

## **Terms of Reference**

Position: **Staff Car Driver**

Office:- Excellence Enhancement Centre

Location: New Delhi

No. of Posts: 1 post

## **Responsibilities:**

- ❖ Daily Pick up and Drop of Director(EEC) from Residence to Office and back;
- ❖ serve as the office driver for official staff travel within NCR, and occasionally to places outside NCR as and when required;
- ❖ on a daily basis, monitor the vehicle condition, repair needs and travel logbooks, and perform checks before operating the vehicle and notify the Joint Director of any technical problems that exist in the assigned vehicle;
- ❖ update logbooks and maintain clear-cut records of the vehicle movements, obtain signatures from the relevant users and indicate the purpose for which the vehicle was used;
- ❖ ensure that the vehicle is roadworthy, insured, and meets the official requirements and documentation

## **Required Qualifications and Competencies**

### **Formal education:**

A Middle class pass or its equivalent qualification.

### **Essential:**

- Possession of a valid commercial driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle)
- Driving License shall be of at least 3 years standing
- Experience of driving a motor vehicle for at least 3 years.

**Medical Fitness** : Should be medically fit as per the standards specified below

- I. Ear :- Hearing should be perfect.
- II. Eye :-
  - Distant Vision :- 6/6 snellen
  - Near Vision :- 0.5 snellen
  - Colour Vision :- Normal
  - Night Blindness :- Nil
- III. Muscles and Joints :- No Paralysis and all joints with free movements.
- IV. Nervous System :- Perfectly normal , free from any infectious diseases.

- Physically Handicapped persons are not eligible to apply for the post.
- Persons appointed to the above post are required to perform the duties of Office Attendant also. However the contract pay will remain the same.

**Period of Contract:**

\* The initial period of contract shall be for 2 years and may be extended on satisfactory performance

**Notice period:**

The contract can be terminated by either side by giving a one month notice.

**Remuneration:**

Rs 20,000 per month (fixed) +mobile reimbursement upto Rs. 300/- per month