EMPLOYMENT NOTICE

Advt. No. 1/GGN/DGST/2011

Closing Date: 2-12-2011

RECRUITMENT OF HEAVY VEHICLE DRIVERS & CONDUCTORS FOR HARYANA ROADWAYS CITY BUS SERVICE

GURGAON

The applications are invited through registered post on the prescribed application form from the eligible MALE candidates for the engagement of Heavy Vehicle Drivers & Conductors purely on an annual contract basis (renewal of the agreement only on the satisfactory service with 10% increase in wages) for Haryana Roadways City Bus Service at Gurgaon. Reservation for SC, BC A&B, Ex-Servicemen and Outstanding Sports Person shall be as per Haryana Government rules/instructions. The benefit of reservations shall be available only to bonafide residents of Haryana State.

Name of the Post | No. of Drivers/Conductors required | Age | Qualification and Experience | Consolidated fixed monthly emoluments
---|---|---|---|---
Heavy Vehicle Driver | 250 | 18-40 Years (as on 02.12.2011) | i) Matriculation with Hindi or Sanskrit. ii) Holding Transport Vehicle Driving Licence along with minimum of 2 years experience of driving a Heavy Goods vehicle including proficiency in driving a heavy passenger Motor Vehicle or 10 years experience of driving a vehicle in the Armed Forces. | ₹ 10,000/-
Conductor | 250 | 18-40 Years (as on 02.12.2011) | i) Matriculation with Hindi or Sanskrit. ii) Should hold valid Conductor’s Licence on cut off date. | ₹ 8,000/-

1. Applicants are required to attach the self attested photocopies of the necessary documents as per the details provided with the application form.
2. All the applicants are required to attach a demand draft of ₹ 200/- as an application processing fee. The demand draft should be issued in favour of General Manager, Haryana Roadways Gurgaon payable at Gurgaon.
3. The original Certificates should not be enclosed to the application form. All documents should be self attested.
4. Candidate should submit only one application for one post in the office of General Manager, Haryana Roadways Gurgaon depot.
5. The Heavy Vehicle Drivers will be engaged purely on temporary basis (contractual agreement). They will receive a consolidated fixed remuneration of ₹ 10,000/- Per Month.
6. The Conductors will be engaged purely on temporary basis (contractual agreement). They will receive a consolidated fixed remuneration of ₹ 8,000/- Per Month.
7. The Heavy Vehicle Driver/Conductor engaged for a fixed monthly remuneration are required to execute a prescribed service agreement detailing the terms and conditions of engagement with the General Manager, Haryana Roadways, Gurgaon.
8. The services of the Heavy Vehicle Driver/Conductor so engaged shall stand terminated on the expiry of the term and shall not vest any other right or consequential benefits.
9. The Heavy Vehicle Drivers/Conductors are specifically being engaged for Haryana Roadways City Bus Service in Gurgaon.
10. The Heavy Vehicle Drivers/Conductors engaged against this advertisement shall not have any legal right for claiming regularisation of his services in the department.
11. Eligible candidates will be engaged through a selection process, which comprises of shortlisting based on merit and experience, driving proficiency test (Dug Test, Zigzag Test, Road Test etc.) and an interview.
12. The applicant shall clearly write the name of the post on the envelope and shall send it through registered post to the following address i.e. General Manager, Haryana Roadways, Gurgaon.

The application form is available at the office of General Manager, Haryana Roadways Gurgaon depot and also downloadable at our website i.e. http://hartrans.gov.in/form.pdf

NOTE: Please note that the posts are specific to the City Service of Gurgaon and in no way, transferable.

All the applications forms, duly filled in must reach by registered post to the office of General Manager, Haryana Roadways Gurgaon depot on or before the last date i.e. 2-12-2011 (upto 5:00 PM).

Sd/-
Arun Kumar, IAS
Director General, State Transport, Haryana, Chandigarh.
APPLICATION FORM FOR DRIVER IN HARYANA ROADWAYS CITY BUS SERVICE, GURGAON

(i) Please read the instructions and other relevant information contained in the advertisement for engagement of drivers, a copy of which is enclosed and is a part of the application pack.

Please fill up the form in Capital Letters using Ink or Type. All columns of this form must be filled up by the applicant.

1. CANDIDATE’S NAME (in Capital letters as given in class X Certificate) (In English)

2. FATHER’S NAME (in Capital letters as given in class X Certificate ) (In English)

3. MOTHER’S NAME (in Capital letters) (In English)

4. Date of birth

5. Age as on last date of submission of application i.e. 02.12.2011: Years Months Days

6. Category

[Tick appropriate boxes]

7. Application Fees: ₹ 200/-
8. Write name & Complete Mailing address in BLOCK LETTERS बड़े शब्दों में नाम और पत्र यथावतः कर पूरा पता लिखें।

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<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<td>Town/Village:</td>
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<td>District:</td>
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<table>
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<tr>
<th>State:</th>
<th>Pin Code:</th>
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9. Are you Resident of Gurgaon District  
(Attach photocopy of voter identity card / Residence proof) गुरगाँव जिले के निवासी हैं  
(संदर्भ पहचान पत्र/निवास प्रमाण पत्र की छाया प्रति संलग्न करें)

<table>
<thead>
<tr>
<th>Yes</th>
<th>NO</th>
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</thead>
</table>

10. Whether you are Registered with the Employment Exchange, Gurgaon if any रोजगार व्यवस्थापन गुरगाँव में पंजीकृत यदि है तो  

<table>
<thead>
<tr>
<th>Yes</th>
<th>NO</th>
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11. If Yes, Employment Exchange, Gurgaon Registration No. & Date यदि है तो रोजगार व्यवस्थापन गुरगाँव का पंजीकरण संख्या तथा तिथि  

<table>
<thead>
<tr>
<th>Registration No. पंजीकरण संख्या</th>
<th>Date of Registration पंजीकरण की तिथि</th>
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</thead>
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12. Are you DOMICILE of Haryana  
(Attach copy of Domicile Certificate) हरियाणा के स्थाई निवासी हैं  
(निवास प्रमाण पत्र की छाया प्रति संलग्न करें)

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13. Details of HEAVY PASSENGER TRANSPORT VEHICLE DRIVING LICENCE  
(Self-attested copies of Certificates shall be attached) भारी यातों वाहन चालक के लाइसेंस का निवेदन  
(चालक लाइसेंस की प्रातिस्पर्धा संबंधी सूची प्रस्तुत कर संलग्न करें)

<table>
<thead>
<tr>
<th>Licence No. लाइसेंस सं.</th>
<th>Date of Issue जारी करने की तिथि</th>
<th>Valid upto कब तक वैध है</th>
<th>Name of Licensing Authority लाइसेंस जारी करने वाले प्रतिपक्षी का नाम</th>
<th>Name and Address of the institute where driving training taken चालक प्रशिक्षण केंद्र का नाम व पता जहां चालक ने प्रशिक्षण लिया है</th>
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14. EDUCATIONAL QUALIFICATIONS from 10th class onwards:  
(Self-attested copies of Certificates and Marks sheets be attached) शैक्षिक योग्यता दसवीं कक्षा एवं अंकों तक  
(प्रमाण पत्र और अंक तालिका की छाया प्रति संबंधी सूची संलग्न कर संलग्न करें)

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15. Total Experience in years (As Heavy Passenger Transport Vehicle Driver): कुल वाणिज्यिक अनुभव (भारी यात्री वाहन चालक के रूप में)

<table>
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<tr>
<th>S.No.</th>
<th>Date (Months &amp; Year)</th>
<th>Name &amp; Address of Bus Operator &amp; Telephone No.</th>
<th>Armed Forces and Unit No. सेना संबंधित नंबर और यूनिट क्रमांक</th>
<th>Licence Number of Bus Operator &amp; Permit Issuing Authority बस संबंधित क्रमांक और परमिट जारीकर्ता प्रशिक्षक</th>
<th>Salary वेतन</th>
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17. Visible physical identification mark, if any (दृष्टिगत शारीरिक पहचान विन्ह)

18. Were you ever involved in any Road Accident? क्या आप कभी किसी वाहन दुर्घटना में संलिपि रहे—

If Yes, give complete details of accident and court case, if any, on separate piece of paper. यदि हां, तो दुर्घटना प्रमुख कोई केस का पूर्ण विवरण अलग कागज पर वर्णित करके संलग्न करें।

19. Were you ever convicted by any court of law? क्या आप कभी न्यायालय द्वारा दंडित किये गये थे?

If convicted, details be furnished on a separate paper. अगर दंडित हों, तो पूर्ण विवरण अलग कागज संलग्न करें।

DECLARATION:

I hereby declare that the statements contained in this application are, to the best of my knowledge true and correct; I agree that any false/incorrect information or misrepresentation by me will lead to the termination of the service agreement (contract) without any obligation or liability to the Government. I have read the provisions of the advertisement / application form and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age, educational qualification etc as prescribed in the advertisement and other relevant rules and instructions.

Signature of candidate……………………………………. Date…………………………
(Unsigned applications shall be summarily rejected)

घोषणा:—

१५. एक बार जो कोई प्राधिक में दी गई सूचना मे ज्ञान अनुसार सत्य एवं सही है। मैं इस बात से भी सहमत हूं कि कोई भी बुद्धि / गलत सूचना अथवा मे द्वारा किया गया गलत ज्ञान मुझे संविदायक / अनुकूल कारण पर दिया गया सेवा के अवसर की समाप्ति का कारण वन सकता है तथा मे अनुबंध बिना किसी बादा अथवा सरकार के दावित को समाप्त किया जा सकता है। मैं विज्ञापन / प्राधिक पत्र के सभी प्रवाहों को पढ़ लिया है और मैं खुद मैं उन्हें मानने वाला आ"वासन दिलाता हूं। मैं विज्ञापन में दी गई आदेश और योजना एवं अन्य निर्देशों और हिदायतों की सभी शर्तों को पूरा करता हूं।

आवेदक के हस्ताक्षर

दिनांक

(बिना हस्ताक्षरित आवेदन पत्र शुल में ही रद्द कर दिये जाएगे)
INSTRUCTIONS AND OTHER TERMS & CONDITIONS FOR FILLING UP THE APPLICATION FORM

All the applicants are requested to read these instructions carefully before filling up the application form:

1) A recent coloured passport size photograph is to be affixed on the application form in the given box.
2) Candidate should fill up the form in CAPITAL letters with Blue or Black Pen.
3) Applicant should fill up his name exactly as recorded in his Matriculation Certificate.
4) Applicant should be above 18 years and less than 40 years of age on the last date of the submission of the application i.e. 02-12-2011.
5) Applicant should mark his category in the appropriate box at S.No.6 of the application form.
6) Reservation for SC, BCA,BCB, Ex-Servicemen and Outstanding Sports Persons shall be as per Haryana Govt. Rules/instructions.
7) The dependent sons of Ex-Servicemen (DESM) who fulfil all conditions of qualifications, age etc. prescribed for post will be considered on merit for the posts reserved for ESM to the extent of non-availability of suitable ESM candidates.
8) ESM/Dependent of Ex-Servicemen (DESM) candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere Dependent Certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of Identity Card issued by the concerned Zila Sainik Board.
हरियाणा सरकार के प्रमाणपत्र का संख्या 12/37/79- प्रशासन 21.11.1980 की हिदायतों में परमाणुता आवश्यकता है। यदि कोई कार्यकर्ता इस परमाणुता के लिए सिध्दांत नहीं दे सकता, तो प्राप्तता है।

i) A person may be working on an adhoc basis against the post advertised or somewhere else.

ii) A person may be unemployed at the time of making the application but he may have other source of income viz from agriculture, trade, property, bank balance etc. ऐसा व्यक्ति जो आवेदन करते समय श्रेयसों के ही पर्यंत उसके पास अन्य साधन हो अथवा हो सकता है जैसे कि कृषि, व्यापार, सम्पत्ति, बैंक, बैंक इत्यादि।

iii) A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.

एक व्यक्ति जो संयुक्त हिंदू परिवार का सदस्य है और परिवार के विभाजन के समय तक उन्होंने पानी अथवा अन्य कारणों के कारण अपने पूरी आय को देता है और वह कारण सहानुभूति से संयुक्त हिंदू परिवार की आय में से अपने जीवन निवेश के लिए रूपांतरित करता है।

9) Applicant is required to attach a self-attested photo copy of his caste certificate issued by the Competent Authority.

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i) A person may be working on an adhoc basis against the post advertised or somewhere else.

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9) Applicant is required to attach a self-attested photo copy of his caste certificate issued by the Competent Authority.

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17) Candidates are required to attach the self attested photocopies of their experience certificates.

18) Candidates are also required to provide name, address and telephone number of the experience certificate issuing agency/authority.

19) Only duly filled in application forms alongwith signatures of the candidate will be accepted. Application forms without signatures of the candidate at the end of declaration shall be summarily rejected.

20) Candidates are required to attach the self attested photocopies of their experience certificates.

21) Candidates are also required to provide name, address and telephone number of the experience certificate issuing agency/authority.

22) Cut-off date for age, qualifications and experience is the last date for the receipt of application.

23) Candidates seeking benefit of Outstanding Sports Persons shall enclose “Gradation Certificate” issued by the Director Sports Haryana.

24) DESM shall be required to attach the self-attested photocopy of Eligibility Certificate duly issued by the respective Zila Sainik Board with the application.

Selection Process

Eligible candidates will be engaged through a selection process, which comprises of shortlisting based on merit and experience, driving proficiency test (Dug Test, Zigzag Test, Road Test etc.) and an interview.

Age Limit:

The candidate shall not be less than 18 years and more than 40 years of age. Candidates belonging to SC/BC category shall be given age relaxation as per Haryana Government Rules. In case of Ex-serviceman candidates the upper age limit shall be relaxed by the continuous military service added by three years.

Eligibility

A candidate must (a) be a citizen of India, (b) be of good moral character (c) be of sound health (d) not have more than one spouse living (e) should have passed matric school examination with Hindi or Sanskrit as language subject and should have a TRANSPORT VEHICLE DRIVING LICENCE. The candidate should have at least two years of experience of driving a transport vehicle including a passenger vehicle. Eligibility shall be determined with regard to the last date fixed for the receipt of the application form.
Documents to be attached

1) Affix recent coloured passport size photograph.
3) Attach self-attested photocopy of Caste Certificate from competent authority, if claiming any reservation.
4) Original demand draft of ₹ 200/- issued after the date of advertisement i.e. 10.11.2011 by any nationalised/scheduled bank in favour of General Manager, Gurgaon payable at Gurgaon.
5) Attach self-attested photocopy of voter identity card/ residence proof, if resident of Gurgaon.
6) Attach self-attested photocopy of Registration Certificate of Employment Exchange, Gurgaon, if registered.
7) Attach self-attested photocopy of domicile certificate, if resident of Haryana.
8) Attach self-attested photocopy of Heavy Passenger Transport Vehicle driving licence.
9) Attach self-attested photocopy of Matriculation Certificate or 10th standard mark-sheet issued by any recognised Board/University.
10) Attach self-attested photocopy of Experience Certificate carrying the details of minimum of 2 years of experience.

Note: Original Certificate should not be attached to the application form. All documents should be self-attested photocopies.

उपरोक्त मूल दस्तावेजों को इस आवेदन पत्र के साथ संलग्न न रखें। सभी दस्तावेजों की छायाप्रति स्वयं सत्यापित करने ही संलग्न करें।