



No: MMG/36/Driver/XV dated 16.07.2018

MINISTRY OF COMMUNICATION & IT

DEPARTMENT OF POSTS : INDIA

OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICES

139, BELEGHATA ROAD, KOLKATA-700015

Phone No. (033)2251-2550, Fax No. (033)2251-0780, Email: mailmotorkol@gmail.com

VACANCY CIRCULAR

It is proposed to fill up nine vacancies of Staff Car Driver (Ordinary Grade) (General Central Service, Gr.C, Non-Gazetted, Non-Ministerial) in the Rs.19900-63200/-(Level 2 in the Pay Matrix as per 7th CPC) at the office of the Senior Manager, Mail Motor Services, Kolkata-700015 on Deputation/ Absorption in the Department of Posts failing which Deputation/ Absorption from other Ministries/Departments or Deputation/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 [Pay Band – 1, Rs.5200-20200 with Grade Pay of Rs.1800 as per 6th CPC (Level 1 in the Pay Matrix as per 7th 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 drive light and heavy Motor vehicle.

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 Level 1 in the Pay Matrix as per 7th CPC who fulfills 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 vehicle);
- (iii) Experience of Driving Light and Heavy motor vehicle for at least three years ;
- (iv) Pass in 10th 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 Armed Forces; thereafter they may be continued on re-employment.

3. Regulation of pay and other terms of deputation:

Rs.19900-63200/-(Level 2 in the Pay Matrix as per 7th CPC). Pay will be regulated as per rules.

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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) of the eligible candidates in the prescribed proforma (Annexure-I) whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) be forwarded to this office 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/APARs for the last five years (2012-13 to 2016-17) (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 Senior Manager, Mail Motor Services, 139, Belegghata Road, Kolkata-700015", within 45 days of the publication of the circular in the Employment News. The envelope of the applications should be duly superscripted with "Application for the post of staff Car Driver (Departmental)" otherwise Department will have no responsibility for any mixing with other applications. 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.


Senior Manager
Mail Motor Services
Kolkata-700015

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 within the stipulated date.
3. The ADPS (TO), O/o the Ch. PMG with a request to upload the vacancy circular on the official website of Department of Posts, India.
4. Sri K.K.Rana, ADPS(Rectt), O/o the CPMG, W.B.Circle, Kol-12 w.r.to letter no. Rectt/R-1/3/Driver/MMS/2017-18 dtd.26.09.17
- 5-11. Notice Boards (Belegghata/ Howrah/ Kalighat/Siliguri/Asansol/AMPC/GPO)


Senior Manager
Mail Motor Services
Kolkata-700015

ANNEXURE-I

Proforma for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption/
Reemployment basis in the o/o the Senior Manager, Mail Motor Services, Kolkata-700015

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:
d. Do you possess knowledge of Motor mechanism? If yes please enclose experience certificate.
e. Do you possess experience of Driving Light and Heavy motor vehicle for at least three years? If yes, enclose the relevant documents
f. Whether belongs to SC/ST

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

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. 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 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:

Dated:

List of enclosure:

1.

2.

3.

4.

5.

(* Strike out which is not applicable)