

97

No. DMS-B/2-8/Driver Rectt. /XXVIII/17-18/384 Dated 27.07.2018

MINISTRY OF COMMUNICATION & IT

DEPARTMENT OF POSTS, INDIA

O/o THE SENIOR MANAGER, MAIL MOTOR SERVICE, 134-A, S. K. AHIRE MARG, WORLI, MUMBAI-400018.

APPLICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZEN FOR THE FOLLOWING POSTS

POSTS	NUMBER	BREAK-UP				
		UR	SC	ST	OBC	ESM
Staff Car Driver (Ordinary Grade) General Central Service, Gr-C, Non-Gazetted, Non -Ministerial	15	08	02	01	04	01

Vacancy reserved for Ex-Serviceman (ESM) will be filled up from any category and then be adjusted horizontally against respective categories viz UR/SC/ST/OBC as the case may be depending upon the category to which the selected candidate belongs to, that means the vacancy earmarked for Ex-serviceman is included within the total vacancies of **15 posts of Drivers**.

SCALE OF PAY OF STAFF CAR DRIVER : Rs, 19900/- (Level 2 in the pay Matrix as per 7th CPC)

PERIOD OF PROBATION : Two years for direct recruits.

LAST DATE FOR RECEIPT OF APPLICATION : **On or before 24.09.2018 by 1700 Hours.**

1. Eligibility

a) **Age Limit for direct recruits:** 18 to 27 yrs [Relaxable 5 yrs for SC & ST, 3 yrs for OBC , for Government Servants upto 40 yrs in accordance with the instructions or orders issued by Central Government and for Ex- Serviceman upto a maximum of 3 years [08 (3+ 5) years for SC & ST and 06 (3+3) years for OBC] after deduction of the Military Service rendered from the actual age]. The caste certificate submitted in the prescribed format for appointment to posts under the Government of India will be considered for availing relaxation under SC/ST/OBC/ESM.

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

b) **Educational & Other qualifications for direct recruits:**

(i) Possession of a valid driving licence 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 light & heavy motor vehicle for at least three years.

(iv) Pass in 10th Standard from a recognized Board or Institute. And

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

2. Selection

Selection of Driver shall be made on the basis of driving test to assess their competency to drive light and heavy motor vehicles, from amongst the candidates possessing the requisite eligibility criteria mentioned above. 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 giving the following bio-data:

(i) Full name (In block letters) (ii) Father's full name (iii) Post Applied for (iv) Permanent Address (v) Address for correspondence With Pin code (vi) Citizenship :Indian/Others (Tick) (vii) Date of Birth (By Christian Era) (viii) Age as on 24.09.2018 (ix) Reservation Category :UR/SC/ST/OBC(non-creamy layer) (x) Category : Ex-serviceman /Others (Tick) (xi) Educational Qualification (xii) Issue of Driving License details with validity:(LMV & HMV separately) (xiii) Driving experience period:(LMV & HMV separately) (xiv) Home Guard service (xv) Any other relevant information (xvi) photo self attested by the candidate.

Con'td to page-2-

96

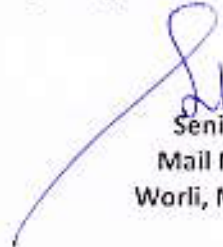
Page-2-

Application 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 SI 1(b)(iv), iii) Driving experience certificate as indicated at SI 1(b)(iii), iv) Driving License/License Extract as indicated at 1 (b) (i) v) ST/SC/OBC/ESM certificate issued by Competent Authority in the prescribed format for appointment to posts under the Government of India. vi) Form of certificate to be produced Other Backward Classes (non creamy layer) applying for appointment to posts under the Government of India in form-9.
2. Two copies of recent passport size photographs self attested by the candidate. One should be pasted in the application form and the other should be attached with the application form.

The applications should be sent in an envelope superscripting the post applied for addressing to 'The Senior Manager, Mail Motor Services, 134-A, S. K. AHIRE MARG, WORLI, MUMBAI-400018 & should be sent through Speed Post/Registered Post only. Applications received by other means will be rejected.

The last date of receipt of application is on or **before 24.09.2018 by 1700 Hours**. Application(s) without complete information or without copies of certificates or the applications(s) enclosing copy/ copies of the certificate(s) without self attestation will be rejected straight way without any notice or information. The application format and requisite details with regard to age limit, eligibility qualification/experience, prescribed format of certificate to category SC/ST/OBC/ESM and other terms and condition are available on the website: 'www.indiapost.gov.in'


Senior Manager
Mail Motor Services,
Worli, Mumbai-400018

95

FORMAT OF APPLICATION

(Registered/Speed Post only)

PHOTO
Duly self
Attested

1. Full name (In block letters) : _____
2. Father's full name : _____
3. Post Applied for : _____
4. Permanent Address with pin code : _____
5. Address for correspondence with Pin code : _____

6. Citizenship : Indian / Others (Tick)

7. Date of Birth (By Christian Era) : DD _____ MM _____ YY _____
(in format- Day-Month-Year)
8. Age as on 24.09.2018 : Years: _____ Months: _____ Days: _____

9. Reservation Category : Are you a member of UR/SC/ST/OBC (non creamy layer) (Tick)
 - (i) If yes candidate should submit caste certificate issued by the competent Authority prescribed format. (Format enclosed)
 - (ii) OBC candidate also submit non-creamy layer certificate for appointment to post under the Govt. of India.
10. Category : ESM/Others (Tick)
If ESM : Ex-Serviceman : Length of Service Years: _____ Months: _____ Days: _____
(Ex-serviceman candidate should submit certificates for availing the age relaxation)
11. Educational Qualification : Name of School _____
(Details of 10th Std) : Year of passing _____
12. Issue of Driving License details with validity: (LMV & H MV separately)
Date of issue of Driving Licence: LMV : _____ Validity: _____
Date of issue of Driving Licence: H MV : _____ Validity : _____
(License copy enclosed should match the details & their renewals. If details are not available on License then enclose self attested copy of Driving License Extract. Showing all details of License endorsement)
13. Driving experience period (LMV & H MV separately)

H MV: From _____ To _____
(Name of institution/firms etc)

LMV Exp: From _____ To _____
(Name of institution/firms etc)
14. Home Guard Service : From _____ To _____
15. Any other relevant information: _____
Date: _____
Place: _____

Signature of Candidate

Encl.: List of documents attached with due self attested

i) Age proof, ii) Educational Qualification as indicated at-SI 1(b)(iv), iii) Driving experience certificate as indicated at SI 1(b)(iii), iv) Driving License/ License Extract as indicated at 1 (b) (i) v) ST/SC/OBC/ESM certificate issued by Competent Authority in the prescribed format for appointment to posts under the Government of India, vi) Form of certificate to be produced Other Backward Classes (non creamy layer) applying for appointment to posts under the Government of India in form-9

94

FORM OF CASTE CERTIFICATE (SC/ST)

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari* son/daughter* of of village/town* in District/Division* of the State/Union Territory* belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951
- [as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

Cont'd to page-2-

93

Page-2-

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....
(With Seal of Office)
State/Union Territory*
Place:
Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

92

FORM OF CASTE CERTIFICATE (OBC)

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari*.....son/daughter* of Shri..... of village/town*in District/Division*..... of the State/Union Territory*.....belongs to theCommunity which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

Cont'd to page-2-

Page-2-

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 2011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari*.....and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/ Union Territory* of.....

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

**Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue OBC Certificate

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. †(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Note 1: Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.