

GOVERNMENT OF INDIA : DEPARTMENT OF POSTS
O/o THE MANAGER, MAIL MOTOR SERVICE, KOTI, HYDERABAD – 500 095
No. MMS/MSE/Rectt/Drivers/2018-19 Dated 18.05.2018

Applications are invited from the eligible Indian citizens for the following posts. The last date for receipt of applications is 25.06.2018 up to 17.30 hrs.

POSTS	No. of posts	Communal Breakup			
		UR	SC	ST	OBC
Staff Car Driver(Ordinary Grade) General Central Service, Gr-C, Non Gazetted, Non Ministerial	10	05	01	02	02

Scale of Pay : Rs.19900/- (Level 2 in the pay matrix as per 7th CPC)
Period of Probation : Two years for Direct Recruits

1.Eligibility

a) Age limit for direct recruits : 18 to 27 yrs. [Relaxable 5 years for SC &ST, 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 for receipt of applications from the candidates in india.

b) Essential Educational & Other qualifications for direct recruits :

(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 10th 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 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 in respect of other applicants who are not eligible.**

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 closing date of receipt of application :
9. Community :
Are you a member of SC/ST/OBC
(If yes candidate should submit certificate issued by the
Competent Authority not below rank of Tahasildar/MRO)
(OBC candidate should submit creamy layer certificate,
For appointment in Central Govt. service/posts)
10. Educational Qualification :
11. Driving License Number :
12. Particulars of Issue of Driving License with validity : (LMV & HMV Separately)
Date of Issue of Driving Lincence : LMV :.....Validity.....
Date of Issue of Driving Lincense : HMV :.....Validity.....
13. Whether copy of extract of Driving License issued by concerned RTA
Authorities is enclosed Yes / No
14. Driving Experience Period in LMV : From..... To.....
Name of institution/ firms etc :.....
15. Driving Experience period in HMV : From To.....
Name of institution/ firms etc :.....
16. Home Guard Service : From..... To.....
17. Any other relevant information :

Signature of Candidate

Applications must be signed by the candidate and accompanied with :

1. Photocopies of the following certificates **attested by Gazetted Officer**
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) ST/SC certificate/ OBC(Creamy layer certificate) issued by competent Authority, v) Driving License along with the Extract issued by Concerned RTA Authorities vi) copy of citizenship certificate/ permanent Residential certificate or any certificate issued state/ central government to show Indian citizenship.
2. Two copies of recent passport size photographs attested by Gazetted Officer. One should be pasted in the application form and other should be attached to 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 on or before 25.06.2018 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 attestation by State/ Central Govt. officer(s) will be rejected straight away 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