

Ref. No. MSE-13/Recruitment of Driver/2019/45

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

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

Scale of Pay : Rs.19, 900/- to Rs.63200/- (Level-2 in the pay matrix as per 7th CPC)

Last Date of Receipt of Application: On or Before 30.09.2020 by 17.00 Hrs.

1. ELIGIBILITY

(a) **Age Limit:** 18 to 27 year (Relaxable 5yrs for SC & ST, 3yrs for OBC). The crucial date for determining the age limit shall be the closing date of receipt of applications from candidates in India. [Relaxable for Govt. Servants up to the age of 40 years in accordance with the instructions or orders issued by the Central Government]

(b) Educational & other qualifications:

- Possession of a valid driving license for light and heavy Motors vehicles.
- Knowledge of Motor Mechanism (candidate should be able to remove minor defects in vehicle)
- Experience of driving light and heavy Motor vehicle at least three years.
- Pass in 10th standard from a recognized Board or Institute.

(c) **Desirable qualification** : Three years service as Home guard or Civil Volunteers.

(d) **Period of Probation** : Two years

(e) **Method of recruitment** : Direct recruitment.

2. SELECTION


Selection of Driver shall be made on the basis of test as prescribed by Department to assess their competency to drive light and heavy motor vehicles including knowledge of Motor Mechanisms and ability to remove minor defects in vehicle 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 as per format of application enclosed and should be signed by the candidate and accompanied with:-

- Photocopies of the following certificates duly attested by Gazetted officer/Self attested:-
(i) Age proof (Birth certificate/ Xth Board Certificate/ School Leaving Certificate), (ii) Educational Qualification, (iii) Driving Licence and Experience Certificate as indicated as Sl. No. (b)(iii), (iv) Caste Certificate as per prescribed format (if any), (v) Technical Qualification, (vi) Citizen Certificate (Domicile/Nationality/Permanent Residence Certificate), (vii) Photo Id proof, (ix) Declaration stating that the information provided is the valid, true and authentic.
- One recent passport size photographs attested by Gazetted Officer/self attested should be pasted in the application form.

The applications information/ enclosures should be sent in an appropriate size of thick paper envelope clearly inscribing on the cover as "**Application for the post of Staff Car Driver (Direct Recruitment) at MMS Nagpur**" through **Speed Post/Register Post only** and addressed to "**The Manager (Group-A) , Mail Motor Service, GPO compound, Civil lines, Nagpur -440001**". Application sent by courier or any other transmission will not be entertained/considered. Application without complete information or without requisite documents duly attested by Gazetted officer/self-attested will be rejected straight way without any notice or information. No TA-DA will be paid for test. Candidate will be selected on the basis of qualification, experience & skill test and merely possessing minimum qualification will not vest any right to the candidate to call for test. 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),
E-mail Id: mmsnagpur2014@gmail.com,
mmsnagpur.mh@indiapost.gov.in

Copy to,

- PMG, Nagpur Region, Nagpur.
- ADPS (Rectt), O/O CPMG, Mah. Circle, Mumbai. To upload notification on official website of Maharashtra Circle.
- GM, CEPT, Mysuru for uploading notification on departmental website

Format of Application

01 Passport size photograph duly attested by Gazetted Officer /Self attested to be pasted here.

Application should be submitted giving the following bio-data:

Sl.no.	Details/Description				
I	Full name (in block letters)				
ii	Father's full name				
iii	Post applied for	<i>Staff Car Driver (Ordinary Grade)</i>			
iv	Permanent Address				
v	Address for correspondence				
vi	Email Id				
vii	Citizenship/Nationality				
viii	Date of birth (in figures & words) (Proof to be enclosed)	<i>Date</i>	<i>Month</i>	<i>Year</i>	<i>In words-</i>
ix	Age as on closing date of receipt of application i.e. on 30.09.2020				
x	Community/Category(Gen/SC/ST/OBC/ EWS/ etc.)				
xi	Details of educational qualification				
xii	Issue of Driving License details with validity (LMV & HMV separately)	<i>HMV</i>	<i>Issued on</i>	<i>Valid upto</i>	
		<i>LMV</i>	<i>Issued on</i>	<i>Valid upto</i>	
xiii	Driving experience period (HMV/LMV) separately	<i>HMV</i>	<i>from</i>	<i>Up to</i>	
		<i>LMV</i>	<i>from</i>	<i>Up to</i>	
xiv	Technical qualification, if any				
xv	Details of Home Guard Service	<i>From</i>	<i>To</i>		
xvi	Any other relevant information				

I hereby declare that the information provided is True, valid and authentic.

Signature of applicant

Format of Envelops cover inscribing as under

Speed Post/Registered Post	
<u>Application for the post of Staff Car Driver (Direct Recruitment) at MMS, Nagpur</u>	
From: .	To, The Manager (Group-A), Mail Motor Service, GPO Compound, Civil Lines, Nagpur (MS)-440001.