

**DEPARTMENT OF POSTS**  
**O/O THE SR. SUPDT OF POST OFFICES, GOA DIVISION, MAPUSA 403507**  
**PH: 0832-2262450/2262881 EMAIL: [dogoa.mh@indiapost.gov.in](mailto:dogoa.mh@indiapost.gov.in)**

NO: BII/Driver/MMS/Deputation/Absorption/2018

dated at Mapusa the 7.5.2018

**Sub: Filling of the two (02) vacancies (01 UR, 01 SC) 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/-, Pay Matrix- level 2 as per the revised Seventh pay Commission in the office of Sr. Supdt of Post Offices, Goa Division, Mapusa on Deputation/ Absorption basis in the Department of Posts failing which by Deputation/ Absorption from other Ministries/on Deputation or re-employment of Armed Forces Personnel-reg.**

It is proposed to fill up two (02) vacancies (01 UR, 01 SC) 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/-, Pay Matrix- level 2 as per the revised Seventh pay Commission in the office of Sr. Supdt of Post Offices, Goa Division, Mapusa, Department of Posts, Ministry of Communication & IT on Deputation/ Absorption basis in the Department of Posts failing which by Deputation/ Absorption from other Ministries / on Deputation or reemployment of Armed Forces Personal.

**1. 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 (Level 1 in the Pay Matrix as per 7<sup>th</sup> CPC) in the Department of Posts who possess valid Driving License for light and heavy Motor vehicles on the basis of a Driving test to assess the competence to drive light and heavy Motor vehicles.

**2. 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 (Level 1 in the Pay Matrix as per 7<sup>th</sup> CPC) who fulfill the necessary qualifications prescribed as under:

(i) Possession of a valid Driving License 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.

DESIRABLE: Three years service as Home Guard or Civil Volunteers.

**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 Rs.1900 (Pay Matrix Level 2 as per 7<sup>th</sup> CPC). Pay will be regulated as per rules.

**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 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 (2013-14 to 2017-18) (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 Sr. Supdt of Post Offices, Goa Division, Mapusa**", within 45 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.

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

*Okhans*  
Sr. Supdt of Post Offices  
Goa Division, Mapusa 403507

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 (Tech), O/o Chief PMG, Maharashtra Circle, Mumbai-400001 with a request to upload the vacancy circular on the official website of All ministries / Departments of Govt. of India.
4. The ADPS (Rectt), O/o Chief PMG, Maharashtra Circle, Mumbai-400001. W.r.t Letter No. Rectt/Drivers Rectt/2016 dated 18.05.2017
5. The Postmaster General, Goa Region, Goa 403001.

## ANNEXURE-I

Proforma for application for the post of Staff Car Driver (Ordinary grade) on Deputation/ Absorption/reemployment basis in the O/o Sr. Supdt of Post offices, Goa division, Mapusa 403507

1. Name and Postal address (in Block Letters) with Contact No( Telephone /Mobile ):
2. Date of Birth (in Christian Era):  
(Enclose attested copy of proof of Date of Birth)
3. Date of Retirement under Central Govt. Rules.
4. Educational qualifications  
(Enclose a separate sheet, duly authenticated by your signature, If the space below is insufficient)  
(Enclose attested copy of 10<sup>th</sup> std pass certificate)
- 5.a. Do you hold analogous post on regular basis in the parent cadre or Department
- b. Do you possess three years regular service in posts in the pay band-1, of Rs.5200-20200 with Gr. Pay- Rs. 1800 or equivalent?  
If yes, name of the post held:
- c. Do you possess valid driving license?  
If yes, enclose copy:  
Date of L.M.V-  
Date of H.M.V-
- d. Do you possess knowledge of Motor mechanism?
- e. Do you possess experience of driving Light & Heavy Motor vehicle for  
at least three years? If yes, enclose the relevant documents
- f. Do you possess at least three years' service experience  
as Home Guard or Civil volunteers? If yes, enclose the relevant documents

6. Details of employment, in chronological order (starting from entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Organization	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		7	8	9

7. Nature of present employment, i.e. ad-hoc or temporary or permanent:

8. 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

9. 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

10. Total emoluments per month now drawn in Rs. -

11. 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)

12. Full postal address of forwarding authority with name & telephone no. /Mobile no.

13. Whether belongs to SC/ST/OBC

14. Remarks

Station:

Date:

Signature of Candidate

Name of the official:

Full address of the office:

Telephone No /Fax:

Details of employment, in chronological order (starting from entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Organization	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	
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13. Whether belongs to SC/ST/OBC

14. Remarks

Station:

Date:

Signature of Candidate

Name of the official:

Full address of the office:

Telephone No /Fax:

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 requisite 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:

Date:

List of enclosure:

1.

2.

3.

4.

5.

(\*Strike out which is not applicable)