

RECRUITMENT NOTIFICATION

Sub: Establishment – Chennai Custom House – Recruitment in Staff Car Driver (Ordinary Grade) under Group “C” Cadre – reg.

S. NO.	NAME OF THE POST	NO. OF POSTS & CATEGORY	PAY SCALE	ESSENTIAL & DESIRABLE QUALIFICATION
1.	STAFF CAR DRIVER (ORDINARY GRADE)	07 (04 UR + 01 OBC + 01 EWS + 01 ST)	Pay Level 2 in Pay Matrix (Rs.19900-63200) of 7 th CPC	<p>ESSENTIAL QUALIFICATION:</p> <p>(i) Possession of a valid Driving License for Motor Cars; (ii) Knowledge of Motor Mechanism (the candidate should be able to remove minor-defects in vehicle); (iii) Experience of driving a Motor Car for at least three years; and (iv) 10th class pass from a recognized Board or equivalent.</p> <p>DESIRABLE QUALIFICATION:</p> <p>Three years service as Home Guard / Civil Volunteers.</p> <p>Note: The qualification regarding experience is relaxable at the discretion of the Competent Authority in case of candidates belonging to Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>

Age Limit: Between 18-27 years for the said post (Relaxable for Government Servants up to 40 years of age in accordance with the instruction or orders issued by the Central Government).

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep).

Upper Age relaxable to:

Central Government Civilian Employee	Relaxable for Government Servants upto the age of 40 years in accordance with the orders issued by the Central Government from time to time
Ex-Serviceman	3 years beyond the upper age limit after deduction of the military service rendered from the actual age, as on closing date.
OBC (non creamy layer)	3 years against reserved posts as on closing date.
SC / ST	5 years against reserved posts as on closing date.

2. Application in the prescribed format given below duly typed or neatly hand written in A4 size paper duly signed along with Left Hand Thumb Impression and along with relevant attested Photo Copies of Educational Qualifications, Mark Sheets, Proof of Age, Category Certificate, Essential & Desirable Qualification Certificates, etc., wherever necessary and four unsigned passport size photographs and two self-addressed unstamped envelopes of 25 cms. X 12 cms. are to be sent by **ORDINARY POST OR SPEED POST** addressed to

THE ADDITIONAL COMMISSIONER OF CUSTOMS (ESTABLISHMENT)
GENERAL COMMISSIONERATE
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS,
CUSTOM HOUSE, NO. 60, RAJAJI SALAI,
CHENNAI – 600 001

The format of the application is also available at <https://www.chennaicustoms.gov.in>

3. Photographs pasted on the application will be duly self attested (self signature shall run through the Photo of the applicant and the Application Form without defacing the face).
4. Incomplete or unsigned application and applications received without photographs or proper enclosures or received after due date will summarily be rejected.
5. Mere submission of application will not confer any right on the applicant to be called for any type of test.
6. Separate application form should be submitted for each post in separate envelopes. The envelope (28 cms. X 13 cms.) containing the application must be super-scribed in bold letters as “**APPLICATION FOR STAFF CAR DRIVER (ORDINARY GRADE) - CUSTOMS COMMISSIONERATE, CHENNAI**” and also indicating the **NAME OF THE POST APPLIED FOR** and **CATEGORY** at the left side top corner of the envelope.
7. There is no Application Fee.
8. The Experience Certificate must contain period with dates, Name of Organization, Name of the post held, Salary drawn and Nature of work done, Signature of Signatory / Owner with name and seal, etc.
9. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the Caste / Community Certificate as per the Central List of OBCs issued by the National Commission for Backward Classes and does not fall in creamy layer on the crucial date (30.06.2023).
10. The Selection Committee shall scrutinize the applications received and the short-listed candidates who fulfill the eligibility criteria stipulated above as on the closing date of receipt of

application will be called for certain Test in knowledge of motor mechanism, as applicable. The said Test will be held only in Chennai. The short-listed candidates further to passing the said Test will be called for Documents Verifications.

11. The Hall Tickets for above test will be sent by Speed Post.

12. The results of the Practical (Trade) Tests will be displayed in the Notice Board of Customs, O/o the Principal Commissioner of Customs, Custom House, Chennai and also in the Departmental Website i.e., <https://chennaicustoms.gov.in> and will not be published in the Newspapers.

13. Selected candidates shall be subjected to Medical Fitness Test, Verification of Character Antecedents and are liable to be posted anywhere under the jurisdiction of Office of the Principal Chief Commissioner of Customs, Custom House, Chennai.

14. Travelling Allowance will not be paid for the said Test.

15. Candidates with higher qualification may also apply.

16. Serving Government Candidates should apply through Proper Channel with a NOC Certificate from the Head of the Department that no disciplinary / vigilance case is pending against them.

17. Canvassing in any form will be a disqualification and candidature of such candidate is liable to be summarily rejected.

18. The Department reserves it right to accept or reject the candidature of any applicant and / or to cancel the recruitment process at any stage without assigning any reason whatsoever.

19. The Department reserves the right to extend the last date for submission of application, if required.

Closing Date for receipt of Application Forms: The application forms complete in every respect must reach Office of the Principal Commissioner of Customs, Custom House, Chennai on or before **30.06.2023** by post. Applications received after the closing date or incomplete in any respect shall be summarily rejected and no communication in respect of the rejected application forms shall be entertained. This office shall not be responsible for any postal delays.

Selection Procedure: The selection process shall consist of:

(i) A Test in knowledge of Motor Mechanism (the candidate should be able to remove minor defects in vehicle); &

(ii) The result of the said Test and the further selection process will be available in Chennai Customs Website <https://www.chennaicustoms.gov.in>. The said test will be conducted only in Chennai and the candidates will have to make their own arrangements for attending the test. No TA/DA will be paid by the Department.
