



भारत सरकार, Government of India
संचार मंत्रालय / Ministry of Communications
भारतीय डाक विभाग/ Department of Posts
डाक वाहन सेवा/ Mail Motor Services

वरिष्ठ प्रबन्धक का कार्यालय
O/o the Senior Manager
डाक वाहन सेवा, कोलकाता
Mail Motor Services, Kolkata
१३९, बेलेघाटा रोड, 139, Belegghata Road
कोलकाता /Kolkata-700015

Notification No. MMG/241/TS/Odisha Circle/ 2024-25/17

dated.06.03.2025

NOTIFICATION

Applications are invited from eligible Indian Citizen to fill up the one (01) posts of Technical Supervisor from open market.

Sl. No.	Name of the post	Name of the unit/Circle	Number of Vacancies	Break up					
				UR	SC	ST	OBC	EWS	ESM
1	Technical Supervisor (General Central Service, Group-C, Non-Gazetted, Non-Ministerial)	Odisha Circle	01 (One)	01	NIL	NIL	NIL	NIL	NIL

SCALE OF PAY: Level 6 in the pay matrix as per 7th CPC + admissible allowances.

LAST DATE OF RECEIPT OF APPLICATIONS: **on or before 15/04/2025 up to 17.00 hours.**

PERIOD OF PROBATION: Two years

8. Age limit, educational qualification and experience for the post of Technical Supervisor:

i. **AGE LIMIT:** 22 to 30 years as on 1st July of recruitment year i.e. 1st July 2024. (Relax able for central Government servant up to the age of 40 years in accordance with the instructions or orders issued by Central Government)

ii. **EDUCATIONAL QUALIFICATION AND EXPERIENCE:** The candidate should possess the following qualification,

EITHER

A degree/diploma in mechanical /automobile engineering from any recognized institution and Practical experience in an automobile firm of repute or in a Govt. workshop of 2 years.

OR

Passed matriculation examination or possessing an equivalent qualification with practical experience of 5 years in some factory or workshop for manufacture, repair or maintenance of internal combustion engines. Preference will be given to those who have held charge of a shop for at least one year or have worked as service engineer with firm dealing in internal combustion engines or equipment's worked with internal combustion engines.

iii. **METHOD OF SELECTION:** Selection will be made by means of competitive trade test. The date and venue of the tests will be intimated separately to the eligible candidates. No intimation will be sent in respect of other applicants who are found not eligible

9. Application must be signed by the candidate and accompanied with self-attested copies of following documents-

- viii. Age proof,
- ix. Educational qualification (SSC/ matriculation certificate)
- x. Technical qualification (Degree/ Diploma in Mechanical or Automobile Engineering)
- xi. Relevant practical Experience certificate as indicated above at Sr.No.2. Technical Experience certificate indicating name & address of organization with full postal address.
- xii. Photo Id proof
- xiii. Two copies of recent passport size photographs self-attested by the candidate. One should be pasted in the application form and the other should be attached with the application form.
- xiv. Indian Citizenship
- xv. Any other relevant information.

10. The vacancies notified are subject to change and the issuing authority reserves rights to modify/cancel the notification without assigning any reason there to.

11. INSTRUCTIONS TO CANDIDATES


- i. Application on plain paper in the prescribed format should be submitted by the candidate duly filled either in English/Hindi correctly and completely, duly signed by the Candidate.
- ii. One Passport size photograph should be affixed at the place meant for the purpose on the application form and should be duly self-attested.
- iii. The applications will be scrutinized as per the eligibility criteria and eligible applicants will be called for trade test.
- iv. The application should be sent through **Speed Post/Registered Post** only.
- v. Application will be liable for rejection also due to following reasons.
 - a. Application sent by courier or any other transmission will not be entertained/considered.
 - b. Unsigned application/without self-attested documents/ etc.
 - c. Without valid community certificate in r/o reserved post.
 - d. Not possessing the requisite qualification / relevant Experience on letter head of firm without full address details.
 - e. Under aged /Over aged candidates.
 - f. Incomplete or not submitted in prescribed format and Application received after due date.
 - g. Applications without required information /attachments/Community as per the notification will be summarily rejected without intimation.
 - h. Experience certificate without full postal address & Pin code.
 - i. Wrongly addressed applications either on application or on envelope will also be rejected.
 - j. The applications received after the last date and without adherence to the above conditions set in the notification will not be considered
 - k. Original certificates should not be sent along with the application.
 - l. No correspondence of any nature will be entertained.
 - m. No TA-DA will be paid for test.
 - n. Candidate will be selected on the basis of qualification, experience & skill test and merely possessing minimum qualification will not vest any right to the candidate to call for test

12. The application should be sent in an envelope and the candidate should superscribe the post applied for on the envelope, which should be addressed to "**The Senior Manager, Mail Motor Services, Kolkata, 139, Belegata Road, Kolkata-700015**". The application should be sent through **Speed Post/Registered Post** only. Applications received by any other means will be rejected.



13. The last date of receipt of application is **on or before 15/04/2025 by 17.00 Hours.**
Application(s) without complete information or without copies of desired certificates or
the application(s) enclosing copy/copies of the certificate(s) **without self-attestation**
will be rejected straight way without any notice or information.

Encl: Format of application


प्रबंधक/ Manager (Group-A)
डाक वाहन सेवा/Mail Motor Services
कोलकाता/Kolkata-700015

Application for the post of Technical Supervisor in Odisha CircleAffix self-
attested
passport
size
photograph

1	Full Name of Applicant (in Block Letters)	
2	Fathers name	
3	Permanent Address	
4	Correspondence Address With pin code	
5	Email ID:	
6	Category/community	
6	Date of birth (in figures and words)	
7	Age as on 01.07.2024.	
8	SSC/ matriculation examination passed.	Name of school: Passing year:
9	The details of Degree/Diploma in Mechanical or Automobile Engineering.	Name of Institute: Passing year:
10	Relevant Practical experience as per Notification.	Name of organization & Address: Period From:_____ to _____

It is to certify that above information is true to the best of my knowledge & belief. If at any stage such information is found false or fabricated my candidature shall be liable for cancellation without assigning any reason.

Date:

Place:

Signature of Candidate