



# India Post



Office of the Chief Postmaster General  
West Bengal Circle : Yogayog Bhawan, Kolkata 700012

U/E

To  
The Assistant Director of Postal Services (TO)  
o/o the Chief Postmaster General,  
W. B. Circle, Kolkata – 700012.

No. Rectt/R-1/3/IV/III


Dated at Kolkata-12 the 18 .08.2016

Subject : Recruitment to the post of Driver in MMS, Kol – 15

In connection with the above mentioned subject, I am directed to request you to take action to upload the notification of filing up the vacancies in the Grade of Staff Car Driver (Ordinary Grade) (General Central Service, Gr. C, Non-Gazetted, Non-Ministerial) in the office of the Sr. Manager, MMS, Kol-15 on Deputation/Absorption basis in the India Post website (copy enclosed).

Enclo : As stated above.

Yours faithfully,

  
Asstt. Director of Postal Services (Rectt)  
O/o the Chief Postmaster General  
West Bengal Circle, Kolkata-700012



Fax No 033-22510780

No. MMG/36/Driver/XIV  
MINISTRY OF COMMUNICATION & IT  
DEPARTMENT OF POSTS; INDIA  
OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICES,  
139, BELEGHATA ROAD, KOLKATA-700015

Sub: Filling up thirteen (13) vacancies in the Grade of Staff Car Driver (Ordinary Grade) (General Central Service, Gr.C, Non-Gazetted, Non-Ministerial) in the PB-1 (Rs.5200-20200) plus Grade Pay Rs.1900/- in the office of the Senior Manager, Mail Motor Services, Kolkata - 700015 on Deputation/ Absorption in the Department of Posts failing which Deputation / Absorption in other Ministries / Deputation or reemployment of Armed Forces Personnel- reg.

It is proposed to fill up thirteen vacancies of Staff Car Driver (Ordinary Grade) (General Central Service, Gr.C, Non-Gazetted, Non-Ministerial) in the PB-1 (Rs.5200-20200) plus Grade Pay Rs.1900/- in the office of the Senior Manager, Mail Motor Services , Kolkata – 700015 Department of Posts, Ministry of Communication & IT on Deputation/ Absorption in the Department of Posts failing which Deputation / Absorption in other Ministries / Deputation or reemployment of Armed Forces Personnel .

**2. Eligibility Conditions:**

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

From amongst the regular Dispatch Rider (Group C) and Group C employees in Pay Band – 1, Rs.5200-20200 with Grade Pay of Rs.1800 in the Department of Posts who possess valid Driving Licence for light and heavy Motor vehicles on the basis of a Driving test to assess the competence to drive light and heavy Motor vehicle

**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 Pay Band – 1, Rs.5200-20200 with Grade Pay of Rs.1800 who fulfill the necessary qualifications prescribed as under:

- (i) Possession of a valid Driving Licence for light and heavy motor vehicles;
- (ii) Knowledge of Motor mechanism (The candidate should be able to remove minor defects in vehicle);
- (iii) Experience of Driving Light and Heavy motor vehicle for at least three years ;
- (iv) Pass in 10<sup>th</sup> 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 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 :**

PB-1 (Rs.5200-20200) plus Grade Pay of Rs.1900. Pay will be regulated as per rules.

Contd....P/2



**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 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 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) 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:

- i) Integrity certificate
- ii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a "Nil" certificate should be enclosed)
- iii) Vigilance clearance certificate.
- iv) Attested photocopies of the ACRs for the last five years (2011-12 to 2015-16) (attested on each page by a Gazetted officer) (wherever applicable)

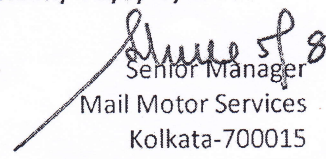
The required documents mentioned at the end of Annexure along with relevant documents in support of qualifications and experience, may be forwarded to "The Senior Manager, Mail Motor Services, 139, Belegkata Road, Kolkata-700015", within 60 days of the publication of the circular in the Employment News. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

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

  
Senior Manager  
Mail Motor Services  
Kolkata-700015  
Tel.No -033-22510780

Copy forwarded to:

1. All Ministries/ Departments of Govt. of India ( as per list attached )
2. All the Circles – Department of Posts ; India ( as per list attached ) - eligible and interested officials may forward their applications through proper channel with the stipulated date.
3. The ADPS (TO), O/o the Ch. PMG, WB Circle, Kol-12 with a request to upload the vacancy circular on the official website of Departments of Posts : India.
4. M/S Union Publicity Bureau, 34 B, Ballygunge Gardens, Golpark, Kol-700019 with a request to publish the vacancy circular in the ensuing issue of Employment News
- ✓ 5. Sri K.K.Rana- ADPS( Rectt)O/o the Ch PMG, WB Circle, Kol-12- W.r.to letter no Rectt/R-1/3/IV/III dtd 25/07/2016

  
Senior Manager  
Mail Motor Services  
Kolkata-700015  
Tel.No -033-22510780



# ANNEXURE-I



Proforma for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption/reemployment basis in the O/o the Senior Manager, Mail Motor Services, Kolkata - 700015

- Name and postal address (in Block Letters) with Telephone No.
- Date of Birth (in Christian Era)
- Date of retirement under Central Govt. Rules
- Educational qualifications  
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- Do you hold analogous post on regular basis in the parent cadre or department; or
  - Do you possess three years' regular service in posts in the pay band-1 of Rs.5200-20200 with Grade Pay of Rs.1800/- or equivalent;  
if yes, Name of the post held
  - Do you possess a valid driving licence,  
if yes, enclose copy:  
Date of L.M.V-  
Date of H.M.V-
  - Do you possess knowledge of Motor mechanism?
  - Do you possess experience of Driving Light and Heavy motor vehicle for at least three years? If yes, enclose the relevant documents
  - Do you possess at least three years service experience as Home Guard/ Civil volunteers?
- Details of employment, in chronological order (Stating from entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organisation	Post held With scale of pay	Period of service		Basic Pay & Pay scale (pre- revised)	Basic Pay (revised)			Nature of appointment whether regular/ ad- hoc/deputation
		from	to		Pay in P.B	G.P	Basic Pay	
1	2	3	4	5	6	7	8	9

- Nature of present employment, i.e ad-hoc or temporary or permanent:
- In case the present employment is held on deputation please state
  - The date of initial appointment
  - Period of appointment on deputation
  - Name of parent office/Organization to which you belong
- Are you in 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 PB & GP	Revised basic pay

- Total emoluments per month now drawn
- 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)
- Full postal address of forwarding authority with name & telephone no.
- Whether belongs to SC/ST
- Remarks

DEPARTMENT OF POSTS  
POSTAL STORES DEPOT, KOLKATA





Signature of the candidate  
Name of the Candidate  
Full address of the office  
Telephone No/FaxNo

Annexure II

(Certificate To Be Furnished By The Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified 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 for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed (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 & Designation :  
Telephone No. :  
Fax No. :  
Office Seal :

Place:

Dated:

List of enclosure:

1.

2.

3.

4.

5.

(\* Strike out which is not applicable)

DEPARTMENT OF POSTS  
POSTAL STORES DEPOT, KOLKATA  
DEPARTMENT OF POSTS

POSTAL STORES DEPOT, KOLKATA IMPRESSIVE MULTIFORM PVT. LTD. 022 28478052

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