

No.: MMS/B-8/C/Ch-V

Dated at Patna the 14/09/2019

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

Post	Number	Break-up					
		UR	OBC	SC	ST	EWS	ESM
Staff car Driver (Ordinary Grade) General Central Service, Gr.-C, Non-Gazetted, Non Ministerial	10	05	02	01	01	01	01

Vacancy reserved for Ex-Serviceman (ESM) will be filled up from any category and then be adjusted horizontally against respective categories UR/OBC/SC/ST/EWS 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 10 (Ten) posts of Staff Car Driver (Ordinary).

Scale of pay of Staff Car Driver : Rs. 19,900/- (Level-2 in the pay matrix as per 7th CPC)
Period of Probation : Two years for direct recruits.
Last Date of Receipt of Application : **On or Before 13/11/2019 by 1700 Hrs.**

1. Eligibility Criteria:

- (a) Age Limit for direct recruits: 18 to 27 years (Relaxable 3 years for OBC, 5 years for SC 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 the 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 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 10th Standard from a recognised board or Institute.

(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 test 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 enclosed format and duly signed by the candidates and accompanied with:

- I. Photocopies of the following certificates duly self-attested by the candidate.
 - (a) Age proof.
 - (b) Educational Qualification as indicated at Sl. No. 1 (b) (iv).
 - (c) Driving Licence as indicated at Sl. No. 1 (b) (i).
 - (d) Driving Experience Certificates as indicated at Sl. No. 1 (b) (iii)
 - (e) Caste Certificate issued by the competent authority in the prescribed format for appointment to the posts under the Government of India.
 - (f) Proof of Ex-serviceman (in case of Ex-serviceman candidate).
- II. Along with the application form an Indian Postal Order for Rs.100/- or for the same amount an UCR to be taken, in any of the Post Office should be enclosed towards application fee. The application without the application fee will be rejected. All the candidates should pay Rs. 100/- towards application fees. Further the short listed candidates only should pay Rs.400/- (Rs. Four hundred only) as examination fee (for Driving test) in the form of Indian Postal Order (or) UCR, in any of the Post office on receipt of call letter from this office, (Exempted for SC/ST/Female candidates)

- III. Two copies of recent passport size photographs self-attested by the candidate. One should be pasted in the application form and other should be attached with the application form.

The applications along with the requisite enclosures should be sent in an appropriate size of thick paper envelope clearly inscribing on the cover as "Application for the post of Driver (Direct Recruitment) at Office of the Manager, Mail Motor Service, Patna-800001 through speed post/Register Post only and addressed to "Manager, Mail Motor Service, GPO Campus, Patna-800001". Applications sent by any other means will be rejected.

The last date of receipt of application is on or before 13/11/2019 by 1700 Hrs. Applications without complete information or without requisite document duly self-attested will be rejected straight away without any notice or information. No TA-DA will be paid to the candidate. The requisite details with regards to age limit, eligibility qualification, experience, application format and other terms & conditions are available on the website 'www.indiapost.gov.in'.

Encl: Format of Application

Manager (Group-'A')
Mail Motor Service
Patna-800001
Tel. No.: 0612-2222338
Email Id: mms34048@gmail.com

Format of Envelope

<u>Speed Post/Registered Post</u> <u>Application for the post of Staff Car Driver (Direct Recruitment) at O/o the Manager, MMS, Patna</u>	
From: _____ _____ _____	To, Manager Mail Motor Service GPO Campus, Patna-800001