

No.B-3/12/XXIV/2023  
Government of India  
Ministry of Communications  
Department of Posts  
(O/o Senior Manager, Mail Motor Service, New Delhi-110028)  
\*\*\*\*\*

Naraina  
New Delhi-110028  
Date: 04.10.2023

**Sub:** Filling up of 06 (Six) vacancies 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 Senior Manager, Mail Motor Service, Naraina, New Delhi-110028 on deputation/ absorption basis in the Department of posts, failing which by deputation/absorption from other Ministries/on Deputation or Re-employment of Armed Force Personnel-regarding.

It is proposed to fill up 06 (Six) vacancies 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 basis in the office of the Senior Manager, Mail Motor Service, Naraina, New Delhi-110028 on deputation / absorption basis in the Department of posts failing which by deputation/ absorption from other Ministries/on Deputation or re-employment of Armed Force personnel.

**1. Eligibility Conditions:**

**(i) Deputation/ Absorption of officials in the Department of posts:**

From 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 Trade test/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 (The candidate should be able to remove minor defects in vehicle)
- (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.

**Deputation or re-employment of Armed Forces personnel:** 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 qualifications 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.

Cont...2/-

2. **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.
3. **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.
4. **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.
5. **Reservation for SC/ST:** No provision for reservation exists for the posts to be filled up on deputation/ absorption basis.
6. **Period of probation:** Two years for re-employed.
7. Application (In duplicate) may be filled only in the prescribed proforma (Annexure-1) 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.
  - (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 (2018-19 to 2022-23) (attested on each page by a Gazetted officer, wherever applicable).

The required documents mentioned in notification along with relevant Documents in support of qualification and experience may be forwarded to **O/o Senior Manager, Mail Motor Service, C-121, Naraina Industrial Area phase-I, Naraina, New Delhi-110028 through proper channel on or before 30.11.2023. Application not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date will not be entertained.** The trade test will be conducted as per pattern and syllabus prescribed by the Dte. vide no.08-01/2019-SPN-1 dated 17.06.2022.

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

Encl: Annexure-I & II.

-sd-  
Senior Manager  
Mail Motor Service New Delhi-110028

**ANNEXURE –I**

**Proforma for application for the post of Staff Car Driver (Ordinary Grade) on deputation /Absorption /re- employment basis in the O/o Sr. Manager, Mail Motor Service, New Delhi.**

1	Name and postal address (in block letters) with telephone No.									
2	Date of birth (in Christian Era).							DD	MM	YYYY
3	Date of retirement under Central Govt. Rules.									
4	Educational qualifications (Enclose supporting documents duly authenticated by your signature)									
5	a) Do you hold analogous post on the regular basis in the present cadre or department or									
	b) Do you possess three years regular service in the posts in the Pay Matrix Level-1 as per 7th CPC or equivalent if yes, name of the post held.							Yes	No	
	c) Do you possess a valid Driving License? if yes, enclose copy of LMV and HMV?							Yes	No	
	d) Do you possess knowledge of Motor Mechanism?							Yes	No	
	e) Do you possess experience of Driving Light and Heavy motor vehicles for at least three years, if yes enclose the relevant documents/Certificates.							Yes	No	
	f) Do you possess a desirable qualifications, if yes, please provide the details of three years' service experience as Home Guard/Civil Volunteer.							Yes	No	
6	Details of employment in the chronological order (starting from the entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is in sufficient.									
	Office/ Organization	Post held with the scale 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	
	1	2	3	4	5	6	7	8		9
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 the parent office/ organization to which belong to									
9	Are you in the revised scale of pay? If, yes give the date from which the revision took place and indicate the pre-revised scale									
	Date	Pay scale (pre revised)	Basic pay (pre revised)		Date of revision of pay		Revised scale of pay, pay matrix level as per 7th CPC		Revised Basic Pay	
10	Total emoluments drawn per month in Rs.							Rs.		
11	Additional information, if any, which you would like to mention in support of your suitability for the post (Enclose a separate sheet if space is insufficient)									
12	Full Postal address of forwarding authority with name & telephone/ Mobile no.									
13	Whether belongs to SC/ST (Please tick whichever is applicable).							SC	ST	
14	Remarks if any.									

I hereby declare that the information furnished above is True, valid and authentic to the best of knowledge. If noticed any false/deviation in the information, my candidature may be cancelled.

Date:

Place:

Name of the official  
Full address of the office  
Mobile No./Tel. No./Email ID

Certificate to be given by the authorized signatory of the parent office

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in vacancy circular. If selected he/she will be relieved immediately.

Signature  
Name & Designation  
Telephone No.  
Office Seal

## **ANNEXURE -II**

**(Certificate be furnished by the employer /Head of office/Forwarding authority)**

1. Certified that particulars furnished by ----- are correct and he possess the requisite educational qualifications and experience mentioned in the vacancy circular.
2. Also certified that:
  - a) There is no vigilance or disciplinary case either is pending /contemplated against Shri/Smt -----
  - b) His /Her integrity is certified.
  - c) His/Her CR Dossier in original is enclosed /photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of undersecretary to the Govt of India or above enclosed (wherever applicable).
  - d) No major/minor penalty was been imposed on him /her during the last 10 years \* or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).
  - e) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and if selected, he will be relieved immediately to join the post.

Signature :  
Name and designation :  
Telephone No :  
Fax No :  
Office seal :

Place:

Date:

List of enclosure:

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

(\*Strike out which is not applicable)

