



Government of India  
Ministry of Communications & Information Technology,  
Department of Posts,  
(Mail Motor Service)

Office of The Manager  
Mail Motor Service, GPO Compound,  
Civil Lines, Nagpur-440001  
Dated: 12.03.2018

Ref. No. MSE-13/Rectt. Of Drivers/2017-18/214

**Sub:** Filling up of 01 (One) vacancy (UR-1) in the grade of staff car Driver (Ordinary grade ) ( General central service Gr. 'C' Non-Gazetted, Non- Ministerial) in the pay matrix Level- 02 as per 7<sup>th</sup> CPC in the office of Manager, Mail Motor Service , GPO Compound, Civil Lines, Nagpur-440001 on Deputation / absorption- regarding.

1. It is proposed to fill up 01 (One) vacancy of staff car Drivers (Ordinary Grade) (General central service Gr. C Non- Gazetted, Non – Ministerial) in the pay matrix Level -02 as per 7<sup>th</sup> CPC in the office of Manger, Mail Motor Service, GPO Compound, Civil Lines, Nagpur-440001 on Deputation/ absorption in the Department of posts failing which by deputation/ absorption from other Ministries/ Deputation or re-employment of Armed Force personnel.

## 2. Eligibility Conditions

- (i) Deputation/ Absorption of officials in the Department of posts: Form amongst the regular Dispatch Rider (Group- C) and Group-C employees in the pay matrix Level- 01 as per 7<sup>th</sup> CPC in the Department of Posts, who possess valid Driving License for light and heavy motor vehicle on the basis of a Driving test to assess the competency to drive light and heavy motor vehicle.
- (ii) Other Ministries of the central Government and Armed Forces personnel: From officials holding the post of Dispatch Rider on regular basis or regular Group- C employees in the pay matrix Level - 01 as per 7<sup>th</sup> CPC who fulfill the necessary qualification prescribed as under.
  - (a) Possession of a valid Driving license for light and heavy motor vehicles.
  - (b) Knowledge of motor mechanism (candidate should be able to remove minor defects in vehicles)
  - (c) Experience of driving light and heavy motor vehicle for at least three years.
  - (d) Pass in 10<sup>th</sup> standard from a recognized board or institute.
- (iii) For Ex- Serviceman: The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualification prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be continued on re- employment.

**3. Regulation of pay and other terms of deputation/ absorption.** Pay matrix Level -02 as per 7<sup>th</sup> CPC and will be regularized as per pay rule.

**4. Age limit:** The maximum age limit for appointment by deputation/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications.

**5. Period of deputations.** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the central Government shall ordinarily not exceed three years.

**6. Reservation for SC/ST.** No provision for reservation exists for the posts to be filled up on deputation/ absorption basis.

**7. Period of probation.** Two years for re-employed.

**8.** Application (In duplicate) may be filled only in the prescribed proforma (Annexure- I) of the eligible candidates whose services can be spared immediately on selection together with the certificate from the forwarding authority (in proforma Annexure-II) along with the following documents.

Contd. On 02.

(a) Integrity certificate.

(b) List of major/ minor penalties imposed if any, on official during the last 10 years; (if no penalty has been imposed, a "Nil" certificate should be enclosed).

(c) Vigilance clearance certificate.

(d) Attested photocopies of the ACRs for the last five year (2012-13 to 2016-17) (attested on each page by a Gazetted officer) (Wherever applicable)

The required documents mentioned at the end of Annexure along with relevant Documents in support of qualification and experience may be forwarded to **Manager, Mail Motor Service, GPO Compound, Civil Lines, Nagpur- 440001 through proper channel within 60 days from the date of publication of notification in Employment News.** Application not forwarded through proper channel or those received without the requisite certificate and necessary documents or received after last date will not be entertained.

9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Encl: Annexure-I & II.



Manager (Gr-A),

Mail Motor service, Nagpur-440001

**Copy forwarded to:-**

1. All Ministries/ Departments of Govt. of India.(as per list attached)
2. Director, CEPT, Mysore for uploading this notification on website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in)
3. All the Circles- Department of Posts, India- Eligible and interested officials may forward their applications through proper channel within the stipulated date.
4. ADPS (Rectt),O/o CPMG, Maharashtra Circle, Mumbai.
5. Employment News- Publication Division, VIIth floor, Soochana Bhawan, CGO Complex, Lodhi Road, New Delhi-110003, for publishing in the employment news.

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**ANNEXURE-I**

**Proforma for application for the post of staff car Drivers (Ordinary Grade) on Deputation / Absorption/ Re- employment basis in the office of Manager, Mail Motor Service, Nagpur-440001.**

1. Name and postal Address (in block letter) with telephone No:
2. Date of Birth (in Christian era) :
3. Date of retirement under Center Govt. rules:
4. Education qualification: (Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient)
5. a. Do you hold analogous post on regular basis in the parent cadre or department or
  - b. Do you possess three years regular service in posts in the pay matrix level-1 as per 7<sup>th</sup> CPC or equivalent if yes, name of the post held:
  - c. Do you possess a valid driving license, if yes enclose copy of LMV/HMV ?
  - d. Do you possess knowledge of Motor Mechanism?
  - e. Do you possess experience of driving light and heavy motor vehicle for at least three years? If yes, enclose the relevant documents.
6. Details of employment, in chronological order (starting from entry in Central Government Service) Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Organi- zation	Post held with Level of pay matrix	Period of Service		Basic pay & pay scale ( pre-revised)			Basic pay ( revised ) with Pay level in Pay matrix		Nature of appointment whether regular/ adhoc/ deputation
		From	To	Pay Band	Basic pay	Grade pay	Pay level	Basic pay	

7. Nature of present employment i.e. ad- hoc or temporary or permanent
8. In case the present employment is held on deputation please state:-
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation
  - (c) Name of parent Office/ Organization to which you belong:
9. Are you in revised scale of pay? If yes, give the date from which the revision Took place and also indicate the per-revised scale?

Date	Pay Scale ( per- revised)	Basic pay (per-revised)	Date of revision of pay	Revised scale of pay under 7 <sup>th</sup> CPC with Pay Band & level in the pay matrix	Revised basic pay

10. Total emoluments drawn per month:
11. Additional information, if any, which you would like to mention in support of your suitability for the post (enclose a separate sheet if the space is insufficient).
12. Full postal address of forwarding authority with name & tel. No.
13. Whether belongs to SC/ST
14. Remarks

**Signature of the candidate**

**Name of the candidate**

**Full address of the office & Tel. No. / Fax No.**

**Annexure- II**

[Certificate to be furnished by the employer / Head of office/ Forwarding Authority]

- 1) Certificated that particulars furnished by----- are correct and that the requisite educational qualification and experience mentioned in the vacancy Circular
- 2) Also certificate that;
  - i) There is no vigilance or disciplinary case either is pending/ contemplated against shr -----
  - ii) His/her CR Dossier in original is enclosed/ photo copies of the ACRs for the last 5 years attested by an officer of the rank of under secretary to the Govt. of India or above enclosed [ Wherever applicable]
  - iv) No Major/Minor penalty has been imposed on him/her during the last 10 years is enclosed

Place:  
Dated:

Signature:  
Name & Designation  
Telephone & Fax No  
Office seal:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.

[Strike out Which is not applicable]

1	2	3	4	5	6	7	8	9	10

10. Total number of candidates for the post: \_\_\_\_\_

11. Number of candidates who were shortlisted for the interview: \_\_\_\_\_

12. Number of candidates who were recommended for the post: \_\_\_\_\_

13. Number of candidates who were recommended for the post and were selected: \_\_\_\_\_

14. Name of the candidate: \_\_\_\_\_

15. Address of the candidate: \_\_\_\_\_

16. Address of the office: \_\_\_\_\_