

**MINISTRY OF COMMUNICATION & IT**  
**DEPARTMENT OF POSTS, INDIA**  
**Office of the Manager Mail Motor Service, Madurai 625 002**

**No DMS / 14 / Ch IX / 2017-18 dated at Madurai 625 002 the 28.05.2018**

**SUBJECT :Filling up Two (2) vacancies in the grade of staff car driver (Ordinary grade) (General Central Services, Gr.C, Non-Gazetted, Non -Ministerial) in the Pre-revised PB-1 (Rs.5200-20200) plus Grade pay Rs.1900/- Pay Matrix- Level- 2 as per the revised 7<sup>th</sup> CPC in the office of the Manager, Mail Motor Service, Madurai -625 002 on Deputation /Absorption in the Department of posts failing which Deputation / Absorption in other Ministries / Deputation or re-employment of Armed forces personnel-reg**

It is proposed to fill up Two vacancies of staff car Driver (Ordinary Grade) (General Central Service Gr.C, Non-Gazetted, Non -Ministerial) in the Pre-revised PB-1 (Rs.5200-20200) plus Grade pay Rs.1900/- in the office of the Manager, Mail Motor Service, Madurai 625 002 Department of posts, Ministry of Communication & IT on Deputation /Absorption in the Department of posts failing which Deputation / Absorption in other Ministries / Deputation or reemployment of Armed forces personnel.

**2. Eligibility Conditions:**

**Deputation/Absorption of officials in the Department of posts**

From amongst the regular Dispatch Rider (Group C) and Group C employees in light and heavy Motor vehicle pay Band -1, Rs.5200-20200 with Grade pay of Rs.1800 Pay Matrix- Level- 1 as per the revised 7<sup>th</sup> CPC in the Department of posts who possess valid Driving Licence for light and heavy Motor vehicles on the basis of a Driving test to assess the competence to driver

**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 band-1, Rs.5200-20200 with Grade pay of Rs.1800 Pay Matrix- Level- 1 as per the revised 7<sup>th</sup> CPC who fulfill the necessary qualifications prescribed as under:

- (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 vehicles);
- (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.

**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** PB-1 (Rs.5200-20200) plus Grade pay of Rs.1900 Pay Matrix- Level- 2 as per the revised 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 the 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 Manager, Mail Motor Services, Madurai 625 002 within 60 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.

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



Manager  
Mail Motor Service  
Madurai 625 002

**Copy forwarded to:**

1. All Ministries/ Department 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 Chief Postmaster General, TN Circle, Chennai 600 002 w.r.t their letter No. REP/39-8/2016 dated 27.02.2017 for favour of information please.
4. The AD ( Tech), O/o The Chief Postmaster General, TN Circle, Chennai 600 002 with a request to upload the circular on the official website of Department of posts, India.
5. The Postmaster General, Southern Region, Madurai 625 002 for favour of information and further action please.
6. Spare



Manager  
Mail Motor Service  
Madurai 625 002

DEPARTMENT OF POSTS  
ANNEXURE-I

**Profoma for application for the post of staff car Driver (Ordinary Grade) on Deputation/Absorption/Re-employment basis in the O/o the Manager, Mail Motor Service , Madurai 625 002**

1. Name and postal address (in Block Letters) with Telephone No :
  
2. Date of Birth (in christian Era) :
  
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)
  
5. a. Do you hold analogous post on regular basis in the parent cadre or department (or)  
 b. Do you possess three years' regular service in posts in the pay band-1 of Rs.5200-20200 with Grade pay of Rs.1800/-or equivalent;  
 if yes,Name of the post held  
 c. Do you possess a valid driving licence,  
 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 and 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/civil volunteers?
  
6. Details of employment, in chronological order (stating from entry in central Government service).Enclose a Separate Sheet duly authenticated by your signature, if the space below is insufficient

Office/ Organisation	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	6	7	8	9

Contd.....2

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

- a) The date of initial appointment :
- b) Period of appointment on deputation :
- c). 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 :

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. :

13. Whether belongs to SC/ST :

14. Remarks :

Signature of the candidate :  
Name of the candidate :  
Full address of the office :

Telephone No/Fax No. :

**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 educational qualifications and experience mentioned in the vacancy circular.

2. Also certify 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 enclosures :**

- 1.
- 2.
- 3.
- 4.
- 5.

(\*Strike out which is not applicable)