

MINISTRY OF COMMUNICATION & IT

DEPARTMENT OF POSTS, INDIA

OFFICE OF 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	16	8	2	2	4	2

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 16 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 22.01.2018 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 35 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 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

PHOTO Attested by
Gazetted Officer

- | | |
|---|---|
| i) Full name (In block letters): | xi) Educational Qualification : |
| ii) Father's full name : | xii) Issue of Driving License details with validity:
(LMV & HMTV separately) |
| iii) Post Applied for : | Date of issue of Driving Licence: LMV : Validity: |
| iv) Permanent Address : | Date of issue of Driving Licence: HMTV : Validity: |
| v) Address for correspondence With Pincode: | xiii) Driving experience period: |
| vi) Citizenship : Indian/Others (Tick) | From: To: |
| vii) Date of Birth (By Christian Era):
(in format- Day-Month-Year): DD __ MM __ YY __ | Name of institution/firms etc: |
| viii) Age as on 22.01.2018 :
Year: __ Months __ Days: __ | xiv) Home Guard service: From : To: |
| ix) Reservation Category : Mention proper
community out of UR/SC/ST/OBC | xv) Any other relevant information: |
| x) Category : ESM/Others (Tick)
(ESM: Ex-serviceman) | |

Contd.....Pg2

Application 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 1(b)(iv),, iii) Driving experience certificate as indicated at Sl 1(b)(iii), iv) ST/SC/OBC/ESM certificate issued by Competent Authority, v) Driving License as indicated at 1 (b) (i) .
2. Two copies of recent passport size photographs **attested by Gazetted Officer**. 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** .

The last date of receipt of application is on or **before 22.01.2018 by 1700 Hours**. Applications received by other means will be rejected. Application(s) without complete information or without copies of certificates or the applications(s) enclosing copy/ copies of the certificate(s) without attestation by State/ Central Govt. Gazetted Officer(s) will be rejected straight way without any notice or information. The requisite details with regard to age limit, eligibility qualification/experience, application format and other terms and condition are available on the website: **'www.indiapost.gov.in'**

Sd/-
Senior Manager
Mail Motor Services,
Worli, Mumbai-400018

Cont'd to page-3-

FORMATE OF APPLICATION

(Registered/Speed Post)

PHOTO
Duly Attested by
Gazetted

1. Full name (In block letters) : _____
2. Father's full name : _____
3. Post Applied for : _____
4. Permanent Address' : _____

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 22.01.2018 : Years: _____ Months: _____ Days: _____
9. Reservation Category : _____
(Mention proper community out of UR/SC/ST/OBC)
10. Category : ESM/Others (Tick)
(ESM : Ex-Serviceman)
11. Educational Qualification : _____
12. Issue of Driving License details with validity: (LMV & HMV separately)
Date of issue of Driving Licence: LMV : _____ Validity: _____
Date of issue of Driving Licence: HMV : _____ Validity: _____
13. Driving experience period : 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 gazetted 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) ST/SC/OBC/ESM certificate issued by Competent Authority, v) Driving License as indicated at 1 (b) (i) .