									

**INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI
RECRUITMENT RULES FOR STAFF CAR DRIVERS**

Sl. No.	Name of the Post	STAFF CAR DRIVER (SPECIAL GRADE)								
1	No. of Posts	Total 11 (2009) (Subject to variation depending on work load)								
2	Classification	Group C Ministerial								
3	Scale of Pay	Rs. 5000 - 8000 (5 th CPC) PB-2-Rs.9300-34800 GP 4200 (6 th CPC Part-A)								
4	Whether Selection-cum-seniority or selection by merit or non-selection	Non-selection								
5	Age limit for Direct Recruits	Not Applicable								
6	Whether the benefit of added years of service under Rule 30 of CCS (Pension) Rules 1972 admissible	Not Applicable								
7	Educational and other qualifications required for direct recruits	Not Applicable								
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not Applicable								
9	Period of Probation, if any	Two years								
10	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% promotion from among the Staff Car Driver (Grade-I) with three years regular service subject to the percentage for each grade fixed by DOP&T (at present 5%), failing which the vacancy may be filled and operated as Staff Car Driver (Ordinary Grade)								
11	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Staff Car Driver (Grade-I) PB-1 with GP 2800								
12	Circumstances in which UPSC is to be consulted	Not Applicable								
13	If a Selection /D.P.C. exists what is its composition	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;">Appointing Authority</td> <td>Director / Director-in-Charge of institutes / Centres and Sr.DDG (Admin.) or Scientists 'G' for ICMR HQ or their nominee- Chairman</td> </tr> <tr> <td style="vertical-align: top;">Member I</td> <td>External expert from other Scientific or Academic Institute</td> </tr> <tr> <td style="vertical-align: top;">Member II</td> <td>Internal expert from institute/centre/Hqrs</td> </tr> <tr> <td style="vertical-align: top;">Member III</td> <td>Representative from Reserved category</td> </tr> </table>	Appointing Authority	Director / Director-in-Charge of institutes / Centres and Sr.DDG (Admin.) or Scientists 'G' for ICMR HQ or their nominee- Chairman	Member I	External expert from other Scientific or Academic Institute	Member II	Internal expert from institute/centre/Hqrs	Member III	Representative from Reserved category
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