

**National Institute of Hydrology  
Roorkee**

Advt. No./Advt. 20/2023-NIH(Admn.)

Dated: 27.03.2023

**WALK-IN INTERVIEW**

**SUBJET: ENGAGEMENT OF DRIVER ON CONTRACT BASIS.**

National Institute of Hydrology, Roorkee invites applications of Driver (on contract basis) initially for a period of six months (may be extended further).

Sl. No.	Designation	Remuneration	No of Staff to be hired
1.	Driver (Contractual)	Rs. 20,000/- per month	02

**1. Educational & other qualifications:**

- Passed Matriculation from a recognized Board
- Possession of a valid driving license for light and heavy Motors vehicles.
- Knowledge of Motor Mechanism (candidate should be able to remove minor defects in vehicle; changing of tyres etc.).
- Experience of driving light and heavy Motor vehicle for at least 5 years, satisfactory certificate should be furnished.

**2. Age-Limit:**

- The maximum age limit up to which a person can be employed on contract basis shall be 45 years Driving Test for appointment for the post of Staff Car Driver as on the walk-in- interview

Test will be conducted in two stages carrying 70% weight age in Total marks.

- Stage 1: Test for knowledge of Motor Mechanism and Traffic Rules, signals and regulation.
- Stage 2: Test for driving to access competency to drive light and heavy motor vehicles.

**3. General conditions and responsibilities**

- To take care of the day to day maintenance of assigned vehicle, check oil, water, battery, brakes, lights, car washing etc. and maintaining of logbook of vehicle.
- Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
- The candidates on appointment shall be liable to perform duties as assigned by the officer in charge (Vehicle during normal working hours and odd hours as per the requirement).
- Follow all rules and regulations in relation to the Road Safety.
- The contractual appointment of persons would be initially for a period of six months which can be extended by the competent authority, subject to satisfactory performance based on regular monitoring. The contractual appointment would be on full time basis., whichever is earlier at a monthly remuneration rate of Rs. 20000/-p.m.
- Outstation DA will be given as per NIH norms.
- Annual increase of 3% depending on the performance and on the recommendation of committee may be considered.
- Person shall be eligible of 8 days leave in a calendar year on pro-rata basis to be sanctioned by the Head of office.
- No TA/DA shall be admissible for attending walk-in-interview and joining the appointment on contractual basis. The person shall be allowed TA/DA for their travel inside the country in connection with the official work.

- The **Walk-in-interview and physical skill test** shall be held on 19.04.2023 at 11.00 A.M., NIH, Roorkee.
- The selected persons will be attached to NIH HQ's located in Roorkee.
- The above contractual appointment is a temporary nature and the appointment can be terminated at any time by the Competent Authority in NIH without assigning any reasons.

**4. Document Required**

- Copy of valid driving license
- Pass certificate of matriculation standard
- Experience Certificate
- Eye vision test report
- Physical fitness medical report for drivers
- Undertaking of not pending of any Police case

**5. Bio- data format :** Advt. No., Post applied for name , Name of Candidate, Father's Name, Date of birth, Age, Nationality, Marital status, category (SC/ST/OBC/PH/Gen), Address for communication, Telephone No. , Details of qualification, Details of experience with place of postings etc.

(Rajneesh Kumar Goel)  
Senior Admn. Officer