

भारत सरकार डाक विभाग
GOVT OF INDIA
DEPARTMENT OF POST
O/O MANAGER, MAIL MOTOR SERVICE
Pune – 411001

प्रबंधक, डाक वाहन सेवा, पुणे प्रधान डाकघर पुणे-४११००१

Phone: (020)26122054 / 26125320

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No. MMS/Rectt/Tradesman/2019-20

Date: 02.01.2020

APPLICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZENS FOR THE FOLLOWING POST.

NAME OF POST		NO. OF VACANCIES	BREAK-UP		
			UR	SC	OBC
Skilled Artisans	Motor Vehicle Mechanic Group 'C'	04	01	01	02

SCALE OF PAY FOR SKILLED ARTISANS : Rs.19900/- (Level 2 in the Pay Matrix as per 7th CPC)

LAST DATE FOR RECEIPT OF APPLICATION : On or before 15.02.2020 by 17:00 Hours.

1. **Eligibility :**

a) **Age Limit for direct recruits :**

18 to 30 years as on 01.07.2020 [Relaxable 05 years for SC, 03 years for OBC (Non Creamy Layer)]

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

- A Certificate in the respective trade from any Technical Institution recognized by the Govt. or VIII Std. passed with experience of one year in the respective trade.
- Candidate should possess a valid driving license to drive Heavy vehicles.

2. **Method of selection :**

Selection of skilled Artisans shall be made from, amongst the candidates possessing the requisite qualifications and valid driving license by means of competitive trade test. The date and venue of the test with syllabus will be intimated separately to the eligible candidates at their correspondence address. **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 (in Block letters) (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 01.07.2020 in Format :- Years – Months – Days (ix) Reservation Category : UR/SC/OBC (Non-creamy layer) (x) Educational qualification (xi) Technical qualification/ITI Certificate (xii) Trade experience (xiii) Issue of Driving License (HMTV) details with validity (xiv) Any other relevant information (xv) Self attested photo by the candidate.

Application should be submitted as per format of application enclosed and should be signed by the candidate and accompanied with:

- Photocopies of the following certificates self-attested by the candidate.
 - Age proof i.e. Birth Certificate, School leaving Certificate.
 - Educational qualification as indicated at Sl. 1(b) (i).
 - Technical qualification/ ITI Certificate.

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- iv) Driving license / License extract as indicated at 1(b) (ii).
- v) SC/OBC caste certificate issued by competent Authority in the prescribed format for appointment to posts under the Government of India.
- vi) Trade experience.
- vii) Copy of citizenship Certificate/ Permanent Residential Certificate or any Certificate issued by the State/Central Government to show Indian Citizenship.
- viii) 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.

b. 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 application should be sent in envelop and the candidate should super scribe the post applied for on an envelope and should be addressed to "the Manager, Mail Motor Service, GPO Compound, Pune 411 001" and should be sent through **Speed Post/Registered Post only**. Application received by any other means will be rejected.

The last date of receipt of application is on or before 15.02.2020 by 17:00 Hours. Application without complete information or without copies of desired certificates or the application enclosing copy / copies of the Certificate(s) without self-attestation will be rejected straight way without any notice or information. Wrongly addressed application either on application or on envelope will also be rejected.

Application received after the last date and without adhering to the above conditions laid down in this notification will not be considered.

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.

The application format and requisite details with regard to age limit, eligibility, qualification, experience and prescribed format of certificate to category SC/ST/OBC and other terms and condition are available on the website 'www.indiapost.gov.in'.

Manager,
Mail Motor Service,
Pune - 411 001

FORMAT OF APPLICATION

(Registered/Speed Post only)

Paste self-attested photograph

1. Full name (In block letters) : _____

2. Father's full name (In block letters) : _____

3. Post applied for : _____

4. Permanent address (With Pin code) : _____

5. Address for correspondence (with Pin Code). : _____

6. Citizenship : Indian/ Others (Tick)
(Authentic proof to show Indian Citizenship to be submitted)7. Date of Birth (By Christian era) : DD_____MM_____YY_____
(In format Day-Month-Year)

8. Age as on 01.07.2020 : Year_____ Month_____ Days_____

9. Reservation Category (Tick) :

UR		SC		OBC(non-creamy layer)	
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(i) If candidate belongs to reservation, should submit caste certificate issued by the competent Authority in prescribed format.

(ii) OBC candidate should also submit non-creamy layer certificate for appointment to post under the Govt. of India.

10. Educational Qualification : Name of School _____
: Year of passing _____11. Technical Qualification : Name of technical institute _____
Trade _____ Year of passing _____12. Trade experience period : Name of Institute/Firms etc. _____
From _____ to _____ in the trade _____13. Issue of Driving License details with validity :
Date of issue of Driving License : HMV_____ Validity_____
(License copy enclosed should match the details and their renewals, if details are not available on license then enclose self-attested copy of Driving License Extract. Showing all details of License endorsement)

14. Any other relevant information : _____

Date :

Place:

Signature of Candidate

Encl: List of documents attached with, self-attested by the candidate.

i) Age proof ii) Educational qualification iii) Technical qualification iv) Technical experience v) Driving license/License extract vi) SC/OBC certificate issued by competent Authority in the prescribed format for appointment to posts under the Government of India. vii) Trade experience. viii) Copy of citizenship Certificate/ Permanent Residential Certificate or any Certificate issued by the State/Central Government to show Indian Citizenship. ix) Form of Certificate in form-9 for other Backward Classes (Non-creamy layer) in case applied under OBC reservation).