

No. MMS/MSE/Rectt/Drivers/2017-18
Ministry of Communications & IT
DEPARTMENT OF POSTS :: INDIA
OFFICE OF THE MANAGER, MAIL MOTOR SERVICE,
KOTI, HYDERABABAD – 500 095

Sub: Filling up of Eleven (11) vacancies in the Grade of Staff Car Driver (Ordinary Grade-III) (General Central Services, Gr-C, Non-Gazetted, Non-Ministerial) in PB-1 (₹5200-20200) and Level-2 of Pay Matrix of Seventh Pay Commission in Mail Motor Service, Hyderabad on deputation / Absorption or reemployment of Armed Forces personnel – Reg.

1. It is proposed to fill up Eleven (11) vacancies of Staff Car Drivers (Ordinary Grade-III) (General Central Services, Gr-C, Non-Gazetted, Non-Ministerial) in PB-1 (₹5200-20200) and Level-2 of Pay Matrix of Seventh Pay Commission in MMS, Hyderabad, Department of Posts, Ministry of Communications & IT on deputation / Absorption in the Department of Posts failing which Deputation / Absorption in other Ministries.

2. Eligibility conditions:

Deputation / Absorption of the officials in the Department of Posts:

From amongst the regular Dispatch Riders (Group-C) and Group-C officials in the PB-1 (₹5200-20200) and Level-1 of Pay Matrix of Seventh Pay Commission in the Department of Posts possessing valid Driving License for Light and Heavy Motor Vehicles and on the basis of Driving test to assess the competency to drive Light and Heavy Motor Vehicles.

Other Ministries of the Central Government and Armed Forces Personnel:

From officials holding the post of Dispatch Riders on regular basis or regular Group-C employees in the PB-1 (₹5200-20200) and Level-1 of Pay Matrix of Seventh Pay Commission with the qualifications prescribed here under:

- (i) Possession of a valid Driving License for Light and Heavy Motor Vehicles,
- (ii) Knowledge of Motor mechanism (The candidate should be able to detect and rectify the minor defects in the vehicle).
- (iii) Experience in Driving for Light and Heavy Motor Vehicles for at least three years.
- (iv) Pass in the 10th Standard from a recognized Board or Institute.

For Ex-servicemen: 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 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 force thereafter they may be continued on re-employment.

3. Regulation of Pay and other terms of deputation / absorption:

Pay in PB-1 (₹5200-20200) and Level-2 of Pay Matrix of Seventh Pay Commission will be regularized as per rules.

4. Age limit:

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

5. Period of deputation:

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 reservation exists for the posts to be filled up on deputation / absorption basis.

7. Period of probation:

Two years for the re-employed.

8. Application (in duplicate) 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) may be sent to this office along with the following documents.

(i) Integrity Certificate.

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

(iii) Vigilance clearance certificate.

(iv) Attested photocopies of the ACRs/APARs for the last five years (2012-13 to 2016-17) (attested on each page by a Gazetted Officer) (where ever applicable).

Applications along with the required documents/ Certificates mentioned at the end of the Annexure I & II in support of the qualifications and experience should be forwarded to "**The Manager, Mail Motor Service, Koti, Hyderabad – 500 095**" through proper channel on or before 14.03.2018. Applications received after last date i.e. 14.03.2018 will be rejected summarily.

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


Manager
Mail Motor Service
Hyderabad – 500 095

Copy forwarded to:

- 1) All Ministries / Department of Govt. of India.
- 2) All the Circles – Department of Posts, India – eligible and interested officials may forward their applications through proper channel within the stipulated period.


Manager
Mail Motor Service
Hyderabad – 500 095

ANNEXURE – I

Proforma for application for the post of Staff Car Driver (Ordinary Grade-III) on deputation / Absorption / Re-employment basis in the O/o Manager, Mail Motor Service, Koti, Hyderabad – 500 095

- 1) Name and Postal address (in block letters) with telephone No.:
- 2) Date of Birth (in Christian Era):
- 3) Date of retirement under Central Govt. rules:
- 4) Educational qualifications:
(Enclose a separate sheet, duly authenticated by your signature, or if space below is insufficient)
- 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 post in the Pay scale PB-1 (₹5200-20200) and Level-1 of Pay Matrix of Seventh Pay Commission or its equalant?
c) Do you possess a valid Driving License?
if yes, enclose a copy
Date of LMV -
Date of HMV -
d) Do you possess knowledge of Motor Mechanism?
e) Do you possess the experience of Driving in Light and Heavy Motor Vehicles for at least three years? If yes, enclose the relevant documents.
f) Do you possess at least three years service experience as home guard / Civil volunteer?
- 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 insufficient.

| Office / Designation | Post held with the scale of pay | Period of service | | Basic pay & pay scale (pre revised) | Basic pay (revised) with PB & pay level in the pay matrix | | | Nature of appointment/ whether Regular/Adhoc deputation |
|----------------------|---------------------------------|-------------------|----|-------------------------------------|-----------------------------------------------------------|---|---|---------------------------------------------------------|
| | | from | to | | | | | |
| 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.

9) Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

| Date | Pay scale (pre-revised) | Basic pay (Pre-revised) | Date of revision of pay | Revised scale of pay under 7 th CPC with PB and level in the pay matrix | Revised Basic pay |
|------|-------------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------|-------------------|
| | | | | | |

10) Total emoluments now 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 space is insufficient)

12) Full Postal address of forwarding authority with name & telephone no.

13) Whether belongs to SC / ST.

14) Remarks, if any.

Signature of the candidate:

Name of the candidate:

Full address of the office:

Telephone No/Fax No:

ANNEXURE – II

(Certificate to be furnished by the employer / Head of office / Forwarding Authority)

1) Certified that particulars furnished by _____ are correct and he possessed the requisite educational qualifications and experience mentioned in the vacancy circular.

2) Also certify that:

I) There is no vigilance or disciplinary case either pending / contemplated against Shri / Smt. _____

II) His / Her integrity is certified.

III) His / Her CR Dossier in original is enclosed / photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of under secretary to the Govt. of India or above.(wherever applicable).

IV) No major / minor penalty has been imposed on him / her during the last 10 years.*

V) A list of major / minor penalties imposed on him / her during the last 10 years is enclosed.*

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)