

GOVERNMENT OF INDIA : DEPARTMENT OF POSTS  
O/o THE MANAGER, MAIL MOTOR SERVICE, KOTI, HYDERABAD – 500 095  
No. MMS/MSE/Rectt/IV/Drivers/2018-19      Dated 20.10.2018

Applications are invited from the eligible Indian citizens for the following posts in Medak and Sangareddy Divisions under Head Quarter Region, Telangana Circle, Hyderabad.

POSTS	No. of posts	Communal Breakup			
		UR	SC	ST	OBC
Staff Car Driver(Ordinary Grade) General Central Service, Gr-C, Non Gazetted, Non Ministerial	02	01	--	--	01

**Scale of Pay** : Rs.19900/- (Level 2 in the pay matrix as per 7<sup>th</sup> CPC)

**Period of Probation** : Two years

**Last Date for Receipt of Applications : On or before 24.11.2018 by 17.30 hrs.**

**1.Eligibility**

a) **Age limit** : 18 to 27 yrs. [Relaxable 3 years for OBC, for Government Servants upto 40 years in accordance with the instructions or orders issued by Central Government].

**The crucial date for determining the age limit shall be the closing date of receipt of applications from the candidates in india.**

b) **Essential Educational & Other qualifications :**

(i) Possession of a valid driving license for light & heavy motor vehicles.

(ii) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle)

(iii) Experience of driving in light & heavy motor vehicles for at least three years

(iv) Pass in 10<sup>th</sup> standard from recognized board or institute.

c) **Desirable qualification** : Three years service as Home Guard or Civil volunteers.

**2.Method of selection**

Selection will be made amongst the candidates possessing the above required qualifications and license and on the basis of driving test to assess their competency to drive light and heavy motor vehicles. The date and venue of the tests will be intimated separately to the eligible candidates. **No intimation will be sent to the ineligible candidates.**

**Application should be submitted in the following format :**

1. Full name (In block letters) :
2. Father's full name :
3. Post Applied for :
4. Permanent Address :

5. Address for correspondence :

6. Citizenship : Indian / others

7. Date of Birth( By Christian Era) :

8. Age as on 24.11.2018 (i.e.closing date) :

9. Community :

Are you a member of OBC

(If yes candidate should submit creamy layer certificate issued by the Competent Authority not below rank of Tahasildar/MRO for appointment in Central Govt. service/posts)

10. Educational Qualification :

11. Driving License Number :

12. Particulars of Issue of Driving License with validity : (LMV & HVM Separately)

Date of Issue of Driving Lincence : LMV :.....Validity.....

Date of Issue of Driving Lincence : HVM :.....Validity.....

13. Whether copy of extract of Driving License issued by concerned RTA

Authorities showing all details of License endorsement is enclosed

Yes / No

14. Driving Experience Period **HVM** : From..... To.....

**(LMV & HVM Separately)** Name of institution/ firms etc :.....

**LMV** : From ..... To.....

Name of institution/ firms etc :.....

15. Home Guard Service : From..... To.....

16. Any other relevant information :

Signature of Candidate



**Applications must be signed by the candidate and accompanied with :**

1. Photocopies of the following certificates self attested by the candidate  
i) Age proof, ii) Educational Qualification as indicated at Sl.no.1(b) (iv), iii) Driving experience certificate as indicated at Sl. No. 1(b)(iii), iv) OBC (Creamy layer certificate) issued by competent Authority, v) Driving License and License Extract issued by Concerned RTA Authorities.
2. One recent passport size Photograph self attested by the candidate should be pasted in the application form.

**Special Instructions to the Candidates :**

The applications should be sent in an envelope superscripting **the post applied for** addressing to **“The Manager, Mail Motor Service, Koti, Hyderabad – 500 095”** either by **speed post or Register post so as to reach this office on or before 24.11.2018 Up to 17.30 hrs. and other means will be rejected.** Incomplete/ Unsigned applications are liable to be rejected. Application(s) without complete information or without copies of certificates or the application(s) enclosing copies of the certificate(s) without self attestation will be rejected straight way without any notice or information. Applications received after due date will be summarily rejected. No allowances and expenses will be paid for attending the test and the candidates will have to bear the cost. The vacancy notified is subject to change without assigning any reasons and Department reserves the right to cancel the recruitment if so warranted.



Manager,  
Mail Motor Service,  
Hyderabad – 500 095